'Draft Copy'

IN THE HIGH COURT AT CALCUTTA

Appellate Side

NOTICE

[**PPC/20/N/N.I.Q/14.01.2020**]

Sealed quotations are invited from reputed concern vendors for supply of 2(two) pieces flatbed document scanner with minimum speed of 50 i.p.m duplex and minimum 100 sheet ADF having daily duty cycle of at least 3000 pages. Offered product must be with 3 (three) years warranty.

All willing participants are advised to carefully read the 'Terms & Conditions' of the instant Notice carefully before submitting quotation(s). Submission of quotation 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 22.01.2020

Sd./-

Date: 14.01.2020 **Assistant Registrar VI**

T E R M S & C O N D I T I O N S

A. SUBMISSION OF QUOTATION:

1. **QUOTATION must be submitted** along with copy of PAN and GST registration.
2. Tenders must be **addressed to 'Deputy Registrar (Accounts), High Court, A.S, Calcutta** 'and superscribed **'PPC/20'** before **14-00 hours of 22.01.2020 .**No quotation, even if complete, irrespective of whether hand-delivered or sent by Post etc., will be received after 14-00 hours of 22.01.2020.

B. OPENING OF QUOTATION:

1. Quotation, if considered valid and complete, will be opened jointly by Joint Registrar (General Administration-II), A.S and Deputy Registrar (Accounts), A.S/Assistant Registrar VI, and any subsequent declaration pertaining to the instant '**Notice**' will be published in the same 'Notice Board of the Appellate Side'.

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. The selected participant should bear in mind that in case of any irregularities delinquency improper supply, delay in supply or servicing, Liquidated Damages up to 50% of billed Amount shall be realized by the Hon'ble court from the selected participant.
3. The Hon'ble Court may issue Purchase Order in favour of any such participant whose Tender is valid and complete, and whose quotation/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/Demand Order, in favour of any such participants whose quotation is valid and complete and whose quotation/offer has been reasonably regarded as substantially approvable. In this regards, the decision of the Competent Authority of this Hon'ble Court will be final and binding upon all concerned.
6. Rate per piece (or unit rate) exclusive of GST but inclusive of other charges etc should be quoted.GST should be charges in bills at current rate.

D. PARTICULARS & RATES THAT QUOTATION MUST CONTAIN

1. Period of warranty should be for 3 year time.

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