

IN THE HIGH COURT AT CALCUTTA
Appellate Side

NOTICE INVITING QUOTATION
[PPC/17/N /15-16/DR (A/C)]

Sealed Tenders are invited from all interested and otherwise firms/companies/individuals etc. for procurement of following stationery items.

<u>Items</u>	<u>Quantity</u>	<u>(Pcs/ Packets)</u>
1. M-10	50,000	"
2. Criminal 6	50,000	"
3. First sheet	50,000	"
4. G.10	50,000	"
5. Routine Sheet	50,000	"
6. 11" x 5" Brown Envelop	500	"
7. 12" x 6" Clothed Envelop	500	"
8. A4 Clothed Envelop	500	"
9. 40" x 30" Brown Envelop	100	"
10. Peon Book (Small)	100	"
11. Peon Book (Big)	100	"
12. Salary Sheet (Silverton)	20	(packets)
13. White File Cover	5000	"
14. Yellow File Cover(Hard)	5000	"

Willing participants must read the Terms & Conditions of the instant Notice carefully. Submission of quotation will be construed as their acceptance of all such Terms & Conditions.

The last date for submission of Quotations is **04.12.2015**

27.11.2015

Deputy Registrar (Accounts), A.S

TERMS & CONDITIONS

A. SUBMISSION & ELIGIBILITY:

1. Quotation must be submitted in sealed envelopes (gala sealed not merely closed with adhesives / adhesive – tapes, stapled etc.)
2. Quotation must be submitted in the office of Deputy Registrar Accounts within 4 P.M of **04.12.2015** No quotation(s) whether hand delivered or sent by courier/post .etc. will be received after 4 P.M of **04.12.2015**
3. Such firms/companies who is a printer / supplier of the above mentioned items will be given preference.
4. Copy of **PAN** and **VAT Registration Number** must be enclosed with quotation.
5. Firms who are willing to participate are requested to verify the samples of the above mentioned articles at the '**Forms Section Appellate Side**' before submitting their quotation.

B. Rates should be quoted inclusive of all taxes, charges, levies, if any, etc.,

Additional SUBMISSION & ELIGIBILITY:

- a. Canvassing in any form will render disqualification.
- b. This Hon'ble Court may cancel this process at any point of time without ascribing any reason whatsoever.
- c. This Hon'ble Court may award contract/issue Work Order in favour of such participant who's Quotation will be regarded as substantially responsive and reasonably approvable. The Hon'ble Court is not bound to accept the lowest quote, and may cancel any Quotation on valid grounds.
- d. Rates of repairing should be quoted inclusive of all applicable taxes, charges etc.
- e. Participants must clearly mention its office-address/correspondence-address and contact number(s) [telephone / mobile / fax etc.].