

IN THE HIGH COURT AT CALCUTTA
Appellate Side
NOTICE

[PPC/07 /N/N.I.Q/17-18]

Sealed Tender(s) are invited from such participants who are specifically authorized by the (Original Equipment Manufacturer) for supply of one high speed **(at least 30 p.p.m speed photocopy machine) of any brand.**

All willing participants are advised to carefully read the 'Terms & Conditions' of the instant Notice carefully before submitting Tender(s)/Quotation(s). Submission of quotation by willing and otherwise eligible participant(s) will be construed as its/their acceptance of all the said 'Terms & Conditions'.

The Last Date for submission of quotation, in the manner prescribed hereunder, is 30.08.2017

Date: **17.08.2017**

Deputy Registrar Establishment

TERMS & CONDITIONS

A. SUBMISSION OF QUOTATION:

1. **QUOTATION must be submitted** along with copy of PAN valid trade license, valid VAT and Service Tax Registration(s).
2. Tenders must be **addressed to 'Deputy Registrar (Establishment), High Court, A.S, Calcutta** 'and superscribed 'PPC/07' and submitted in the office of the **Jt. Registrar General Admin II A.S** on or before **14-00 hours of 30.08.17**. No quotation, even if complete, irrespective of whether hand-delivered or sent by Post etc., will be received after 14-00 hours of 30.08.17.
3. An agency authorized by the (Original Equipment Manufacturer) is mandatory.

B. OPENING OF TENDER/ QUOTATION:

1. Quotation, if considered valid and complete, will be opened jointly by Joint Registrar (General Administration-II), A.S and Deputy Registrar (Accounts), A.S/Section Officer Accounts, and any subsequent declaration pertaining to the instant '**Notice**' will be published in the Notice Board of the Appellate Side.

C. 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 delinquent and/or which has been negligent in performing its 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 Tender is valid and complete, and whose quotation/Offer has been reasonably regarded as substantially approvable. In this regard, the decision of the Competent Authority of this Hon'ble Court will be final and binding upon all concerned.
4. The Hon'ble Court may cancel the instant process at any point of time without ascribing any reason whatsoever.
5. Subsequent to issuance of Purchase Order, in favour of any such participants whose quotation is valid and complete and whose quotation/offer has been reasonably regarded as substantially approvable. In this regards, the decision of the Competent Authority of this Hon'ble Court will be final and binding upon all concerned.

D. PARTICULARS & RATES THAT QUOTATION MUST CONTAIN

1. Price of one **photocopier machine** with applicable taxes and charges.
2. Period of warranty should be for 1(one) years time.

XXXXXXXXXXXXXXXXXXXX

‘Cover Letter’

To
The Deputy Registrar Establishment
High Court, A.S, Calcutta.

Ref: Hon'ble Court's Notice Inviting Quotation bearing number
PPC/07/N/NIQ/17-18 dated 17.08.2017

Sir,

In respect of the captioned N.I.Q, we are to offer our following charges for below mentioned gadgets.

Sir, we have read and understood the Terms & Conditions contained in the said Notice Inviting quotation and we are to delightfully express our agreement to those. Rate inclusive of Service Tax and other charges etc. are as follow:

i) **Medium Speed photocopier**

OUR QUOTE IS: (*Rupees*)

SPECIFICATION OF PHOTOCOPIER MACHINE

MODEL NUMBER

PRINTER TYPE

MEMORY

INTERFACES AND CONNECTIVITY

STANDARD PAPER INPUT

PAPER SIZE, WEIGHT, THICKNESS, OUTPUT

POWER REQUIREMENTS

REMARKS (if any) :

(Signature)

Name _____

Designation _____

Date _____

Seal _____

OFFICIAL SEAL