

I/713/2017

ADMINISTRATIVE TRAINING INSTITUTE
GOVERNMENT OF WEST BENGAL
FC-BLOCK, SECTOR-III, SALT LAKE CITY,
KOLKATA - 700 106

Dated: 23/08/17

NOTICE INVITING QUOTATION

Sealed quotations are invited from the recognised suppliers/firms for supply of 150 nos **8 GB Pen Drive** at the Administrative Training Institute, West Bengal, as per following specification.

SL. NO	NAME OF ITEM AND SPECIFICATION	QUANTITY
1.	Pen Drive: <ul style="list-style-type: none"> • Capacity: 8 GB • Interface: USB 2.0 • Metal Body • Supported OS: Windows 2000 / XP / Vista, Windows XP, Windows 7,8,10, Mac OS: 10.3 and above • Warranty: 2 years 	150

Eligibility Criteria:

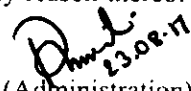
1. The bidder must be a registered organization with a valid trade license. Copy of Trade Licence may be submitted along with the quotation.
2. Contact office should be Kolkata based.
3. Photocopy of PAN & GST Registration No, should be submitted along with the quotation.

The intending suppliers /firms are requested to drop their quotations, along with documents, as mentioned above, in the box kept in the office of Administrative Training Institute, FC Block, Sector-III, Salt Lake, Kolkata-700106 in a sealed cover on 30/08/2017 by 14:00 hrs., superscripting the word " **Quotation for supply of 8 GB Pen Drive at ATI, West Bengal**", at the top of the sealed cover. The name of the **SUPPLIER / FIRM** should also be written on the left side of the sealed cover. The quotations will be opened on the same day at **15:00 hrs.** at the Office Chamber of the undersigned. The representative of suppliers /firms may be present at that time.

The rate should be quoted inclusive of all taxes, freight, excise, installation etc. **Quoted rates should be valid up to 6 months from the date of approval of lowest rates.**

It may be noted that the supply and installation of the items should be completed within 3 days of receipt of the Supply Order. Failure to supply the articles, after issue of supply order, or failure to supply the articles within specified time limit may result in debarring the agency from participating in next three consecutive NIT/NIQ at ATI or permanent blacklisting of the agency from ATI.

The Institute reserves the right to cancel any or all quotations without assigning any reason thereof or split the supply Order among the quotationers, if such situation arises, after opening of quotations.


 Joint Director (Administration),
 ATI, West Bengal

Dated: 23/08/17

Copy forwarded with request to display the notice in the official notice board of your office for wide publicity;

1. District Magistrate, North 24 Parganas
2. SDO, Bidhannagar
3. Chairman, Bidhannagar Municipality
4. Office Notice Board of ATI.

Joint Director (Administration),
ATI, West Bengal