

**IN THE HIGH COURT AT CALCUTTA**  
**Appellate Side**

**NOTICE INVITING QUOTATION**

[PPC/1/N/N.I.Q/19-20]

Sealed quotation(s) **with unit-rate(s) including G.S.T & other applicable taxes, if any.** are invited from otherwise eligible supplier(s) / reputed Concern(s) of the following articles for official use in the Appellate Side Establishment of this Hon'ble Court. Willing participants must carefully read all the terms and conditions. Submission of Quotations will be construed as their unquestioned acceptance of such Terms & Conditions.

Last date for submission of quotation is **10.04.2019**.

Date: 03.04.2019

Assistant Registrar ( Ledger & Forms Sec. )  
High Court at Calcutta, A.S.

**ARTCILE WITH DESCRIPTION/ SPECIFICATION**

<b><u>SL No</u></b>	<b><u>Item Type</u></b>	<b><u>Quantity</u></b>
<b><u>1.</u></b>	Brown envelope (printed) , (16x12) inch, as per sample	2000 pcs
<b><u>2.</u></b>	Brown envelope (printed), (11x5) inch, as per sample	30000 pcs

**N:B: Participants are requested to contact for sample with the office of Assistant Registrar (Ledger & Forms Section), High Court at Calcutta, A.S. before submitting the quotation.**

**TERMS & CONDITIONS**

**1. SUBMISSION OF QUOTATION:**

- a) Quotation must be submitted in the Office of the **Assistant Registrar VI** on or before **16-00 hours of 10.04.2019**. No quotation, even if complete, irrespective of whether hand delivered or sent by post etc., will be received after 16-00 hours of 10.04.2019.
- b) Quotation(s) **must be** accompanied with self-attested copies/ Numbers of (I) PAN, (II) GST Registration Number, (III) Trade License etc.
- c) Participant must clearly mention its Contact Address and Contact Numbers (Landline / Mobile) for the purpose of easy and exigent communication.

**2. PAYMENT:**

- a) Payment will be made to the selected suppliers within 90 (ninety) working days subject to the availability and/or allotment of fund.

**3. GENERAL:**

- a) Canvassing by any participant, in any form, will tender its disqualification.
- b) The Hon'ble Court reserves the right to reject any quotation of a participant whose past performance has been held unsatisfactory and/or which has been delinquent and /or which has been negligent in performing duties hereby jeopardising the

interests of the Hon'ble Court, and in this regard, the decision of the issuing authority will be final.

- c) It will be right of the Ld. Appropriate Authority of this Hon'ble Court to select on the basis of quality/rate. In this regard, the decision of the such authority will be final.
- d) The Hon'ble Court may issue Purchase Order(s) 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 Ld. Purchase Committee will be final.
- e) The Hon'ble Court may cancel the instant process at any point of time without ascribing any reason whatsoever.

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