IN THE HIGH COURT AT CALCUTTA
Appellate Side

NOTICE INVITING QUOTATION

Memo No. ***2975-G*** dated ***28.07.2016***

Sealed Quotations are invited from all interested concerns, including reputed manufacturers, organisations, suppliers, vendors etc. for supply of good quality and durable Umbrellas (minimum 525 Gents' Umbrellas and minimum 25 Ladies' Umbrellas) for use in Appellate Side Establishment of this Hon'ble Court.

Before submitting Quotations, willing participants must read the Terms & Conditions of the present Notice carefully. Submission of Quotations will be construed as their acceptance of all such Terms & Conditions.

The last date for submission of Quotations is **08.08.2016.**

Date: 28.07.2016

Sd/-
Deputy Registrar (Administration)

TERMS & CONDITIONS

A. **ELIGIBILITY**: All reputed manufacturers, organisations, suppliers, vendors etc. may participate in the process. Participants must submit self-attested copy of PAN along with their Quotation.

B. **SUBMISSION OF QUOTATION**: Quotations must be submitted to Section Officer (General & Establishment Section), A.S in sealed ('gala'-sealed) envelopes. Envelopes which are merely pasted with adhesives/closed with adhesive-tapes/stapled will not be considered and/or will be summarily rejected.

C. **LAST DATE**: No Quotations, irrespective of whether submitted by hand or sent by post/courier, will be accepted after **16-00 hours of 08.08.2016.**

D. **GENERAL**:
i. Willing participants **must submit samples** of the Umbrellas they are quoting for. Such samples shall be returned to the unsuccessful bidders after the completion of the instant process. However, sample(s) of the successful bidder(s) will be retained by the Administration of this Hon'ble Court.
ii. Rates should be quoted inclusive of all taxes, charges etc.
iii. Quotations must be properly sealed, stamped and must have legible signature with date.
iv. Participants must specify the address(s) of their office(s) and/or residence(s) as well as Contact Number(s) [e.g Mobile, Telephone, Fax etc.] for the purpose of quick communication in the event of urgency.
v. Rates must be **valid for at least 6 (six) months** from the date of the instant Notice.
vi. Canvassing on the part of any participant will render cancellation of its Quotation.
vii. Competent Authority of this Hon'ble Court may cancel the process, in whole or in part, without ascribing any reason whatsoever.
viii. Competent Authority of this Hon'ble Court is not bound to award Purchase Order in favour the participant who has quoted the lowest rate. In this regard, the decision of such Authority will be final and binding.
ix. For any query related to the instant N.I.Q, willing participants may contact the office of Deputy Registrar (Court Management), A.S.

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