

IN THE HIGH COURT AT CALCUTTA
Appellate Side

NOTICE INVITING QUOTATION

[PPC/15/N/NIQ/08/12/2017]

Sealed quotations, are invited from all interested and otherwise firms/companies/individuals etc. for supply of the following articles.

1. **550(five hundred fifty) Gupta's Law Dairy one date a page in plastic cover.**
2. **300(three hundred) Gupta's one date a page pocket dairy in plain plastic cover.**
3. **200(two hundred)Gupta's Desk Memo refill one side print.**
4. **100(one hundred) Gupta's engagement pad week at a glance (bi color printing)**

Willing participants must read the Terms and Conditions of the instant Notice carefully. Submission of quotation will be constructed vas their acceptance of all such Terms & Conditions.

The last date for submission of quotation is 13.12.2017.

08.12.2017

Deputy Registrar(Accounts)

TERMS & CONDITIONS

A. SUBMISSION & ELIGIBILITY:

1. Quotation must be submitted in sealed envelopes (gala sealed not merely closed with adhesives/ adhesive-tapes, stapled etc.)
2. Quotation must be submitted in the office of Assistant Registrar VI within 4.00 p. m. of 13.12.2017. No quotation(s) whether hand delivered or sent by courier/post etc. will be accepted after 4.00 p.m. of 08.12.2017.
3. Such firms(s) / Companies which are either Publisher or Printer will be given preference.
4. Copy of PAN & G.S.T. registration number must be enclosed with quotation
5. Rates should be quoted inclusive of G.S.T. and other charges, if any etc.

A. PAYMENT:

1. The concerned office shall make payment to the selected supplier within 90 (ninety) working days subject to the availability of fund and approval.

B. GENERAL:

1. Canvassing by any participant, in any form, will render its disqualification.
2. The Hon'ble Court reserves the right to the reject any quotation of a participant whose past performance has been held unsatisfactory and/or which has been negligent in performing duties thereby Jeopardizing the interests of the Hon'ble Court, and in this regard, the decision of the issuing authority will be final.
3. The Hon'ble Court may issue Purchase Order in favour of any such participant whose quotation is valid and complete , and whose quotation / offer has been reasonably regarded as substantially approvable. In this regard , the decision of the Ld. Purchase Committee will be final.
4. The Hon'ble Court may cancel the instant process at any point of time without ascribing any reason whatever.
5. Subsequent to issuance of **Purchase Order**, the selected participant shall have to strictly adhere to the –'Clause2'.