

IN THE HIGH COURT AT CALCUTTA
Appellate Side

NOTICE INVITING TENDER

[PPC/14/N/N.I.Q/15-16]

Sealed Tenders are invited from reputed concerns for supply of 500(five hundred) pcs Hard Cover file for Official use of this Hon'ble Court. The minimum required specifications are.

SIZE 15.5 X 11.5 INCHES

THICKNESS 580 GSM

WITH 4 corner cloth pasting

8" round lace

Color – Grey

Printing: as per sample/ requisition/matter

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 quotation, in the manner prescribed hereunder, is 05.10.15

Date: **30.09.2015**

Deputy Registrar (Accounts), A.S

TERMS & CONDITIONS

A. SUBMISSION OF TENDER:

1. **Quotation must be submitted in gala sealed envelopes with PPC/14/NIQ/15-16 superscribed on it (not stapled or taped)**
2. Quotation must be **submitted in the office of Assistant Registrar VI A.** on or before **16-00 hours of 05.10.15** No Tenders, even if complete, irrespective of whether hand-delivered or sent by Post etc., will be received after 16-00 hours of 05.10.15.
3. **Quotation must be accompanied with a. copy of PAN & VAT of the participant, b. color information brochure with detailed specification of the product offered c. quotation should be properly signed and stamped Rates should be quoted inclusive of all taxes charges , levies , if any & period of warranty offered etc.**

B. Payment:

1. The customer shall make payment to the selected supplier within 90(ninety) working days subject to the availability of fund and approval.

C. GENERAL:

1. Canvassing by any participant, in any form, will render its disqualification.
2. The Hon'ble Court reserves the right to reject any quotation of a participant whose past performance has been held unsatisfactory and/or which has been

delinquent and/or which has been negligent in performing its duties thereby jeopardizing the interests of the Hon'ble Court, and in this regard, the decision of the issuing authority will be final.

3. The Hon'ble Court may issue Purchase Order in favour of any such participant whose Tender is valid and complete, and whose Tender/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.
 4. The Hon'ble Court may cancel the instant process at any point of time without ascribing any reason whatsoever.
 5. Subsequent to issuance of Purchase Order, the selected participant shall have to strictly adhere to the Sub-Clauses contained in Clause D hereunder.
 6. The administration of this Hon'ble Court may have to move the Government of West Bengal for administrative approval and/or sanction of required funds, and payment shall only be released upon obtaining such approval/sanction.
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