

IN THE HIGH COURT AT CALCUTTA
Appellate Side

PPC/02/N.I.Q/14-15

Sealed Quotations [strictly in the following format] are invited from all willing and otherwise eligible companies/firms/authorised dealers/service-providers etc for providing 'Composite On-Site Service' of XEROX WC238 Photocopier (Serial Number: 2233914986) for a period of 3 (three) years on the basis of the draft-Agreement to be collected from the office of the undersigned. Interested and otherwise eligible participants should carefully read the Eligibility Criteria, Terms & Conditions and process of submitting Quotations as enumerated herein. The last date for submission of Quotations is 5.5.2014.

Date: 24.4.2014.

Deputy Registrar (Accounts)-in-Charge

FORMAT OF QUOTATIONS

	RATE* {when payment to be made as per Terms of the draft-Agreement}	RATE* {when payment to be made after completion of Yearly-service}	RATE* {when payment is to be made every Month}
RATE:			
* = <i>inclusive of all taxes, charges etc.</i>			

TERMS & CONDITIONS

1. Willing participants (for eligibility vide Condition No.2) must collect Quotation Forms and copy of draft-Agreement for 'Composite On-Site Service', free of cost, from the office of Deputy Registrar (Accounts) within 30.4.2014, by signing and putting seal on an acknowledgement-register. Quotations of such participants who have not collected the said draft-Agreement shall not be considered.
2. Apart from Original Equipment Manufacturers, such companies/firms etc. which are either authorised service-providers of reputed photocopier-brands, or which have provided satisfactory service to this Hon'ble Court during the Financial Year 2013-2014 will be eligible to apply. In addition, willing and otherwise eligible participants should preferably have sufficient experience of service and maintenance of photocopier-machines, and should submit adequate documentary-proof of such experience.
3. Apart from other required documents, copy of PAN must be enclosed with Quotation.
4. Quotations should be submitted in sealed envelopes (sealed with shellac, not merely stapled, or pasted, or closed with adhesive-tapes) and must be properly stamped (with company's/firm's seal) and signed. No Quotations, even if sent by post, will be received after 4pm of 5.5.2014.
5. Envelopes containing Quotations should be superscribed 'PPC/02' and addressed to Deputy Registrar (Accounts).
6. Such Quotations which are not in conformity with the 'Terms & Conditions' shall not be considered and will be summarily rejected.
7. The Hon'ble Court is not bound to accept the lowest bid, may reject any or some or all Quotations and may also cancel the Quotation process at any point of time.

XXXXXXXXXXXXXXXXXXXXXXXXXXXX