

IN THE HIGH COURT AT CALCUTTA, ORIGINAL SIDE

Notice Inviting Quotation
No. C.A.G./ Web / 73 / 2021 Dated : 18.01.2021

Sealed Quotations are invited from all willing suppliers for supply of the items stated below :-

1. **6 (Six) pcs. of Cash Book**
2. **6 (Six) pcs. of Stock Register**
3. **6 (Six) pcs. of Requisition Entry Book**
4. **6 (Six) pcs. of G.P.F. Entry Book**
5. **6 (Six) pcs. of Hand Book of Cashier**
&
6. **100 (One hundred) pcs. of Minute Book**

for use of the departments of the Original Side, following the terms and conditions appearing hereunder on or before **02.02.2021**.

Suppliers are to contact Cash Department (O.S.) for the details at the Ground Floor, Main Building.

Sd/-
Deputy Registrar (Admn.)-in-Charge, O.S.
Date : -18.01.2021

TERMS & CONDITIONS

- Quotation should be submitted in the Office of the Deputy Registrar (Admn.), O.S. High Court, Calcutta at the High Court Main Building on or before **02.02.2021** (Between 11-30 a.m. and 4-30 p.m.) on any working day 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. The sealed tender will be opened on **03.02.2021 at 12 noon**.
- Rates should be quoted taking into account the description, make, type, specification and quantity of the articles for which quotations have been invited.
- **Rates quoted should be inclusive of all applicable charges, taxes, duties and levies.**
- If the quotation of any supplier, which is not enlisted with this Hon'ble Court, is selected, the concerned supplier may have to submit copies of such documents as Trade License and / or PAN etc. as and when the Deputy Registrar (Admn.), High Court, O.S. Calcutta may direct.
- Conditional quotations will not be considered.
- Willing supplier submitting quotation should specify the address of its office and its Phone/Mobile number (and other contact numbers e.g. Fax, if available) for the purpose of quick communication in the event of urgency.
- Canvassing on the part of a supplier submitting quotation will render its quotation liable to cancellation summarily.
- This Hon'ble Court may award the contract to the supplier 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. This Hon'ble Court reserves the right to accept or reject any or all quotations and to cancel the process at any time prior to the award of contract for any reason whatsoever.
- Willing suppliers submitting quotations should know that the articles supplied may have to be, if necessary, delivered to the different sections / offices of Original Side Establishment of the Hon'ble Court as per instruction of the Deputy Registrar (Admn.), High Court, O.S. Calcutta.
- Upon selection of quotation, concerned supplier would have to supply articles strictly according to the description / make / type / specifications provided in the instant notice. In case of any deviation from this and any default regarding this on the part of a selected supplier, the administration of this Hon'ble Court may take any or all such actions against the supplier as it may consider appropriate.