

IN THE HIGH COURT AT CALCUTTA
Appellate Side

NOTICE INVITING QUOTATION

[PPC/19/ Misc./07.01.2021/20-21]

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 **14.01.2021**.

Date: 07.01.2021

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

ARTICLE WITH DESCRIPTION/ SPECIFICATION

<u>SL No</u>	<u>Item type</u>	<u>Item code</u>	<u>Brand</u>
<u>1.</u>	Brother toner cartridge	TN-2260	Brother
<u>2.</u>	Brother toner cartridge	TN-2280	Brother
<u>3.</u>	Brother drum unit	DR-2255	Brother

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 14.01.2021**. No quotation, even if complete, irrespective of whether hand delivered or sent by post etc., will be received after 16-00 hours of 14.01.2021.
- b) Quotation(s) **must be** accompanied with self-attested copies of/ Nos. (I) PAN, (II) GST Registration Certificate, (III) Trade License etc.
- c) Participant(s) must clearly mention their 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>Brand Offered</i>	<i>Unit Rate (Rate per unit)</i>

2. PAYMENT:

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

3. GENERAL:

- a) Canvassing in any form, will result in disqualification of the participant.
- 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 thereby 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 the 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 quarry 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 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.
- f) **Bidder(s) must have Tender Specific Authorisation from the original equipment manufacturer(OEM).**

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