IN THE HIGH COURT AT CALCUTTA
Appellate Side

NOTICE INVITING QUOTATION

No. 755 J.R. (Gen. Admn.-II) **Dated: 06. 02. 2019**

Sealed Quotations are invited from otherwise eligible concerns having 'Tender Specific Authorisation' of the Original Equipment Manufacturer (O.E.M) for supply of 2 (two) pieces Toner Cartridge and 2 (two) pieces Drum Cartridges for use in 'HP'-make Multifunction Device (Model: HP E82550) installed in the Chamber of Ld. Registrar (Recruitment), A.S.

Willing participants may take note that participation in the instant Quotation-process shall be construed as the participants' acceptance of the following Terms and Conditions.

The Last Date for submission of Quotations is **11.02.2019**.

Date: **06.02.2019** ***Deputy Registrar (Establishment), A.S***

TERMS AND CONDITIONS

1. Quotations should be submitted **within 4.30 p.m of 11.02.2019** in the Chamber of Deputy Registrar (Establishment) in ***sealed*** envelopes containing:

    a) Quotation in Participant's Letterhead
    b) Copy of PAN
    c) Copy of G.S.T-Registration
    d) Self-attested Copy of O.E.M's 'Tender Specific Authorisation'
    e) Self-attested Copy of Proof of Experience in dealing with similar nature of work/supply concerning the named Brand (being, 'HP') during the last 12 (twelve) months.

2. **Rate, per unit** of the requisitioned articles, should be quoted **excluding** all types of applicable taxes, cess etc.
3. Rate quoted should be **valid for 90 (ninety) days**, and selected participant shall have to supply articles within 2 (two) working days from the date of receipt of formal Work Order.
4. Conditional quotations shall not be accepted.
5. Participants should take note that canvassing, in any form, may render summary disqualification.
6. Willing participants should take not that Supply Order shall be awarded as per the approval of Ld. Appropriate Authority, and while considering the rates/quotes/proposals, the said Ld. Authority may accept such offer which, irrespective of whether the Lowest Quote or not, is considered to be most approvable and acceptable in all respects.

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