IN THE HIGH COURT AT CALCUTTA
Appellate Side

NOTICE INVITING TENDER
[PPC/01/N.I.Q/15-16]

Sealed Quotations are invited from reputed concerns for supply of 1 (one) Photocopier with 1 (one) year On-Site Warranty for official use of this Hon'ble Court. The minimum required specifications are:

- *First Copy Output Time: less than 7 seconds*
- *Minimum Speed: 25 ppm (in A4 size Paper, Black and White)*
- *Paper Size: A5-A3,B4,B5,LS,Letter*
- *With Duplex Automatic Document Feeder, colour scanner, network card inbuilt*
- *Preferance with 2 paper tray*

Willing participants must carefully read the Terms & Conditions of the instant Notice. Submission of Quotation by a participant will be construed as its acceptance of all such Terms & Conditions.

The last date for submission of Quotations is 21.04.2015.

08.04.2015 **Deputy Registrar (Accounts),*A.S.***

TERMS & CONDITIONS

A. SUBMISSION & ELIGIBILITY:

1. Quotations must be submitted in **sealed envelopes with PPC/01/NIQ/15-16 superscribed on it.**(not stapled or taped)
2. Quotations must be submitted **in the office of Assistant Registrar-VI, A.S between 11.30am to 4.00 p.m on or before 21.04.02.2015**. No Quotations, whether hand-delivered or sent by courier/post etc, will be received after 4 p.m of 21.04.2015.
3. **Quotations must be accompanied with (a) copy of PAN of the participant, (b) colour information brochure of the products offered. (c) quotations should be properly signed and stamped.**
4. Rates should be quoted indicating price/unit & should be inclusive of all taxes, charges, levies, if any, & period of warranty offered etc.

B. PAYMENT

5. Relevant rules and procedural formalities may require the Administration of this Hon'ble Court to move the Government of West Bengal for Administrative Approval etc, and as such, **payment(s) shall be released only after obtaining such approval etc from the said Government**. The customer shall make payment to the selected Supplier within 90(ninety) working days subject to the availability of fund and approval.

C. GENERAL

6. Canvassing, in any form, will render disqualification.
7. Address and Contact Number(s) of the participants must be clearly mentioned in the Quotation.
8. The Competent Authority of this Hon'ble Court may cancel the process at any time without ascribing any reason whatsoever. **Further, the Hon'ble Court is not bound to accept the lowest quote, and may award contract to any such participant whose offer will reasonably be held to be substantially responsive.**
9. The reputed firms who are engaged in the business of the concerned product and who have executed such commercial orders are eligible to participate in the tender. Further preference may be given to the bidder who will produce tender specific authorization from original equipment manufacturer.
10. In case the Hon'ble Court deems it necessary to publish any communication in this regard, the same shall be notified in the Notice Boards of the A.S Establishment.

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