

IN THE HIGH COURT AT CALCUTTA
Appellate Side

NOTICE INVITING QUOTATION

[PPC/25/N/N.I.Q/18-19] Dated: 29/06/2018

Sealed quotation, are invited from Dealer/ Sub dealers who are “**Specifically Authorised**” by the manufacturer(s) of the Brand mentioned below, for supply of the following article in the Appellate Side Establishment of this Hon’ble Court during the period 01.07.2018 to 30.06.2019. Willing participants must carefully read all the terms and conditions.

Last date for submission of quotation is **07.07.2018**.

Date: 29.06.2018

Deputy Registrar (Accounts) in Charge
High Court at Calcutta, A.S.

ARTICLE WITH DESCRIPTION/ BRAND(s)

<u>SL No</u>	<u>Item Code</u>	<u>Articles</u>	<u>Brand</u>
<u>1.</u>	A-4 Type	White un ruled paper (A-4 size 210 mm x 297 mm) of thickness 75 GSM	JK Copier
<u>2.</u>	FS Type	White un ruled paper (FS size 215 mm x 330 mm) of thickness 75 GSM	JK Copier
<u>3.</u>	A-3 Type	White un ruled paper (A-3 size) of thickness 75 GSM	JK Copier

TERMS & CONDITIONS

1. Quotation must be submitted in the Office of the **Assistant Registrar VI** on or before 16-00 hours of 07.07.2018. No quotation, even if complete, irrespective of whether hand delivered or sent by post etc., will not be received after 16-00 hours of 07.07.2018.
2. Quotation must be accompanied with (a) copy of PAN of the participants, (b) Colour information brochure with detailed specification of the product offered and the same should be properly signed & stamped.
3. The rate(s) should be quoted exclusive of G.S.T., G.S.T. should also be charged on the base price as per Govt. Policy.

A. PAYMENT:

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

B. GENERAL:

1. Canvassing by any participant, in any form, will tender 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 duties hereby jeopardising 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 whatsoever.
5. Subsequent to issuance of “ Purchase Order”, the selected participant shall have to strictly adhere to the 'Clause-2'.