



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

Date: 14 /08/2026

NOTICE INVITING QUOTATION

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

- (i) Old News Papers- 50Kg. (approx.)

Interested parties should download the NIQ documents drop their bids in the drop box in the Netaji Subhas Administrative Training Institute according to the schedule given below.

1	Period of download of quotation set from website	Up to 02/09/2026	
2	Period of inspection of items	Up to 02/09/2026	From 11:00 AM to 5:00 PM on working days
3	Due date of submission of quotation	Up to 02/09/2026	Till 12:00 PM
4	Opening of quotation	On 02/09/2026	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.

O.S.D. (Administration)

Date:

~~Copy forwarded for information and taking necessary action to :~~

1. Joint director (Accounts), NSATI, W.B.
2. PS. To D.G., NSATI, W.B.

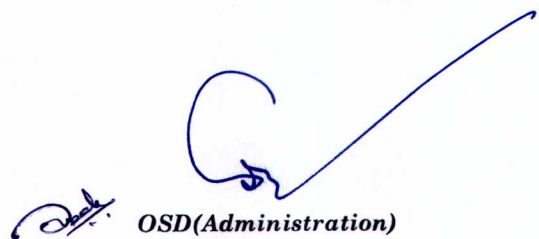
~~O.S.D. (Administration)~~

Term & Conditions For the Sale of Scrap Items

The Netaji Subhas Administrative Training Institute invites rate quotation for the sale of paper wastelisting at the Institute's library. The terms and conditions of the quotation are given below:

1. The quotation should be submitted in sealed cover addressed to "The Director General, Netaji Subhas Administrative Training Institute, Block - FC, Sector - III, Salt Lake, Kolkata - 700106".
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. Inspection can be made only once for each individual/ firm and they will not be entertained again.
9. The items are offered purely on "**AS IS WHERE IS**" basis and pick and choose method of bidding is strictly prohibited.
10. The highest bidder must lift the old newspapers/ Training materials and waste papers from library building.
11. NSATI, 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 "**per unit price**" basis.
14. The highest bidder will responsible for cleaning the area from where the materials will be lifted.
15. The validity of the offer letter will be **07 days** from the date of issue. If the amount of highest bid is not received within the stipulated time then the offer letter would stand cancelled without any further communication to the highest bidder. The second highest bidder would be issued the lifting order. In the event of the failure of the second bidder to lift the materials with in the stipulated time, the above mentioned process would be repeated till the fifth highest bidder. In event the fifth highest refuses to lift the materials with in the stipulated time, the NIQ would stand automatically cancelled.
16. The Weighing, lifting of materials shall be undertaken only under the supervision of designated officials of NSATI.

17. The highest bidder shall take into account the cost of segregation/ cutting/ bundling/ loading/ unloading and carriage etc. for taking delivery from the premises.
18. The highest bidder shall bear the cost of hiring of empty & loader Truck/ Tempo.
19. The highest bidder 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.
20. The highest bidder will be responsible for cleaning the area from where the waste materials are lifted.
21. Weighing, Lifting/ removal of all scraps will be the total and complete risk and responsibility of the purchaser only.
22. All statutory requirements and labour enactments should be strictly followed in respect of persons employed by the highest bidder.
23. 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.
24. 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.
25. The highest bidders will be allowed to take delivery of the items during office hours only.
26. All responsibility related to GST, Excise duties and any other taxes as applicable will be of the highest bidder.
27. Assignment of contract and/ or subletting of this contract either in whole or in part are strictly prohibited.
28. The validity of the tender shall remain in force for a period of **05 (Five) years from the date of issue of the Carry Order.**
29. **The quoted rate shall remain valid for the first year. Thereafter, the rate shall be increased by Rs. 2.00 (Rupees Two only) per kg, for each subsequent year during the validity period of the contract.**



OSD(Administration)

To,
The O.S.D. (Admin.),
Netaji Subhas Administrative Training Institute,
Block - FC, Sector - III,
Salt Lake,
Kolkata - 700106

Sub: Offer for purchase of waste items on "As Is Where Is" basis

Sir,

Having examined and perused the following documents,

- (a) Notice Inviting Quotation
- (b) Terms & Conditions

I/ We hereby submit our quoted rates in the enclosed format in Annexure-A.

I/ We agree that the price quoted in the offer format as enclosed in Annexure-A is excluding of taxes, duties and other government levies as applicable on the sale of items.

I/ We agree that the quantity mentioned against individual category of waste items shall be treated as approximate quantity but the actual payment would be made on the basis of actual quantity of materials to be lifted.

I/ We shall have to make all arrangements for weighing, loading of materials to truck/ tempo at our cost. I/ We shall bear the cost of hiring of empty and loaded truck/ tempo.

I/ We agree to lift the whole lot of scrap and not a part thereof failing which the NSATI, WB will be at liberty to terminate the work order.

I/ We agree that the payment will have to be cleared in total before lifting the items within 15 days of awarding the offer letter.

I/ We agree that the NSATI reserves the right to reject the quotation wholly or partially without assigning any reason.

I/ We have thoroughly read the **Quotation Form** and confirm with our acceptance to all terms and conditions without any deviation.

Enclo. :- Duly filled Annexure A

Bidders name & signature with seal

Annexure A**OFFER FORMAT**

I/ We hereby offer our price for the scrap on “as is where is” basis as detailed under:

<i>Sl. No.</i>	<i>Item</i>	<i>Unit</i>	<i>Offer price in (in figures) on per unit basis</i>	<i>Offer price in (in words) on per unit basis</i>
1.	Old News Papers	Kg.		

Bidders name & signature with seal