

Notice Inviting Quotation

[No. COR./Web/220/2022]

Quotations are invited in sealed envelopes from all willing suppliers/firms on the following terms and conditions for supply of hard bound 40 Order/Server Copy Delivery Books for the AR (CR) Department on the Original Side of this Hon'ble Court. Each such book must contain 100 pages with page numbering on each page. After thorough inspection of the sample of the page and the hard bound Order/Server Copy Delivery Books which is available with the AR (CR) Department, Original Side, quotations for the said item are to be submitted to the Office of the undersigned by 4-30 p.m. on or before **09.03.2022**.

Date : 24/02 /2022

Joint Registrar (Admn.),O.S./
DeputyRegistrar(Admn.)-in-Charge,
O.S.

B-TERMS & CONDITIONS.

1. Quotations should be submitted to The Joint Registrar (Admn.), O.S./ The Deputy Registrar (Admn.)-in-Charge, O.S. in sealed envelopes mentioning the NIQ number on or before **09.03.2022** (between 11-00 A.M and 4-30 P.M.) 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.
2. Rates in the quotations should be quoted after taking into account the description, type, and number of the Order/Server Copy Delivery Books and quality of the pages of the Books after thorough inspection of the sample of the page, available with the Correspondence Department, O.S.
3. Rate quoted (both in figures and words) should be inclusive of all applicable charges along with G.ST. Any correction in the quotation is to be duly attested.
4. At the time of submission of quotations, the concerned suppliers/firms will have to submit copies of such documents as Trade License and/or PAN etc.
5. Willing suppliers/firms submitting quotations should know that the 40 hard bound Order/Server Copy Delivery Books, each one with 100 numbered pages may have to be, if necessary, delivered to the said Section/Office of the Original Side Establishment of the Hon'ble Court as per instruction of Joint Registrar(Admn), O.S./Deputy Registrar(Admn.)-in-Charge, O.S.
6. Conditional quotations will not be considered.
7. Willing suppliers/firms submitting quotations should specify the address of their office and their Phone/Mobile number (and other contact numbers e.g. Fax, if available) for the purpose of quick communication in the event of urgency.

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8. Canvassing on the part of a supplier/firm submitting quotation will render its quotation liable to cancellation summarily.
9. This Hon'ble Court may award the contract to the supplier/firm 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.
10. Upon selection of the quotation, the concerned supplier/firm would have to supply the 40 hard bound Order/Server Copy Delivery Books, each one with 100 numbered pages strictly according to the description/type/number of the Books and the quality of the pages of the Books as provided in the instant notice. In case of any deviation from this and any default regarding this on the part of a selected supplier/firm, the administration of this Hon'ble Court may take any or all such actions against the supplier/firm as it may consider appropriate.

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