

ADMINISTRATIVE TRAINING INSTITUTE

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

Memo No: 325/DD (A)/III-118/ATI/15-16

Date: 10th July, 2015

NOTICE INVITING QUOTATION

Sealed quotations are invited from intending and experienced bonafide printers for the printing of Posters for the RTI Project at Administrative Training Institute (ATI), Govt. of West Bengal, Sector-III, FC Block, Salt Lake, Kolkata-700106.

The specifications of the printing job are given below:-

SPECIFICATIONS

1. Each Poster would have a size 3' × 2'.
2. The paper quality would be 170 GSM glossy paper.
3. The printing matter of pictorial illustrations is available in digitised version (printing enabled).
4. 450 (Four Hundred Fifty) numbers of Posters should be printed for each of the ten pictorial illustrations which is available in digitised version (printing enabled) totalling to 4500 Posters.
5. Rates for printing of 4500 Posters should be submitted with lamination & without lamination.

ELIGIBILITY CRITERIA

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

TERMS & CONDITIONS

- I. All disputes should be under Kolkata jurisdiction.
- II. The sealed quotation accompanying all relevant papers should be dropped at the Tender Box kept at the office of ATI.
- III. The quoted rate should be inclusive of all Taxes and duties.
- IV. Intending bidders or his authorized representative may remain present at the time of opening of the quotation.
- V. The work should be completed within 14 days of issuance of the work order.
- VI. The last date of submission of quotation is **20/07/2015 up to 14.00 hrs.**
- VII. The date of opening of the received sealed quotation is **20/07/2015 at 15.00 hrs.**
- VIII. The final proof of the printing matter should be approved by the Nodal Officer, RTI Project of ATI, WB. Intending bidders may contact the Nodal Officer, RTI Project of ATI, WB to have an overview of the matter to be printed. It will be presumed that the intending bidder has offered his rate after reviewing the entire printing work to be undertaken.

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- IX. *No advance payment will be made.*
X. *The ATI authority reserves the right to reject/cancel any quotation without assigning any reason whatsoever.*

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

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Copy for information to:

1. *Nodal Officer, RTI Project, ATI, WB.*

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

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

- (i) *District Magistrate, North 24 Pgs*
- (ii) *Chairman, Bidhannagar Municipality*
- (iii) *Sub-Divisional Officer, Bidhannagar*
- (iv) *Head Clerk, ATI*

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