

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

**NOTICE INVITING QUOTATION**

[PPC/11/Misc./02.12.20/20-21]

Sealed quotation(s) **with unit-rate(s) including G.S.T & other applicable taxes, if any.** are invited from otherwise eligible Dealer(s)/ Sub-Dealer(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 **11.12.2020**.

Date: 03.12.2020

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

**ARTICLE WITH DESCRIPTION/ SPECIFICATION**

<b><u>SL No</u></b>	<b><u>Item Type</u></b>	<b><u>Specification</u></b>
<b><u>1.</u></b>	Peon book, as sample	Big size, 200 pages ruled
<b><u>2.</u></b>	Peon book, as sample	Small size, 200 pages ruled
<b><u>3.</u></b>	White file cover, as sample	Two fold, High court printed
<b><u>4.</u></b>	Yellow file cover, as sample	Two fold, High Court printed
<b><u>5.</u></b>	File cover, as sample	Good quality, four fold, 16"x12", Printed
<b><u>6.</u></b>	File cover	Four fold, good quality
<b><u>7.</u></b>	Arch file	Ambassador/ Cosmos etc
<b><u>8.</u></b>	Clip file	Cosmos/ Ambassador etc
<b><u>9.</u></b>	Spring file	Cosmos/ Ambassador etc
<b><u>10.</u></b>	Court Khata, as sample	200 pages, binding
<b><u>11.</u></b>	Attendance register, as sample	200 pages, binding

**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 11.12.2020**. No quotation, even if complete, irrespective of whether hand delivered or sent by post etc., will not be received after 16-00 hours of 11.12.2020.
- b) Quotation(s) **must be** accompanied with self-attested copies of/ Nos. (I) PAN, (II) GST Registration Certificate, (III) Trade License etc.
- c) Participant must clearly mention its Contact Address and Contact Numbers (Landline / Mobile) .

d) Rate(s) may be quoted in the following format:

<i>Srl</i>	<i>Item Type</i>	<i>specification</i>	<i>Unit Rate</i> <i>(Rate per unit including G.S.T.)</i>

**2. PAYMENT:**

a) The concerned office shall make payment to the selected suppliers within 90 (ninety) working days subject to the availability of fund and approval.

**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 'sample' on the basis of quality if required, 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) This Hon'ble Court may issue Purchase Order(s) [in favour of any such participant whose offer has been accepted] periodically, based upon actual periodical necessity of this Hon'ble Court subject to approval of the appropriate authority, throughout the bid-validity period ( one year from the date of acceptance).
- f) Prospective participants must further take note that issuance of this Tender Enquiry does not necessarily mean that this Hon'ble Court is bound to purchase any particular quantity(s) of the listed article(s). As already mentioned, Purchase Order(s) may be periodically issued based upon actual necessity subject to approval of appropriate authority of this Hon'ble Court.
- g) The Hon'ble Court may cancel the instant process at any point of time without ascribing any reason whatsoever.

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