



Government of West Bengal
Administrative Training Institute
 Block : FC, Sector : III, Salt Lake
 Kolkata : 700106

Memo No. : I/1509/2018

Dated : 19.12.2018

NOTICE INVITING QUOTATION

Quotations are invited in sealed covers from intending and bonafide agencies for the development and supply of print-ready soft version of quarterly Newsletter for Administrative Training Institute.

Scope of work:

- (a) Ideation, Generation of Content, Design of Newsletter, composing, proof-reading and delivery of print-ready soft version compatible to be used as e-Newsletter and print.
- (b) No. of issues – 4(Four) quarterly issues from January 2019
- (c) Supply of source content including photograph to the vendor is to be done by ATI, WB
- (d) Design : The Newsletter will have topics like Cover Page, Lead Story, Luminary Speak, News Buzz, What's brewing, Upcoming etc. which may be modified in consultation with ATI, WB
- (e) Photographs : Color photographs of different events as to be supplied by ATI, WB to be used as well as if necessary the vendor may use photographs of ATI related events taken by them subject to the prior approval from competent authority of the Institute.
- (f) The print-ready soft version of all issues of the Newsletter will be finalized only after the clearance from the Newsletter Editor of ATI, WB
- (g) The print-ready soft version of the newsletter is to be compatible for upload as e-Newsletter in the ATI website
- (h) The print-ready soft version of the Newsletter contains 8 pages with proper resolution in order to get final printed document in 8"x11" size with 4 color text in 130 GSM Art Paper.
- (i) The vendor should provide manpower to manage distribution to different offices. The charge of courier services for the delivery of the Newsletter should not exceed the latest approved rate by ATI, WB.
- (j) The vendor will supply an editable version of the Newsletter
- (k) The initial contract will be for 1(one) year starting from 01.01.2019 to 31.12.2019. However, for continuation of the publication of the Newsletter in a regular manner, the contract may be renewed for further 1(one) year subject to the satisfaction of the competent authority.

Eligibility Criteria :

- (i) The bidder must be registered organization with a valid trade license.
- (ii) Up-to-date GST & Income Tax return for 2017-18 F.Y. should be furnished.
- (iii) Contact Office should be Kolkata based.

General Terms & Conditions :

- (i) Rates should be quoted in the prescribed format inclusive of all taxes, duties etc. and no separate charges for delivery and transportation will be allowed.
- (ii) No revision of prices shall be entertained once the quotation has been submitted and quoted rates shall not be changed within the contract period. No overwriting in the quoted rates will be allowed.

- (iii) Delayed submission of rates is liable to be rejected.
- (iv) The lowest rate quoted vendor shall supply the print-ready soft version within 15 (fifteen) working days of the receipt of the supply order.
- (v) The ATI, WB reserves every right to accept, reject or cancel any bids without assigning any reason whatsoever.
- (vi) If the lowest bidder fails to supply to deliver the product within stipulated date, the authority may at his discretion withhold any payment until the completion of the work. A percentage may be deducted as liquidated damage from the final payment of the supplier as may be fixed by the authority.
- (vii) The product supplied by result of this quotation shall be of the best quality and workmanship and new in all respects and shall be strictly in accordance with the specifications and particulars contained against criteria mentioned in the offer letter.
- (viii) Payment will only be made after satisfactory supply of the item.
- (ix) The sealed quotation accompanying all relevant papers should be dropped at the box kept at the office of ATI, WB. Intending bidders or their authorized representatives may remain present during the opening of quotation.
- (x) The last date of submission of quotation is 26.12.2018 upto 2:00 PM.
- (xi) The date of opening of the received sealed quotation is 26.12.2018 at 3:00 PM.

AW 19/12/18.
 Deputy Director (Administration)
 Administrative Training Institute
 West Bengal

Dated : 19.12.2018

Memo No. : I/1509/1(3)/2018

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

- (i) The District Magistrate, North 24 Parganas
 (ii) The Chairman, Bidhannagar Municipality
 (iii) The Sub-Divisional Officer, Bidhannagar

AW 19/12/18.
 Deputy Director (Administration)
 Administrative Training Institute
 West Bengal

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Copy forwarded for information to:

- (i) The Joint Director, ATI, WB
 (ii) The Joint Director (Accounts), ATI, WB
 (iii) The Store In-Charge, ATI, WB

AW 19/12/18.
 Deputy Director (Administration)
 Administrative Training Institute
 West Bengal

PRICE BID FORMAT

Description of work	Quantity	Rate (all inclusive)
Developing & supply of print-ready soft version of ATI Newsletter	On quarterly basis from January 2019	

Signature and Seal of the Bidder