

I/1273/2018

File No.LIB-15/1/2018-LIB



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

Memo No. : I/1273/2018

Dated : 02.08.2018

### NOTICE INVITING QUOTATION

The Administrative Training Institute intends to sell the following articles through auction lying at the Library of ATI, West Bengal. Sealed quotations are invited from the interested parties for the auction of scrap materials. The details of the items are given below :

- (i) Waste Papers (News Paper, Magazine etc.)  $\pm$  150 Kg. (approx.)
- (ii) Chairs  $\pm$  35 nos.
- (iii) Tables  $\pm$  8 nos.

Interested parties should drop their bids in the drop box in the Administrative Training Institute according to the schedule given below.

1	Period of collection of quotation set	Upto 10.08.2018	From 11:00 AM to 5:00 PM on working days
2	Period of inspection of items	Upto 10.08.2018	From 11:00 AM to 5:00 PM on working days
3	Due date of submission of quotation	Upto 13.08.2018	Till 3:00 PM
4	Opening of quotation	On 14.08.2018	At 2:00 PM

Quotation documents and Terms & Condition documents may be collected from the office at the above mentioned address during office hours. The quotation documents duly completed and signed should be submitted to the office. The Institute reserves every right to accept or reject any or all the quotation without assigning any reason whatsoever.

Deputy Director (Administration)  
Administrative Training Institute  
West Bengal

Dated : 02.08.2018

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- Copy forwarded for information and taking necessary action to :
1. The District Magistrate, North 24 Parganas
  2. The Sub Divisional Officer, Bidhannagar
  3. The Librarian, ATI
  4. The Assistant Store-keeper, ATI, WB
  5. Office File

Deputy Director (Administration)  
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## Term & Conditions For the Sale of Scrap Items

The Administrative Training Institute invites rate quotation for the sale of paper wastes, furniture & lying at the Institute's library through auction mode. The terms and conditions of the quotation are given below :

1. The quotation should be submitted in sealed cover addressed to <sup>a</sup>The Director General, Administrative Training Institute, Block - FC, Sector - III, Salt Lake, Kolkata - 700106<sup>o</sup>.
2. The Quotation documents sent through courier or post, should reach the above address sufficiently in advance of the closing date and time of quotation.
3. The Quotation documents submitted in any other form like Telex/ Fax/ Tele Fax/ Telephones/ Email will not be entertained.
4. No quotation documents submitted or received by post after the specified date and time shall be accepted or be eligible for consideration.
5. Incomplete quotations submitted with qualifying conditions or with condition at variance with the terms and conditions of the quotation are liable to be rejected.
6. In the event of office remaining closed on the date of opening of the quotation for any unforeseen reason, the quotation shall be opened on the next working date.
7. Bidders should sign on all the pages of the quotation document.
8. The items shall be kept open for inspection. The interested bidders may inspect the items on any working days from 11:00 AM to 5:00 PM within the period mentioned in the notice inviting quotation. Only one person from each firm will be permitted for inspection of the items. The person inspecting the items should record his firm name, his name and his position in the inspection register. The person should produce proof of documentary evidence like authorization letter in the letterhead of firm/ visiting card/ identification card/ EPIC/ PAN card etc. before inspection. Inspection can be made only once for each individual/ firm and they will not be entertained again.
9. The items are offered purely on <sup>a</sup>AS IS WHERE IS<sup>o</sup> basis and pick and choose method of bidding is strictly prohibited.
10. The period of contract will be for the remaining part of the year 2018-19.
11. ATI, WB has the right either to extend the contract or to terminate the contract before due date without assigning any reason.
12. The bidder offered highest rate will be given the offer letter for lifting materials after depositing the amount offered by him in total. Permission will not be given to the highest bidder for taking possession of the materials on part payment.
13. Rate should be offered in prescribed format (Annexure-A) as <sup>a</sup>per unit price<sup>o</sup> basis.
14. The validity of the offer letter will be 15 days from the date of issue. However, extension of time will only be allowed upon the consideration by the Director General, ATI.
15. The highest bidder shall take into account the cost of segregation/ cutting/ bundling/ loading/ unloading and carriage etc. for taking delivery from the premises.
16. The highest bidder shall bear the cost of hiring of empty & loader Truck/ Tempo.

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17. The contractor will be liable to pay @ ₹100/ day as ground rent till the final lifting of the waste items if he fails to lift the waste items within 7 working days of the receipt of carry order.
18. The contractor will be responsible for cleaning the area from where the waste materials are lifted.
19. Lifting/ removal of all scraps will be the total and complete risk and responsibility of the purchaser only.
20. All statutory requirements and labour enactments should be strictly followed in respect of persons employed by the highest bidder.
21. The bidder's representatives, workers, truck/ tempo drivers and others will have to strictly observe the working hours and regulations regarding the discipline and security while they are inside the premises of the office. Any violation of the regulation regarding the discipline and security will lead to termination of contract.
22. The highest bidder must not indulge in any corrupt or unlawful practice while executing the contract. If any such case is reported and established, the authority has every right to cancel the contract.
23. The highest bidders will be allowed to take delivery of the items during office hours only.
24. All responsibility related to GST, Excise duties and any other taxes as applicable will be of the highest bidder.
25. Assignment of contract and/ or subletting of this contract either in whole or in part is strictly prohibited.

***Deputy Director(Administration)  
Administrative Training Institute  
West Bengal***