

IN THE HIGH COURT AT CALCUTTA
Appellate Side

NOTICE INVITING QUOTATION

[PPC/17/N/N.I.Q./30/01/2018]

Sealed quotations, are invited from Dealers/ Sub dealers/ Suppliers of the Articles mentioned below, for supply of the following articles in the Appellate Side Establishment of this Hon'ble court during the period from **February, 2018 to January, 2019** Willing participants must carefully read all the terms and conditions.

Last date for submission of quotation is **06.02.2018**.

Sd/-

Date: **30.01.2018**

Deputy Registrar (Accounts), A.S.

ARTICLES WITH DESCRIPTION/ BRAND(S)

SL. NO.	ARTICLE	SPECIFICATION, IF ANY
1	Peon book	Big size, 200 pages ruled(binding)
2	Peon book	Small size, 200 pages ruled(binding)
3	White file cover	Two fold, High Court printed
4	Yellow file cover	Two fold, High Court printed
5	File cover	Four fold, High Court printed
6	Court khata	200 pages, binding
7	Attendance register	100 pages, binding

N:B: Samples are available in Forms & Stationery Branch of Appellate Side, High Court at Calcutta.

TERMS & CONDITIONS

1. Quotation must be submitted in the office of Assistant Registrar VI on or before 16.00 hours of 06.02.2018. No quotation , even if complete, irrespective of whether hand delivered or sent by Post etc., will not be received after 16.00 hours of 06.02.2018.
2. Quotation must be accompanied with (a) copy of PAN, GST of the participants, (b) Colour information brochure with detailed specification of the product offered and the same should be properly signed and stamped if any.
3. The rate(s) should be quoted inclusive of all taxes and charges, if any & the period of warranty offered must also be mentioned.

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 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 to selection of brand /rate of the articles will be finalised by the Ld. Purchase Committee.
4. The Ld. Purchase Committee 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'.