

IN THE HIGH COURT AT CALCUTTA
Appellate Side

**NOTICE INVITING APPLICATIONS FOR ENLISTMENT AS
SUPPLIER/SERVICE-PROVIDER**

[5/AC/13-14]

Applications, in prescribed format, are invited from all interested dealers / firms / companies etc., engaged in the listed businesses and/or services, **for enlistment as 'enlisted/empanelled' supplier/service-provider of this Hon'ble Court.**

Before submission of application, willing applicants must collect the **prescribed format of application** from the office of the undersigned. The last date for submission of applications is **20.01.14**.

Sd/-
Deputy Registrar (Accounts), A.S

09.01.14

List of Businesses and Services

1. Supply of Stationery & Miscellaneous Articles
2. Supply and Repairing, Polishing etc. of Furniture (both wooden and non-wooden)
3. Supply and Washing etc. of Curtains, Carpets etc.
4. Supply of Computer consumables (e.g Cartridges)
5. Supply of Printed Materials (Files, Envelopes, Forms etc.)
6. Supply of Photocopier Machine consumables (Toner Cartridge, Drum Cartridge etc.)
7. Supply of Equipments (e.g Photocopier Machines, Paper Shredders etc.)
8. Servicing (both Comprehensive & Non-Comprehensive) of Photocopier Machines, Equipments etc.

TERMS & CONDITIONS

- i. **The prescribed format of application** should be collected from the office of The Vth Assistant Registrar, A.S on **09.01.2014, 10.01.2014, 13.01.2014 & 14.01.2014** (between 11-30 and 16-00 hours).
- ii. Applications should be submitted in the office of The Vth Assistant Registrar, A.S **on and from 15.01.2014 till 20.01.2014**, excluding the Hon'ble Court's holidays, **(between 11-30 and 16-00 hours)** and should be **properly signed and stamped**.
- iii. Applications should be submitted **strictly according to the format** to be collected.
- iv. **Applications of such applicants, who do not possess proper Trade Licence for carrying on such trade/business etc. or which they are applying shall not be entertained and will be summarily rejected.**
- v. Applications should be submitted in envelopes with **'APPLICATION FOR ENLISTMENT'** superscribed in those..
- vi. The Hon'ble Court will not take any responsibility for delay, loss or non-receipt of applications sent by post.
- vii. **Applications, either not conforming to the prescribed format or without necessary supporting documents, will not be accepted and/or will be summarily rejected.**
- viii. **Conditional applications** will be summarily rejected.
- ix. **Canvassing** on the part of any applicant **will render its application liable to cancellation summarily**.
- x. This Hon'ble Court may select any applicant or applicants for enlistment/empanelment. **The decision of the competent Authority in this regard will be final and binding.**
- xi. The Hon'ble Court **reserves the right to accept or reject any or all applications.**

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