

IN THE HIGH COURT AT CALCUTTA
Appellate Side

NOTICE INVITING QUOTATION

PPC/ 5 /Stationery/02.12.2021/21-22

Sealed quotation(s) **with unit-rate(s) including G.S.T & other applicable taxes, if any.** are invited from otherwise eligible supplier(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 **09.12.2021**.

Date: 02.12.2021

Sd/-
Assistant Registrar (Ledger & Forms Sec.)-I/c
High Court at Calcutta, A.S.

ARTICLE WITH DESCRIPTION/ SPECIFICATION

<u>SL No</u>	<u>Item Type</u>	<u>Quantity</u>
<u>1.</u>	Gupta's law diary one date a page in plastic cover.	550 pcs
<u>2.</u>	Gupta's one date a page pocket diary in plain plastic cover.	300 pcs
<u>3.</u>	Gupta's engagement pad week a glance (bi-colour printing)	100 pcs
<u>4.</u>	Gupta's Desk calendar refill one side bi -colour printing.	200 pcs

TERMS & CONDITIONS

SUBMISSION OF QUOTATION:

- a) Quotation must be submitted in the Office of the **Assistant Registrar VI** on or before **16-00 hours of 09.12.2021**. No quotation, even if complete, irrespective of whether hand delivered or sent by post etc., will be received after 16-00 hours of 09.12.2021.
- b) Quotation(s) **must be** accompanied with self-attested copies/Nos of (I) PAN, (II) GST Registration Number, (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:

Srl	Item type	Brand offered	Unit Rate including G.S.T.(Rate per unit/pc)

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

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 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/rate, 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) The Hon'ble Court may cancel the instant process at any point of time without ascribing any reason whatsoever.

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