

IN THE HIGH COURT AT CALCUTTA
Appellate Side

NOTICE INVITING QUOTATION

Memo No. 317 – G dated 24.01.2017

Sealed Quotations are invited from all interested concerns, including manufacturers, suppliers, authorised vendors/dealers/distributors/sub-dealers/sub-distributors for supply of Gents' Shoes, Ladies' *Chappal* & Socks for Group-D employees of the Appellate Side and Original Side Establishments of this Hon'ble Court. Descriptions of required articles are provided hereunder.

Before submitting Quotations, willing participants must read the **Terms & Conditions** of the instant Notice carefully. Submission of Quotations will be construed as their acceptance of all such Terms & Conditions.

The last date for submission of Quotations is **06.02.2017**.

Date: 24.01.2017

Deputy Registrar (Administration)

| Srl | Item | Brand | Description, if any | Estimated Quantity (will depend on the actual requirement at the time of placing order) |
|-----|-------------------|---|---|---|
| 1. | Shoes (Gents') | Sree Leathers / Khadims / Ajanta / Radu / Bharat etc. | Black-coloured Leather Shoes with Black Laces (with minimum 6 months' Pasting Guarantee) | 474 pairs for A.S Establishment & 162 pairs for O.S Establishment (Total = 636) |
| 2. | Chappal (Ladies') | Sree Leathers / Khadims / Ajanta / Radu / Bharat etc. | Normal Leather <i>Chappal</i> (Black Colour) (with minimum 6 months' Pasting Guarantee) | 32 pairs for A.S Establishment & 16 pairs for O.S Establishment (Total = 48) |
| 3. | Socks (Gents') | Sree Leathers / Khadims / Ajanta / Radu / Bharat etc. | Gents' Nylon Socks | 474 pairs for A.S Establishment & 162 pairs for O.S Establishment (Total = 636) |
| 4. | Socks (Ladies') | Sree Leathers / Khadims / Ajanta / Radu / Bharat etc. | Ladies' Nylon Socks | 32 pairs for A.S Establishment & 16 pairs for O.S Establishment (Total = 48) |

TERMS & CONDITIONS

- A. **ELIGIBILITY:** All interested and reputed concerns, manufacturers, suppliers, authorised vendors/dealers/distributors/sub-dealers/sub-distributors may participate in the process. Participants must submit self-attested copy of **PAN** and **VAT-Registration** and **Declaration regarding Pasting Guarantee** (as sought for) along with their Quotation.
- B. **SUBMISSION OF QUOTATION:** Quotations must be submitted to **Assistant Registrar (Establishment), A.S** in **sealed ('gala'-sealed) envelopes**. Envelopes which are merely pasted with adhesives/closed with adhesive-tapes/stapled will not be considered and/or will be summarily rejected.
- C. **DOCUMENTS TO BE SUBMITTED ALONG WITH QUOTATION :** The following documents shall be required to be submitted along with Quotation:
- Self-attested Copy of PAN
 - Self-attested Copy of VAT-Registration (Registration should be a valid one)
 - Declaration regarding minimum 6 (six) month's 'Pasting Guarantee' in participant's letter-head [**NOTE: Pasting Guarantee means that in case of pasting-related problems in shoes/chappals during the offered guarantee-period, the same should be repaired by the supplier, free of charges, within 3 (three) working days.**]

D. **LAST DATE:** No Quotations, irrespective of whether submitted by hand or sent by post/courier, will be accepted after **16-30 hours of 06.02.2017.**

E. **GENERAL:**

- i. Willing participants **must submit Samples of articles that they have offered/quoted for.** Such samples shall be returned to the unsuccessful bidders after the completion of the instant process. However, sample(s) of the successful bidder(s) will be retained by the Administration of this Hon'ble Court.
- ii. **Rate per Unit** should be quoted **inclusive** of miscellaneous charges, **but exclusive** of applicable taxes.
- iii. Quotation(s) must be properly sealed, stamped and must have legible signature(s) with date.
- iv. Participants must specify the address(s) of their office(s) and/or residence(s) as well as Contact Number(s) [e.g Mobile, Telephone, Fax etc.] of Contact Person for the purpose of quick communication in the event of urgency.
- v. In case of want of mandatorily required documents, or in case of want of samples, or in case of incomplete supporting documents, Quotation(s) will be summarily rejected.
- v. Rates must be **valid for at least 3(three) months** from the date of the instant Notice.
- vi. **No 'Advance Payment'** will be made. \
- vii. **Payment will be released after actual supply of articles, and will depend upon availability of fund and procedural formalities as mandated in relevant Rules.**
- viii. **Selected participants will have to supply article(s), strictly according to Sample(s) offered, within 7 (seven) days from the date of formal order.**
- vi. Canvassing on the part of any participant will render cancellation of its Quotation.
- ix. Competent Authority of this Hon'ble Court may cancel the process, in whole or in part, without ascribing any reason whatsoever.
- x. Competent Authority of this Hon'ble Court **is not bound to award Purchase Order** in favour the participant who has quoted the lowest rate. In this regard, the decision of such Authority will be final and binding.
- ix. For any query related to the instant N.I.Q, willing participants may contact the office of Deputy Registrar (Administration), A.S.

