

IN THE HIGH COURT AT CALCUTTA
Appellate Side

NOTICE INVITING QUOTATION
[P.P.C/28/N/NIQ dated 08.08.2018]

Sealed Quotations are invited from Dealers authorized by Xerox India Limited for supply of the following articles in the High Court, Appellate Side, Calcutta.

1	Toner Cartridge for XEROX WC5016 / WC 5020DN	24 pieces
2	Drum Cartridge (Copy Cartridge) for XEROX WC5016 / WC 5020DN	15 pieces

Willing participants must carefully read the Terms & Conditions of the instant Notice. Submission of Quotation by a participant will be construed as its acceptance of all such Terms & Conditions.

*The last date for submission of Quotations is **13.08.2018**.*

06.08.2018

Deputy Registrar (Establishment), A.S

TERMS & CONDITIONS

A. SUBMISSION:

1. Quotations must be submitted in **sealed envelopes** ('gala'-sealed, not merely closed with adhesives/adhesive-tapes, stapled etc.).
2. Quotations must be submitted **in the office of Deputy Registrar (Establishment), A.S within 4 p.m of 13.08.2018**. No Quotations, whether hand-delivered or sent by courier/post etc, will be received after 4 p.m of 13.08.2018.
3. Rate(s) per piece should be quoted inclusive of all charges etc, but exclusive of GST.

B. ELIGIBILITY:

1. Intending participants must have valid '**Authorisation**' of **M/S Xerox India Limited**.
2. Quotations should be accompanied with copies of 'O.E.M's Authorisation Certificate', PAN Card & GST Registration.

C. PAYMENT

1. No Advance Payment shall be made. **Payment(s) shall be released, under general circumstances, within a reasonable period, subject to availability of fund.**

D. GENERAL

1. Canvassing, in any form, will render disqualification.
2. Address and Contact Number(s) of the participants must be clearly mentioned in the Quotation.
3. Selected participant shall have to deliver articles in the office of Section Officer, Main Xerox Section, A.S within 7 (seven) days from the date of its receipt of official Purchase Order, failing which the Hon'ble Court may, without any further notice or intimation to it, issue Order in favour of any other concern.
4. Notwithstanding anything contained hereinbefore, Hon'ble Court may realize 50% of Billed Amount as Liquidated Damages in case of delay in supply and/or improper supply and/or supply of counterfeit articles or unusable articles or articles of inferior quality.

