

NOTICE INVITING QUOTATION

[No. COR./Web/1153 /2022]

Quotations are invited in sealed envelopes from all willing suppliers/firms on the following terms and conditions for printing and supplying 100 pieces of new Attendance Registers containing 100 pages each, manufactured strictly as per sample of the same available with the Establishment Department, O.S. After thorough inspection of the sample of the Attendance Register available with the Establishment Department, O.S, quotations for 100 pieces of new Attendance Registers containing 100 pages each are to be submitted to the Office of the undersigned by 4-30 p.m. on or before **28.09.2022**.

Date : 19/09 /2022

Sd/-

Deputy Registrar (Admn.)-in-Charge, O.S.

B-TERMS & CONDITIONS.

- 1 Quotations should be submitted to The Deputy Registrar (Admn.)-in-Charge, O.S. in sealed envelopes mentioning the NIQ number on or before **28.09.2022** (between 11-00 A.M and 4-30 P.M.) and should be properly signed and stamped. The Hon'ble Court will not take any responsibility for delay, loss or non-receipt of quotations sent by post.
- 2 Rates in the quotations should be quoted after taking into account the description, type, and number of Attendance Registers after thorough inspection of the sample of the Attendance Register, available with the Establishment Department, O.S..
- 3 Rate quoted (both in figures and words) should be inclusive of all applicable charges along with G.ST. Any correction in the quotation is to be duly attested.
- 4 At the time of submission of quotations, the concerned suppliers/firms will have to submit copies of such documents as valid Trade License, P.Tax, GST, PAN, and Income Tax Return for the last Financial Year should be furnished.
- 5 Willing suppliers/firms submitting quotations should know that 100 new Attendance Registers will have to be delivered to the Establishment Department, O.S. as per instruction of The Deputy Registrar(Admn.)-in-Charge, O.S.
- 6 Conditional quotations will not be considered.
- 7 Willing suppliers/firms submitting quotations should specify the address of their office and their Phone/Mobile number (and other contact numbers e.g. Fax, if available) for the purpose of quick communication in the event of urgency.

Continue.....P-2

- 8 Canvassing on the part of a supplier/firm submitting quotation will render its quotation liable to cancellation summarily.

- 9 This Hon'ble Court may award the contract to the supplier/firm 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. This Hon'ble Court reserves the right to accept or reject any or all quotations and to cancel the process at any time prior to the award of contract for any reason whatsoever.

- 10 Upon selection of the quotation, the concerned supplier/firm would have to supply 100 new Attendance Registers strictly according to the description/type/number of the Attendance Registers as provided in the instant notice. In case of any deviation from this and any default regarding this on the part of a selected supplier/firm, the administration of this Hon'ble Court may take any or all such actions against the supplier/firm as it may consider appropriate.

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