

IN THE HIGH COURT AT CALCUTTA
Appellate Side

NOTICE INVITING QUOTATION

[PPC/29/N/N.I.T/14-15]

Sealed Quotations [strictly in prescribed format given at Annexure-A herewith] are invited from dealers authorised by M/S Brother International (India) Pvt. Ltd. for supply of the following Toner Cartridges and Drum Kits of Brother MFC-7360 during the period from 01.03.2015 – 28.02.2017.

All willing participants are advised to carefully read the 'Terms & Conditions' of the instant Notice carefully before submitting Tender(s). Submission of Tender(s) by willing and otherwise eligible participant(s) will be construed as its/their acceptance of all the said 'Terms & Conditions'.

The Last Date for submission of Tenders is 06.02.2015.

Sd/-

Date: **28.01.2015**

Joint Registrar (Gen. Admn.-II), A.S

DESCRIPTION AND QUANTITY REQUIRED

Consumable	Minimum Estimated Required Quantity Till 31.12.2015
TN-2260	160 (One Hundred and Sixty)
DR-2255	72 (Seventy-two)

TERMS & CONDITIONS

A. SUBMISSION OF TENDER:

1. Tenders need to be submitted in **two parts, in two separate envelopes:**
 - A. Envelope superscribed '**PPC/29/A**' shall contain copies of **VAT Registration, PAN and valid Authorisation Certificate issued by the OEM, after 28.01.2015, strictly in the format prescribed herein at Annexure-B;**
 - B. Envelope superscribed '**PPC/29/B**' shall contain **Tender** in prescribed format **at Annexure-A.**
2. Both the envelopes should be submitted in **sealed envelopes** (*gala*-sealed, not merely stapled, or closed with adhesive tape etc.) **in the office of Deputy Registrar (Accounts), High Court, A.S, Calcutta'** on or before **16-00 hours of 06.02.2015.**
2. No Tenders, even if complete, irrespective of whether hand-delivered or sent by Post etc., will be received after 16-00 hours of 06.02.2015.
3. Envelopes marked 'PPC/29/A' will be opened first. Subsequently, Tenders only of such participants, who have submitted required documents [refer Clause A.1] shall be opened.

4. **Rate per article, exclusive of V.A.T but inclusive of others charges etc.**, should be quoted. **Rates quoted should be valid till 28.02.2017**

B. OPENING OF TENDERS:

1. Tenders, if considered valid, **will be opened jointly by the Registrar (Listing) and Joint Registrar (General Administration-II), A.S in presence of the Registrar General**, and any subsequent declaration pertaining to the instant 'Notice Inviting Tender' will be published in the Notice Board of the A.S.

C. ELIGIBILITY CONDITIONS & MISCELLANEOUS:

1. The following are the minimum eligibility criteria that willing concerns must meet in order to participate in the instant Tender-process:
a. Participants **must be authorised by the OEM (format at Annexure-B)**.
b. Must have valid **PAN and VAT Registration**.

D. PAYMENT TERMS:

1. Subsequent to determination of approvable rate and selection of vendor, the Administration of this Hon'ble Court may be required to move the Government of West Bengal for according necessary Administrative Approval etc., and payment shall only be released upon obtaining such Approval. Ordinarily, subject to availability of funds, and subject to timely supply of original consumables, payment will be released within 75 (seventy-five) working days.

E. GENERAL:

1. Canvassing by any participant, in any form, will render its disqualification.
2. The Hon'ble Court may issue Purchase Order in favour of any such participant whose Quotation is valid and complete, and whose Quotation/Offer has been reasonably regarded as substantially approvable. In this regard, the decision of the Competent Authority of this Hon'ble Court will be final and binding upon all concerned.
2. The Hon'ble Court may cancel the instant process at any point of time without ascribing any reason whatsoever.

XXXXXXXXXXXXXXXXXXXXXX

ANNEXURE – A

TENDER FORMAT

The Jt. Registrar (Gen. Admn.-II),
High Court, A.S, Calcutta.

Sub: Tender in response to PPC/29/N/NIT/14-15 dated 28.1.2015.

Sir,

Sir, we have read and understood the Terms & Conditions contained in the said Notice Inviting Tender and we are to delightfully express our agreement to those. Our rates, **exclusive** of V.A.T **but inclusive of** other charges etc. are as follow:

Srl.	Article	Minimum Quantity that Will be supplied during 01.03.15 – 31.08.16	RATE PER UNIT (inclusive of V.A.T and all charges) In Rs.
1.	TN-2280	160 (One Hundred Sixty)	
2.	DR-2255	72 (Seventy-two)	

Thanking you,

Yours faithfully,

(Signature with Date and Stamp)

Name:

Designation:

PAN : _____ V.A.T Registration No. : _____

Name & Contact Number of Representative: _____

ANNEXURE – B

‘CERTIFICATE OF AUTHORISATION’

TO WHOMSOEVER IT MAY CONCERN

This is to certify that M/S _____, having its registered office at _____ and having PAN _____ and VAT No. _____, is authorised to participate in the quotation process of Hon’ble High Court at Calcutta notified through Notice Inviting Quotation bearing number PPC/29/N/NIT/14-15 dated 28.01.2015.

Name:.....

Designation:

Date:

Seal:

