

**IN THE HIGH COURT AT CALCUTTA, ORIGINAL SIDE**  
**Notice inviting Quotation**  
**No. Comp.(W/B)/Web/813 /2023      Dated: 02.03.2023**

Sealed quotations are invited from all willing suppliers for supply of the Item stated below: -

**20 (twenty) Nos. of Toner Cartridge being Model No. MP 2014D, Make-Ricoh from Manufacturer or Authorized Dealer/ Partner, for Original Side, following the specifications, terms and conditions appearing hereunder.**

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**Joint Registrar (Administration,-In-Charge)**  
**Original Side**  
**Dated: 02.03.2023**

**TERMS & CONDITIONS**

- Quotation should be submitted in the Office of the Joint Registrar (Admin-In-Charge), O.S. , High Court, Calcutta at the High Court Main Building on or before **14.03.2023**(Between 11-30 a.m. and 4-30 p.m.) on any working day 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. The sealed tender will be opened on **14.03.2023 at 5 P.M.**
- Rates should be quoted taking into account the description, make, type specification and quantity of the article for which quotations have been invited.

**Rates quoted should be inclusive of all applicable charges, taxes, duties and levies.**

- If the quotation of any supplier, which is not enlisted with this Hon'ble Court, is selected, the concerned supplier may have to submit copies of such documents as Trade License/ PAN etc. as and when the Joint Registrar (Admin), High Court, O.S. Calcutta may direct.
- Conditional Quotations will not be considered.
- Willing supplier submitting quotation should specify the address of its office and its Phone/ Mobile number(and other contact number e.g. Fax, if available) for the purpose of quick communication in the event of urgency.
- Canvassing on the part of a supplier submitting quotation will render its quotation liable to cancellation summarily.
- The Hon'ble Court may award the contract to the 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.
- Willing suppliers submitting quotations should know that the articles supplied may have to be, if necessary, delivered to the different sections/ offices of Original Side Establishment of the Hon'ble Court as per instruction of the Joint Registrar(Admin.-In-Charge), High Court, O.S. Calcutta.
- Upon selection of quotations, concerned supplier would have to supply articles strictly according to the description/ make/ type/provided in the instant notice. In case of any deviation from this and any default regarding this on the part of a selected supplier, the administration of this Hon'ble Court may take any or all such actions against the supplier as it may consider appropriate.
- **Bidders should have Tender Specific Authorization from Original Equipment Manufacturer (OEM)**