

IN THE HIGH COURT AT CALCUTTA
Appellate Side

NOTICE INVITING QUOTATION
[PPC/02/NIQ/15-16]

Sealed Quotations, strictly in prescribed Quotation Form, are invited from Dealers / Sub-Dealers / Distributors / Sub-Distributors / Stockists, who are specifically Authorised by the Manufacturer(s) of the Brands mentioned below, for supply of the articles mentioned below in the Appellate Side Establishment of this Hon'ble Court during the period **01.06.2015 – 31.05.2016.**

Willing participants must carefully read all the Terms & Conditions enumerated herein. Submission of Quotation by any participant will be construed as its acceptance of all such Terms & Conditions.

The **Last Date** for submission of Quotations is **08.05.2015.**

Date: 27.04.2015

Joint Registrar (General Administration)-II
High Court, A.S, Calcutta

ARTICLE WITH DESCRIPTION / BRAND(S)

Item Code	Article & Description	Brand	Minimum Estimated Requirement	Unit to be quoted, exclusive of V.A.T but inclusive of all other charges etc.
A4 Type-1 (Printing Purpose)	White Unruled Paper (A4 size=210mm x 297mm) Thickness: 80GSM Brightness: 85% ISO or more	JK Copier Plus / Xerox 80 / TNPL Platinum	250 packets	Per pack of 500 sheets
A4 Type-2 (Copyin g Purpose)	White Unruled Paper (A4 size=210mm x 297mm) Thickness: 72GSM Brightness: 85% ISO or more	JK CMax / Xerox Office / Trident Natural	500 packets	Per pack of 500 sheets
FS Type-1 (Printing Purpose)	White Unruled Paper (FS size=215mm x 330mm) Thickness: 75GSM Brightness: 85% ISO or more	JK Copier / JK Sparkle / Century Star / Xerox Challenger / Xerox Trust / Trident Spectra	1500 packets	Per pack of 500 sheets
FS Type-2 (Copyin g Purpose)	White Unruled Paper (FS size=215mm x 330mm) Thickness: 72GSM Brightness: 85% ISO or more	JK CMax / Xerox Office / Trident Natural	4250 packets	Per pack of 500 sheets
A3 (Copyin g Purpose)	White Unruled Paper Thickness: 75GSM Brightness: 85% ISO or more	JK Copier / JK Sparkle/ Xerox Trust	20 packets	Per pack of 500 sheets

TERMS AND CONDITIONS

A. OBTAINING QUOTATION KIT, SUBMISSION OF QUOTATION & QUOTING RATE(S)

1. **Quotation Kit**, containing: a. 'Quotation Form', b. 'Certificate of Authorisation' c. 'Statement of Eligibility' and d. Submission Envelope(s), should be collected from the **Office of Assistant Registrar-VI, A.S** after depositing **Rs 600/- (Rupees Six Hundred only)** in cash with the Cashier, A.S. **Quotation Kit will be issued on, 28.04.15, 29.04.15 & 30.04.15 by Section Officer (Accounts) between 12 noon and 4 p.m. No Quotation Kits will be issued after 30.04.15, even if cost of Rs 600/- is deposited.**
2. Quotation should be submitted in **two separate envelopes** that will be provided in the 'Quotation Kit'. **Envelope-A** shall contain 'Statement of Eligibility' and 'Letter of Authorisation', with all necessary supporting documents. **Envelope-B** shall contain 'Quotation Form' along with **a forwarding letter, in participants letter-head pad**, duly stamped and signed with date.
3. Both **Envelope-A** and **Envelope-B** should be ***gala-sealed***, not merely stapled, or pasted, or closed with adhesive tapes. **There MUST NOT be any visible signs, or marks, or stamps/seals, or scribbling etc. on the envelopes that may establish the identity of the participant.**
4. Quotations (both Envelope-A and Envelope-B) may be **dropped at the 'Quotation Box'** in the office of the Assistant Registrar-VI, A.S. However, no Quotations, irrespective of hand-delivered or dispatched through courier/post, shall be received **after 16-00 hours of 08.05.2015.**
5. Under no circumstances, the cost of 'Quotation Kit' (i.e Rs 600/- only) will be refunded.
6. **Rate should be quoted exclusive of V.A.T., but inclusive of all other taxes, charges, levies etc, if any. Such rate must remain valid till 31.05.2016.**
7. **All willing participants must enclose, along with 'Statement of Eligibility', copy of PAN and 'Certificate of Authorisation' [*format of which will be provided in Quotation Kit*] issued by the Manufacturer of the products of the above-listed Brands.**

B. OPENING OF QUOTATIONS

1. Quotations will be opened jointly by **Deputy Registrar (Accounts), A.S and Joint Registrar (General Administration)-II, A.S**. Any further communication regarding the date and venue of opening of Quotations will be published in the form of Notice in the Notice-Board of Accounts Section, A.S as well as in the official website of the Hon'ble Court.
2. Envelope(s)-A containing 'Statement of Eligibility' and 'Certificate of Authorisation' (if applicable) and all necessary supporting documents will be opened first in order to ascertain fulfillment of Eligibility Criteria. Envelope(s)-B, containing Quotation of **only** such participants who conform to the said Eligibility Criteria will be opened and considered. **Quotations of those participants who do not meet the Eligibility Criteria, or who fail to produce/enclose mandatorily required documents, will not be opened and considered.**

C. GENERAL

1. **Canvassing**, in any form, by any participant will render summary rejection of its Quotation.
2. **Violation of any of the Terms and Conditions contained herein** will render summary disqualification of a participant.

3. **Quotations without supporting proof of eligibility** will be summarily rejected.
4. **The Hon'ble Court is not bound to accept the lowest quote(s)**, and on reasonable grounds and taking into such factors like utility, convenience, quality control etc., may approve any quote and/or any Brand(s) and/or any offer which will be deemed to be substantially responsive.
5. The Hon'ble Court reserves the right to cross-examine the documents submitted by any participant, and also to verify the antecedents, credentials etc. of any participant. Selection of vendor may also depend on such factors, and in this regard, the decision of the Competent Authority of the Hon'ble Court will be final and binding.

D. POST-SELECTION DUTIES AND OBLIGATIONS ETC. OF APPROVED VENDORS

1. Approved suppliers will have to supply the listed articles, in such quantities as and when required/requisitioned by the Hon'ble Court, at approved rates, during the period 01.06.2015 – 31.05.2016. Under no circumstances shall the said approved rates be increased during the said period.
2. Approved suppliers shall be bound to supply the requisitioned articles, in such quantities as may be required, within 7 (seven) working days or within the time specified in Purchase Order(s) as the case may be.
3. In case of any defect(s) and/or inferiority of any article supplied, the approved suppliers shall have to **replace, without any additional charge**, such improper supplies within 2(two) working days.
4. In case of unacceptable delinquency of any selected supplier, and/or supply of counterfeit articles, and/or supply of articles of inferior quality, and/or supply of articles not matching with the ordered specification, and/or recurring delay in supplying requisitioned articles, the Hon'ble Court will deduct 50% of its pending outstanding as '**Liquidated Damages**', apart from taking any order punitive measures.
5. In case of any dispute between any selected supplier and the requisitioning-authority, the matter shall be settled by the Purchase Committee presided over by Ld. Registrar General in any of its meeting at Calcutta High Court in Kolkata.

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