

THE HIGH COURT AT CALCUTTA  
ORIGINAL SIDE

Notice Inviting Quotation  
[No.COR./Web/263 /15]

**Quotations** are invited in sealed envelope from all willing suppliers on the following terms and conditions for Annual maintenance contract for two Xerox photocopier machines, lying in the Deputy Registrar Office and Establishment & Correspondence Department, bearing model No. 5020 SI.No.3313481726 and model no.5021, SI.No.3331166447 for the period from 01.04.2015 to 31.03.2016, on the Original Side of this Hon'ble Court after inspection of the said photocopier machines. Such quotation be submitted to the office of the undersigned by **4-30 p.m.** on or before **03/03/2015**.

Sd/-  
Deputy Registrar (Admn.), O.S.

Date : 12.02.2015.

TERMS & CONDITIONS.

1. Quotation should be submitted to The Deputy Registrar (Admn.), O.S. in a sealed envelope on or before **03.03.2015 (between 11-00 and 4-30 p.m.)** and should be properly signed and stamped. The Hon'ble Court will not take any responsibility for delay, loss or non-receipt of quotations sent by post.
2. Rates should be quoted taking into account the description, make, type, specification and quantity of the articles for which quotations have been invited.
3. Rates quoted should be inclusive of all applicable charges, taxes, duties and levies.
4. Willing suppliers submitting quotations should know that the articles supplied may have to be, if necessary, delivered to the different sections/offices of Original Side Establishment of the Hon'ble Court as per instruction of the Deputy Registrar (Admn.), High Court, O.S. Calcutta.
5. If the quotation of any supplier, which is not enlisted with this Hon'ble Court, is selected, the concerned supplier may have to submit copies of such documents as Trade License and/or PAN etc as and when the Deputy Registrar (Admn.), High Court, O.S. Calcutta may direct.

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6. Conditional quotations will not be considered.
7. Willing suppliers submitting quotations should specify the address of its office and its Phone/Mobile number (and other contact numbers e.g. Fax, if available) for the purpose of quick communication in the event of urgency.
8. Canvassing on the part of a supplier submitting quotation will render its quotation liable to cancellation summarily.
9. This Hon'ble Court may award the contract to the supplier whose quotation has been determined to be substantially responsive and who has quoted the lowest evaluated price. However, the Hon'ble Court is not bound to accept the lowest bid. This Hon'ble Court reserves the right to accept or reject any or all quotations and to cancel the process at any time prior to the award of contract for any reason whatsoever.
10. Upon selection of quotation, concerned supplier would have to supply articles strictly according to the description/make/type/specifications provided in the instant notice. In case of any deviation from this and any default regarding this on the part of a selected supplier, the administration of this Hon'ble Court may take any or all such actions against the supplier as it may consider appropriate.

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