

I/165358/2021

**NETAJI SUBHAS ADMINISTRATIVE TRAINING INSTITUTE**

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

**Date: 16<sup>th</sup> December, 2021****NOTICE INVITING QUOTATION**

Sealed quotations are invited from intending and experienced bonafide Agencies / Approved Dealers / Distributors for the following articles to be purchased for the Administrative training Institute (ATI), Govt. of West Bengal, Sector-III, FC Block, Salt Lake , Kolkata-700106

**The Specifications of the articles are below:-**

| <b>Sl.</b> | <b>Item Description</b>  | <b>Quantity</b>               |
|------------|--|-------------------------------|
| 1.         | Supply of Grade A ceramic white colour mugs with outside colour print having height 9cm and diameter 7.5 cm in a in a printed packaged form (The printing matter would be supplied by the Office). | 600 (Six Hundred) pieces only |

**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 NSATI.
- The quoted rate should be inclusive of all Taxes and duties.
- Delivery charges & Transportation should be all inclusive of the rate quoted
- Intending bidders or his authorized representative may remain present at the time of opening of the tender.
- The supply should be completed within 7 days of issuance of the supply order.
- The last date of submission of quotation is **24/12/2021 up to 14.00 hrs.**
- The date of opening of the received sealed quotation is **24/12/2021 up to 13.00 hrs.**
- The supply should be executed only after the sample of the printed mug (bearing the print given by this office) is approved. The supplied mugs should match exactly the approved sample or else the entire supply would be rejected.
- No advance payment will be made
- The NSATI authority reserves the right to reject/cancel any quotation without assigning any reason whatsoever.



Officer on Special Duty

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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*

*Officer on Special Duty  
(Administration)*