

**IN THE HIGH COURT AT CALCUTTA
APPELLATE SIDE**

**Notice Inviting Quotation
[No. PPC/08/N.I.Q/14-15]**

Quotations (here, Quotation Forms downloaded from the official website) are invited from the enlisted suppliers as well as authorized dealers, sub-dealers and institutional-stockists of the required articles for urgent supply 21 (twenty-one) different articles requisitioned for official use in Bijan Bhaban (Hon'ble Judges' Guest House), Salt Lake. A list of the referred requisitioned articles is provided in the 'Quotation Form'. Willing participants must submit their Quotations, in sealed envelopes, to the undersigned following the **terms and conditions** appearing hereunder **within 26.06.2014**. Submission of Quotations by willing suppliers/concerns etc. will be construed as their acceptance of all such terms and conditions.

Date: 23.06.2014

Deputy Registrar (Accounts), A.S

TERMS & CONDITIONS

1. Quotations should be addressed and **submitted to Deputy Registrar (Accounts), A.S within 26.06.14 (between 12-00 and 16-00 hours)** and should be properly signed and stamped. The Hon'ble Court will not take any responsibility for delay, loss or non-receipt of quotations sent by post.
2. **Quotation should be submitted in a sealed envelope (sealed with shellac, not merely stapled, or closed with adhesive-tapes etc.) with 'PPC/08' superscribed in it.**
3. Rates should be quoted inclusive of all taxes and additional charges etc.
4. **ENLISTED SUPPLIERS PARTICIPATING IN THE PROCESS MUST ENCLOSE PROOF OF ENLISTMENT WITH THE QUOTATION-FORM. SUCH PARTICIPANTS, WHO ARE NOT ENLISTED BUT ARE OTHERWISE ELIGIBLE, MUST ENCLOSE COPIES OF CREDIBLE DOCUMENTS SUBSTANTIATING THEIR ELIGIBILITY.**
5. Quotations submitted by such suppliers which are reasonably believed to have either supplied improper articles or engaged in irregular/unethical activities shall not be considered.
6. **Conditional quotations will not be considered.**
7. Willing suppliers submitting quotations should specify the address of its office and its Phone/Mobile number for the purpose of quick communication in the event of urgency.
8. Canvassing on the part of a supplier submitting quotation will render its quotation liable to cancellation summarily.
9. Subsequent notification(s), if any, in respect of the instant N.I.Q, will be published in the Notice Board of Accounts Section, A.S.
10. This Hon'ble Court may award the contract to the supplier whose quotation has been determined to be substantially responsive and who has quoted the lowest evaluated price. **However, the Hon'ble Court is not bound to accept the lowest quote or bid.**
11. The Hon'ble Court reserves the right to accept or reject any quotations and to cancel the process and reject any or all quotations at any time prior to the award of contract for any reason whatsoever, without ascribing any reason. In this regard, the decision of the competent Approving Authority will be final.
12. **Upon selection of quotation, concerned supplier would have to supply articles strictly according to the description/make/type/specifications provided in the instant notice.** In case of any deviation from this and any default regarding this on the part of a selected supplier, the administration of this Hon'ble Court may take any or all such actions against the supplier as it may consider appropriate.

QUOTATION FORM

Ref: 'Notice Inviting Quotation' number PPC/08/N.I.Q./14-14 dated 23.06.2014.

The Deputy Registrar (Accounts),
High Court, A.S, Calcutta.

In response to the captioned Notice Inviting Quotation, I am to request your good office to consider the following Quotes:

Serial	ARTICLE	DESCRIPTION	QUANTITY REQUIRED	RATE/UNIT *	TOTAL COST	REMARKS, if any
	[a]	[b]	[c]	[d]	[e] = [c] x [d]	
1	Dinner Plate	'Claycraft'	12			
2	Soup Bowl	'Claycraft'	13			
3	Spoon for Soup Bowl	'Claycraft'	2			
4	Mixer Grinder	Philips	1			
5	Table Spoon	VIP	12			
6	Tea Spoon	VIP	12			
7	Salt Pot (Plastic)	YERA/Good Brand	6			
8	Vegetable Knife	'Shield'	2			
9	Fruit Knife	'Shield'	2			
10	Small Casserole (Fibre-made)	'Eagle'	2			
11	Medium Casserole (Fibre-made)	'Eagle'	3			
12	Pressure Cooker (5 litre)	'Hawkins'	1			
13	Pressure Cooker (2 litre)	'Hawkins'	1			
14	Plastic Container	Good Quality, 5 kg	6			
15	Plastic Container	Good Quality, 250 grams	6			
16	Napkin Tray	Fibre, Good Quality	2			
17	Steel Flask	'Cello'/Good Brand	3			
18	Tea Cup+Plate	'La Opala'	12 pairs			
19	Water Jug (Glass- made)	'Borosil', minimum 2 litres	4			
20	Paper Scissors	'Kores'	2			
21	Stainless Steel Tong	Good Quality	3			

I am to undertake that I have read and understood the terms of the referred N.I.Q, and that, I am competent to submit this Quotation on behalf of the firm/company.

Signature with Date & Seal

NAME OF FIRM/COMPANY: _____

ADDRESS: _____

CONTACT NUMBER: _____

ENCLOSURE(S) :

(Letter of Enlistment issued by this Court OR Authorisation od Dealership/Sub-Dealership etc.)