

IN THE HIGH COURT AT CALCUTTA

Appellate Side

NOTICE INVITING QUOTATION

No. 661 – Jt. R (Admn.-II) dated 20.02.18

Sealed Quotations are invited from otherwise Authorised Service Providers for ‘**Annual Maintenance Contract**’ of the following photocopiers installed in the A.S Establishment during the period 01.01.2018 – 31.12.2018:

Srl.	Unit-description	Serial Number	Brand/Make	Installed in
1.	eS225 + R.A.D.F	C3AC82558	HCL Toshiba	Second Appeal Section
2.	eS225 + R.A.D.F	C3AC82610	HCL Toshiba	Party Copy Section
3.	eS225 + R.A.D.F	C3AC82579	HCL Toshiba	Correspondence Section
4.	eS225 + R.A.D.F	C3AC82611	HCL Toshiba	First Appeal Section
5.	WC 5020DN	3315153360	Xerox	O/o Ld. Registrar General
6.	WC 5020DN	3315153173	Xerox	Appointment Section
7.	WC 5020DN	3315153033	Xerox	Mandamus Section
8.	WC5020DN	3315167697	Xerox	Criminal Xerox Section

All willing participants are advised to carefully read, and strictly follow, the ‘Terms & Conditions’ of the instant Notice before submitting Tender(s).

Submission of Tender(s) by willing and otherwise eligible participant(s) will be construed as its/their acceptance of all the said ‘Terms & Conditions’.

The **Last Date** for submission of Tenders, in the manner prescribed hereunder, is **02.03.2018**.

Date: 20.02.2018

Deputy Registrar (Establishment)

TERMS & CONDITIONS

A. ELIGIBILITY OF PARTICIPANTS:

- Participants **must** submit self-attested copies of the following documents in support of their eligibility:
 - PAN Card
 - G.S.T-Registration
 - Trade License
 - Authorisation Certificate from the concerned Original Equipment Manufacturer showing that they are authorised to provide service to the machines installed in this Hon’ble Court during 01.01.2018 – 31.12.2018. *Such Authorisation should be issued after publication of this N.I.T in O.E.M’s letterhead and should be submitted in Original.*

B. SUBMISSION OF TENDER:

- Participants must submit their Quotations in ‘*gala*’-sealed envelopes in the office of **Deputy Registrar (Establishment), A.S** on or before 16-45 hours of 02.03.18. The envelope should be superscribed ‘**AMC/02-2018**’ and **must not contain any sign/insignia/name/print denoting identity of the participant. Each page of the Quotation should be signed by competent official with date and stamped.**

NOTE (I): a] Quotations should be submitted strictly following the terms and conditions.

