

IN THE HIGH COURT AT CALCUTTA
Appellate Side

NOTICE INVITING QUOTATION

[P.P.C/32/N/N.I.Q/14-15]

Sealed Quotations [strictly in prescribed format given at Annexure-A herewith] are invited from such participant(s) who are willing to supply **'plants, seeds and garden equipment for the ensuring summer season flower' and one 'Mexican grass cutter machine' (lawn mower) by replacing the old one.**

Willing participant(s) must submit, in a closed envelope, strictly in prescribed format [at Annexure-A] to be downloaded from the website, duly endorsed, after the issuance and publication of the instant Notice, by the competent authority.

All willing participants are advised to carefully read the 'Terms & Conditions' of the instant Notice carefully before submitting quotation(s). Submission of quotation (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 10.02.2015

Sd/-

Date: **03.02.2015**

Jt Registrar (Gen & Admn II)

TERMS & CONDITIONS

A. SUBMISSION OF TENDER:

1. **Quotation(s) shall have two parts** – (a) 'Certificate of Authorisation' duly endorsed, after issuance and publication of the instant Notice, by the Competent Authority of the Original Equipment & Consumable Manufacturer(s); AND (b) Quotation in prescribed format, **along with copy of P.A.N.** the Quotation of any participant will be treated as incomplete and/or will not be reckoned and/or will not be opened and/or will be summarily rejected.
2. Quotations (in two parts as delineated in A.1) must be **addressed to 'Joint Registrar Gen & Admn II, High Court, A.S, Calcutta'** submitted in the office of the **Assistant Registrar-VI, A.S** on or before **16-00 hours of**

10.02.2015. No Quotations, even if complete, irrespective of whether hand-delivered or sent by Post etc., will be received after 16-00 hours of 10.02.2015.

B. OPENING OF QUOTATION:

1. Quotations, if considered valid and complete, will be opened jointly by Deputy Registrar Court Management A.S, Assistant Registrar-VI, A.S, and any subsequent declaration pertaining to the instant 'Notice Inviting Quotation' 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 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 Competent Authority of this Hon'ble Court will be final and binding upon all concerned.
3. The Hon'ble Court may cancel the instant process at any point of time without ascribing any reason whatsoever.

XXXXXXXXXXXXXXXXXXXXXX

ANNEXURE – A

QUOTATION FORMAT

To
The Joint Registrar Admn & Gen II,
High Court, A.S, Calcutta.

Sub: Quotation for garden equipment

Ref: Hon'ble Court's Notice Inviting Quotation bearing number
PPC/32/N/NIT/14-15 dated 03.02.2015

Sir,

In respect of the captioned N.I.Q, we are to offer our following rate for one lawn mower and good quality plants, seeds and garden materials as per requisition. 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. Our rates, inclusive of V.A.T and other charges etc. are as

1. LEO Roller Type Manual Lawn Mowers cost in (Rs _____) (*)

2. Cost of Garden materials required for the 'summer season 2015' (Rs _____) ()**

Requisition (1) (*)

Mexican grass cutter machine (lawn mower) in a buy back scheme

Interested vendors/suppliers are requested to inspect the existing grass cutter machine on or before 10.02.2015.

Requested to contact Mr Sampat Ojha Care taker To The Official Residence of Hon'ble Chief Justice High Court Calcutta for further details....

Contact - +919477558617

Requisition (2)()**

Requisition of Summer seasons seedlings and
Garden materials :- Date - 23/01/15

- 1 Lorry Garden Soil.
1 Lorry Cowdung.
100 NOS Kochia Seedling.
20 Kg Urea
10 Kg Ammonium Sulphate.
4 Phite Predator (IHR/Ph)
2 PKT 19:19:19 (1 Kg/PKT)
2 PKT Blitox (500 gm/PKT)
100 NOS Chrysanthemum Pampam rooted Cutting
50 pes.
~~100 NOS~~ " " Large " "
100 NOS Balsam Seedling
1 Ph Rogor (250 ml)
50 NOS Eriherbia Mili (In 6" pot)
25 NOS Ereka pulm
50 pes. Vinca (Hybrid - Mixed variety) - (pot fitting)
50 pes. Sunflower (Double - pot fitting)
50 pes. " (single - " "
50 pes. Cosmos (pot fitting)
2 PKT. Zinia (double)
2 PKT. " (single)
100 pes. Gileria (pot fitting)
1 Piece cultivator

Certified by me.
23/1/15
Caretaker
To The Official Residence of
The Honble Chief Justice
Calcutta

Thanking you
yours faithfully

(Signature with Date and Stamp)

Name:

Designation:

Name of the Firm/Company etc. : _____

Registered Address with Contact Number: _____

PAN : _____ V.A.T Registration No. : _____

Name & Contact Number of Representative: _____