

## NOTICE INVITING QUOTATION

[No. COR./Web/1331/2022]

**Quotations** are invited in sealed envelopes from all willing firms/suppliers for printing and supplying ,on the following terms and conditions, five Postal Despatch Registers, each one comprising of 100 pages and each one being hard bound & bound by leather as well. The said Registers are to be used in the Correspondence Department, O.S.of this Hon'ble Court... After thorough inspection of the sample of such a Register available with the Correspondence Department, O.S., quotations for the entire job of printing and supplying the Registers, strictly as per sample and as required are to be submitted to the Office of the undersigned by 4-30 p.m. on or before **22.11.2022**.

Date : 07/11/2022

DeputyRegistrar(Admn.)-in-  
Charge, O.S.

### B-TERMS & CONDITIONS.

- 1.Quotations should be submitted to The Deputy Registrar (Admn.)-in-Charge, O.S. in sealed envelopes mentioning the NIQ number on or before **22.11.2022** (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 Postal Despatch Registers to be supplied , after thorough inspection of the sample of the same 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 firms will have to submit copies of such documents as valid Trade License, P.Tax, GST, PAN. Income Tax Return for the last Financial Year should be furnished.
5. Conditional quotations will not be considered.
6. Willing firms/suppliers 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.
- 7.Canvassing on the part of a firm/supplier submitting quotation will render its quotation liable to cancellation summarily.

8. This Hon'ble Court may award the contract to the firm/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.

1. Upon selection of the quotation, the concerned firm/supplier would have to print and supply the Registers according to the description/type/number of the Registers as provided in the instant notice. In case of any deviation from this and any default regarding this on the part of a selected firm, the administration of this Hon'ble Court may take any or all such actions against the firm as it may consider appropriate.

## NOTICE INVITING QUOTATION

[No. COR./Web/1332 /2022]

**Quotations** are invited in sealed envelopes from all willing firms on the following terms and conditions for undertaking the job of binding several torn and decrepit Appeal Registers, Ledgers, and Movement Registers in the Appeal Section, O.S. of this Hon'ble Court. The exact type and number of each article to be bound are presented in the following table. After thorough inspection of the torn and decrepit Appeal Registers, Ledgers, and Movement Registers that are to be bound in the Appeal Section, O.S., quotations for the entire job, as per the type and number of the articles presented in the following table are to be submitted to the Office of the undersigned by 4-30 p.m. on or before **21.11.2022**.

Type of article to be bound	Number of such articles to be bound
Supreme Court Appeal Register	01
Appeal Registers(APO & APD)	12
ITA Ledgers	12
CLB Ledgers	02
Movement Registers	02
CRD(Khiddirpore) Khata	02
<b>Total number of articles to be bound</b>	<b>31</b>

Date : 07/11/2022

DeputyRegistrar(Admn.)-in-Charge,  
O.S.

### B-TERMS & CONDITIONS.

1.Quotations should be submitted to The Deputy Registrar (Admn.)-in-Charge, O.S. in sealed envelopes mentioning the NIQ number on or before **21.11.2022** (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 articles to be bound, as per the above list, after thorough inspection of the said articles in the Appeal Section, 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 firms will have to submit copies of such documents as valid Trade License, P.Tax, GST, PAN. Income Tax Return for the last Financial Year should be furnished.

5. Conditional quotations will not be considered.

1. Willing 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.
2. Canvassing on the part of a firm submitting quotation will render its quotation liable to cancellation summarily.
3. This Hon'ble Court may award the contract to the 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.
4. Upon selection of the quotation, the concerned firm would have to complete the job of binding strictly according to the description/type/number of the articles as provided in the instant notice. In case of any deviation from this and any default regarding this on the part of a selected firm, the administration of this Hon'ble Court may take any or all such actions against the firm as it may consider appropriate.

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