

# ADMINISTRATIVE TRAINING INSTITUTE

GOVERNMENT OF WEST BENGAL  
FC-BLOCK, SECTOR-III, SALT LAKE CITY,  
KOLKATA - 700 106  
TELE-FAX : (033) 2337-4015/2337-3960

**Memo No: 681/DD (A)/VI-92/ATI/15-16**

**Date: 4<sup>th</sup> November, 2015**

## **NOTICE INVITING QUOTATION**

Sealed quotations are invited from intending and experienced bonafide Agencies for the supply of Leather Laptop Bags at Administrative Training Institute (ATI), Govt. of West Bengal, Sector-III, FC Block, Salt Lake, Kolkata-700106.

**The details of the materials to be procured are given below:-**

<b><u>SPECIFICATIONS</u></b>		
<b>Sl. No.</b>	<b>Details</b>	<b>No. Of Pieces</b>
1.	<b><u>Leather Laptop Bag :</u></b> Size : 16"×12" Leather (Soft) Bag with 5 Pockets (2 Front, 2 Middle & 1 Back) with Shoulder Strap & Handle.	45 Pieces

## **ELIGIBILITY CRITERIA**

- The bidder must be a registered organization with a valid trade license.
- Contact office should be Kolkata based.

## **TERMS & CONDITIONS**

- All disputes should be under Kolkata jurisdiction.
- The sealed quotation accompanying all relevant papers should be dropped at the Tender Box kept at the office of ATI.
- The quoted rate should be inclusive of all Taxes and duties.
- Intending bidders or his authorized representative may remain present at the time of opening of the quotation.
- The supply work should be completed within 7 days of issuance of the work order.
- The last date of submission of quotation is **09/11/2015 up to 14.00 hrs.**
- The date of opening of the received sealed quotation is **09/11/2015 at 15.00 hrs.**
- No advance payment will be made
- The ATI authority reserves the right to reject/cancel any quotation without assigning any reason whatsoever.

**Sd/-**  
Deputy Director (Administration),  
ATI, WB

**Memo No: 681/1(4)/DD (A)/VI-92/ATI/15-16**

**Date: 4<sup>th</sup> November, 2015**

Copy for information with a request to display this notice on the Office Notice Board is forwarded to:

- District Magistrate, North 24 Pgs
- Chairman, Bidhannagar Municipality
- Sub-Divisional Officer, Bidhannagar
- Head Clerk, ATI

**Sd/-**  
Deputy Director (Administration),  
ATI, WB