

**IN THE HIGH COURT AT CALCUTTA**  
**Appellate Side**

**NOTICE INVITING TENDER**

[PPC/02/N/N.I.T/16-17]

Sealed Tender are invited from such participants who are specifically authorized by the Original Equipment Manufacturer (O.E.M) for supply of

- i. 2 (two) Xerox brand **WC 5020 /WC 5021**
- ii. 1 (one) **WC 5022 DN** photocopier (at buy back scheme) for official use.

All willing participants are advised to carefully read the 'Terms & Conditions' of the instant Notice carefully before submitting Tender(s). Submission of Tender(s) 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 Tenders, in the manner prescribed hereunder, is 19.07.14.

Date: **12.07.16**

**Deputy Registrar (Accounts), A.S**

**TERMS & CONDITIONS**

**A. SUBMISSION OF TENDER:**

1. **Tender(s) must be submitted in prescribed format**(kindly vide Annexure –A to the instant Notice), along with copy of PAN valid trade license , valid VAT and Service Tax Registration(s). The format of such Authorization is provided at Annexure A such format should be followed strictly.
2. Tenders must be **addressed to 'Deputy Registrar (Accounts), High Court, A.S, Calcutta** 'and superscribed '**PPC/02**' and submitted in the office of the **Assistant Registrar-VI, A.S** on or before **14-00 hours of 19.07.2016**. No Tenders, even if complete, irrespective of whether hand-delivered or sent by Post etc., will be received after 14-00 hours of 19.07.2016.
3. Agencies authorised by the Original Equipment Manufacturer is mandatory.

**B. OPENING OF TENDER:**

1. Tenders, if considered valid and complete, will be opened jointly by Joint Registrar (General Administration-II), A.S and Assistant Registrar-VI, A.S, and any subsequent declaration pertaining to the instant 'Notice Inviting Tender' will be published in the Notice Board of the A.S.

**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 Tender 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 Tender/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 Tender is valid and complete and whose Tender/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.
6. The administration of this Hon'ble Court may have to move the Government of West Bengal for administrative approval and/or sanction of required funds, and payment shall only be released upon obtaining such approval/sanction.

**D. PARTICULARS & RATES THAT TENDER MUST CONTAIN**

1. Price of WC 5020/WC 5021/WC 5022 with applicable taxes and charges.
2. Period of warranty for 3(three) years time.

XXXXXXXXXXXXXXXXXXXX

**ANNEXURE – A**  
**CERTIFICATE OF AUTHORISATION**

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that M/s \_\_\_\_\_, having its registered office at

\_\_\_\_\_

\_\_\_\_\_ and having PAN \_\_\_\_\_

Is competent and authorized to participate in the tender process of Hon'ble High Court at Calcutta notified through Notice Inviting Tender bearing number \_\_\_\_\_ dated \_\_\_\_\_

\_\_\_\_\_

(Signature)

Name \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_

Seal \_\_\_\_\_

**'Cover Letter'**

To  
The Jt Registrar Gen Admn- II  
High Court, A.S, Calcutta.

Ref: Hon'ble Court's Notice Inviting Tender bearing number  
PPC/02/N/NIT/16-17 dated 12.07.16.

Sir,  
In respect of the captioned N.I.T, 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 Tender and we are to delightfully express our agreement to those. Rate inclusive of Service Tax and other charges etc. are as follow:

i) 2 (two) Xerox brand '**WC 5020**' photocopiers.  
**OUR QUOTE IS:** .....(Rupees .....

.....only)

**REMARKS (if any):**.....

ii. 1 (one) **WC 5022 DN** photocopier (at buy back scheme)

**OUR QUOTE IS:** ..... (Rupees .....

.....only)

**REMARKS (if any) less buy back amount** .....  
(After inspecting the old photocopier which is installed in the Criminal Xerox Section).

Thanking you,

Yours faithfully,

\_\_\_\_\_  
(Signature with **Date and Stamp**)

Name:

Designation:

Name of the Firm/Company etc. : \_\_\_\_\_

Registered Address with Contact Number: \_\_\_\_\_

PAN: \_\_\_\_\_

Name & Contact Number of Representative: \_\_\_\_\_