

**IN THE HIGH COURT AT CALCUTTA**  
**Appellate Side**

**NOTICE INVITING QUOTATION**  
**[ PPC/28/13-14/DR(A/C)]**

**Sealed quotations** containing rates are invited from reputed and otherwise eligible dealers for **supply of consumables (including 'add-on spares', if any)** of photocopier machines and M.F.Ds (Brands: XEROX, CANON & HCL TOSHIBA) during the Financial Year 2014-2015 **following the 'Terms & Conditions'** given hereunder.

Before submission of Quotation, willing participants must collect from the office of the undersigned:-

- (i) A list containing the Model Numbers of such photocopiers & M.F.Ds; AND
- (ii) Draft-copy of 'Agreement for Supply of Photocopier-Consumables' approved by this Hon'ble Court.

Submission of Quotation by any interested participant will be construed as its acceptance of the 'Terms & Conditions' as well as the draft-Agreement. The last date for submission of Quotations is **22.01.14**.

**Sd/-**

**The VIth Assistant Registrar, A.S**

9.1.14

**TERMS & CONDITIONS**

**A. COLLECTION OF LIST CONTAINING MODELS OF THE MACHINES & DRAFT - AGREEMENT**

- i. **The mentioned list etc.** should be collected from the **office of The VIth Assistant Registrar, A.S between 10.01.2014 and 15.01.2014** (between 11-30 and 15-00 hours, excluding Sunday).
- ii. Willing participants **will have to acknowledge receipt** of such draft-copy **by putting signature (of the collector) and stamp (of the company/firm etc.)** in the manner as will be suggested by Deputy Registrar (Accounts) or Assistant Registrar-VI.

**B. SUBMISSION OF QUOTATION**

- i. Quotations should be dropped in the '**QUOTATION BOX**' in the office of **The VIth Assistant Registrar, A.S on and from 16.1.2014 till 22.1.2014**, excluding the Hon'ble Court's holidays, **(between 11-30 and 15-00 hours)** and should be **properly signed and stamped**.
- ii. Quotation should be submitted **strictly according to the format** to be collected.
- iii. Quotations should be submitted in **sealed (with shellac, not merely stapled or closed with adhesive-tapes) envelopes** of maximum size 12" x 6" with '**PPC/28**' superscribed in it..
- iv. The Hon'ble Court will not take any responsibility for delay, loss or non-receipt of quotations sent by post.

**C. EXECUTION OF AGREEMENT**

- i. Willing participants should know that, if their quote/quotes is/are selected and approved by the competent Approving Authority of this Hon'ble Court, they will have to bear the charges, if any, for preparation of relevant documents and execution of the 'Agreement'.

D. ELIGIBILITY CONDITIONS

- i. Willing participants should either be Authorised Dealers of the named Brands, or must have experience in supplying such consumables etc. in any Government Office or Hon'ble Calcutta High Court or any Ld. Court or Ld. Tribunal of West Bengal or any Government Undertaking etc. If the rate of any un-authorized dealer is favourably considered by the Competent Authority of this Hon'ble Court, **it must submit adequate proof of such qualification and/or experience before being awarded Work Order**
- ii. Quotations of such participants, against whom **complaints** have been received by the offices of Deputy Registrar (Accounts) and/or Deputy Registrar (Judicial) and/or Assistant Registrar-VI of the A.S or whose **services have reasonably been found to be unsatisfactory**, till the date of publication of this Notice, will not be considered and will be summarily rejected.

E. GENERAL TERMS & CONDITIONS

- i. Willing participants should further keep in mind that the rate(s) will remain valid **till 31.3.2015**.
- ii. **Conditional quotations** will be summarily rejected.
- iii. Willing suppliers submitting quotations should specify the address of its office and its Phone/Mobile number for the purpose of quick communication in the event of urgency.
- iv. **Canvassing** on the part of a supplier submitting quotation **will render its quotation liable to cancellation summarily**.
- v. This Hon'ble Court may award the contract to the supplier whose quotation has been determined to be substantially responsive and who has quoted the lowest evaluated price. **However, the Hon'ble Court is not bound to accept the lowest bid.**
- vi. The Hon'ble Court reserves the right to accept or reject any quotations and to cancel the process and reject any or all quotations at any time prior to the award of contract for any reason whatsoever.

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