

**IN THE HIGH COURT AT CALCUTTA
MEDIATION CENTRE
5, COUNCIL HOUSE STREET, GROUND FLOOR
KOLKATA-700001**

Notice Inviting Quotation No.

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Sd/- Anirban Das
Registrar (Vigilance) Cum
Member Secretary
Mediation & Conciliation Committee
High Court, Calcutta

Date: 24.08.2020

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TERMS AND CONDITION

1. Quotations should be submitted to the Registrar (Vigilance) Cum Member Secretary Mediation & Conciliation Committee High Court, Calcutta **on or before 31.08.2020. (upto 17:00 hrs)** 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 or for non-delivery of the quotation for any reason whatsoever.
 2. Concerned postal/ Courier service provider/franchisee must annex scanned copies of authenticated documents along with their quotation showing the proof of their reputation and experience in delivering consignments in the aforesaid regions including California, U.S.A.
 3. Willing service provider/franchisee submitting quotation should know that the Hon'ble Court may ask for production of any document in original for verifying the claims of the bidder.
 4. Service providers are instructed to mention PAN number. in the quotation and copies of trade license and / or PAN etc. is to be submitted as and when the Registrar (Vigilance) Cum Member Secretary Mediation & Conciliation Committee High Court, Calcutta may direct.
 5. Composite rates should be quoted indicating price / unit and should be inclusive of all additional charges, G.S.T. etc. with addressee wise detailed break up.
 6. Safe and un-damaged/ good condition delivery of each and every article to the respective addressee will be the sole responsibility of the service provider/franchisee concerned.
 7. Quotations submitted by such service providers/franchisee who are reasonably believed to have either supplied improper articles or engaged in irregular / unethical activities shall not be considered.
 8. Conditional Quotations will not be considered.
 9. Willing service providers/franchisee submitting Quotations should specify the address of its office and its Phone / Mobile no. for the purpose of quick communications in the event of urgency.
 10. Canvassing on the part of a service providers/franchisee submitting Quotations will render its Quotations liable to cancellation summarily.
 11. This Hon'ble Court may award the contract to the service providers/franchisee 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.**
 11. The Hon'ble Court reserves the right to accept or reject any Quotations and to cancel the process and reject any or all Quotations at any time prior to the award of contract for any reason whatsoever.
 12. **Upon selection of Quotations, concerned service provider/franchisee will have to collect all the deliverable articles/Newsletter copies with envelopes from the Mediation Centre, High Court, Calcutta, 5, Council House Street, Gound floor, Kolkata-700001, out of their own costs and arrangement against proper receipt.**
 13. **Upon selection of Quotations, concerned service provider/franchisee will have to deliver the articles strictly according to the description /specification provided in the instant notice along with the respective forwarding letters from the Registrar (Vigilance) Cum Member Secretary Mediation & Conciliation Committee High Court, Calcutta. In case of any deviation from this and any default regarding this on the part of a selected service provider/franchisee, the administration of this Hon'ble Court may take any or all such actions against the supplier as it may consider appropriate.**
 14. Relevant bill(s) of expenditure can be submitted at the office of the Registrar (Vigilance) Cum Member Secretary, Mediation & Conciliation Committee High Court, Calcutta at **the Mediation Centre, High Court, Calcutta, 5, Council House Street, Gound floor, Kolkata-700001 along with all dispatch receipts and delivery reports, without which the bills will not be considered for reimbursement.**
 15. **No advance payment/deposit will be allowed.**
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