

IN THE HIGH COURT AT CALCUTTA
APPELLATE SIDE

Notice Inviting Quotation

[3665- R-(V&P) dated 09.08.2018]

SEALED Quotations are invited from reputed and experienced concerns for supply of around 1,000 (One Thousand) 'Car Flags' for 'Official Use' in the Sub-Ordinate Courts.

A brief description of the articles requisitioned for may be obtained from the nominated official attached to this Office.

Willing participants must submit their Quotations, in 'gala'-sealed envelopes, to the Office of the undersigned following the **terms and conditions** appearing hereunder **within 18.08.2018**.

Submission of Quotations by willing suppliers/concerns etc. will be construed as their acceptance of all such terms and conditions.

Sd/-

Registrar (Vigilance & Protocol), A.S

Date: 09.08.2018

TERMS & CONDITIONS

1. Quotations should be addressed and **submitted to Office of Ld. Registrar (Vigilance & Protocol), A.S within 18.08.18 (within 12 noon)** 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. Brief description of the required Car Flags may be collected from Shri Koushik Chakraborty Thakur, Superintendent, Protocol Section.
3. **Quotation should be submitted in a sealed envelope (sealed with shellac, not merely stapled, or closed with adhesive-tapes etc.) with 'CAR FLAGS FOR DISTRICT COURTS' superscribed in it.**
4. Rates should be quoted **inclusive of all taxes and additional charges etc.** It must also be noted that **'Rate' should be valid for 6 (six months).**
5. Willing participants **must** submit the following documents along with their Quotations:-
 - a) Self-attested Copy of PAN
 - b) Self-attested Copy of GST Registration / Provisional Certificate / Application Acknowledgement
 - c) Self-attested Copy of documents substantiating experience in similar nature of work.
 - d) **Sample of Cloth**
 - e) **Sample of Embroidery**
6. Quotations submitted by such suppliers which are reasonably believed to have either supplied improper articles or engaged in irregular/unethical activities shall not be considered.
7. Willing suppliers submitting quotations should specify the address of its office and its Phone/Mobile number for the purpose of quick communication in the event of urgency.
8. Canvassing on the part of a supplier submitting quotation will render its quotation liable to cancellation summarily.
9. Subsequent notification(s), if any, in respect of the instant N.I.Q, will be published in the Notice Board of Accounts Section, A.S.
10. This 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 taking into account the quality of sample and experience and other related credentials. **However, the Hon'ble Court is not bound to accept the lowest quote.**
11. The Hon'ble Court reserves the right to accept or reject any quotations and to cancel the process and reject any or all quotations at any time prior to the award of contract for any reason whatsoever, without ascribing any reason. In this regard, the decision of the competent Approving Authority will be final.
12. **Upon selection of quotation, concerned supplier would have to supply articles strictly according to the description/make/type/specifications provided in the instant notice.**
13. The quantity of procurement of the requisitioned articles (i.e 'Car Flags') may increase/decrease as per the actual requirement.
