

Calcutta High Court In The Circuit Bench at Jalpaiguri

TENDER NOTICE

[PPC/CB/JPG/03/N/N.I.Q/12.07.2022]

Quotations are invited in sealed envelope from all willing firms or organizations on the following terms and conditions for Full Service Maintenance Agreement for four (04) photocopier machine (*Model No. Canon Image Runner 2004*) lying in Court and another Departments in the Circuit Bench of Calcutta High Court at Jalpaiguri for the period of one year from the date of agreement. After inspection of the said photocopier machines such quotation will be submitted to the office of the undersigned by **4.30 p.m.** on or before **30.07.2022**.

Date: 12.07.2022

Sd/-
Deputy Registrar,
Circuit Bench of Calcutta High Court
at Jalpaiguri

TERMS & CONDITIONS

- Quotation should be submitted to the Deputy Registrar, Circuit Bench of Calcutta High Court at Jalpaiguri in a sealed envelope mentioning the N.I.Q number on or before 30.07.2022 (between 11.00 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 the post. The sealed envelopes will be opened on **01.08.2022** at 2 p.m.
- Rate quoted (both in figures and words) should be inclusive of all applicable charges along with G.S.T registration certificate. Any corrections in the rate is to be duly attested.
- At the time of submission of quotation the concerned service provider will have to submit copies of such documents as Trade License and/or PAN etc.
- Conditional quotations will not be considered.
- Willing firms or organizations submitting quotations should specify the address of its office and its Phone/Mobile number, email for the purpose of quick communication in the event of urgency.
- Canvassing on the part of a service provider submitting quotation will render its quotation liable to cancellation summarily.

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- This Hon'ble Court may award the contract to the firms or organizations 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.
- Upon selection of quotation, concerned firm or organization would have to make an agreement with this registry containing terms and conditions of the work and will render services according to such agreement. In case of any deviation from this and any default regarding this on the part of a selected service provider, the administration of this Hon'ble Court may take any or all such actions against the same as it may consider appropriate.