

Notice Inviting Quotation

[No. COR./Web/378/2023]

Quotations are invited in sealed envelopes from all willing firms/suppliers for undertaking the responsibility of supplying 2000 printed envelopes for use in the Correspondence Department, O.S. Quotations, after thorough inspection of the sample of the required envelope, designed strictly as per the said sample of the same available with the Correspondence Department, O.S. are to be submitted to the Office of the undersigned by 4-30 p.m. on or before **20.02.2023**.

Date: 31/01/2023

Deputy Registrar (Estb.&CM), O.S.

B-TERMS & CONDITIONS.

1. Quotations should be submitted to The Deputy Registrar (Estb. & CM), O.S. in sealed envelopes mentioning the NIQ number on or before **20.02.2023** (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 number of envelopes to be supplied and requirement of 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 final bills/tax invoice and challans, the concerned selected firm/selected supplier 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.

9. Upon selection of the quotation, the concerned firm/supplier would have to supply the printed envelopes according to the requirement of the mentioned department 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/supplier, the administration of this Hon'ble Court may take any or all such actions against the firm/supplier as it may consider appropriate.