

Notice Inviting Quotation  
[No. COR./Web/ 2428 /2023]

**Quotations** are invited in sealed envelopes from all willing firms/suppliers quoting the cost that would be incurred for procuring 140 Diaries (Legal) and 29 Desk Calendars (Refill) for the Year 2024 by the Correspondence Department, O.S. The required Diaries along with the Desk Calendars are to be designed exactly according to the specific requirement of this Registry. Quotations are to be submitted along with samples of the Diaries (Legal). Price should be quoted keeping in mind the exact requirement. The quotations are to be submitted to the Office of the undersigned by 4-30 p.m. on or before 16.11.2023

Date : 16/10/2023

Deputy Registrar (Estb.&CM), O.S.

**B-TERMS & CONDITIONS.**

1. Quotations should be submitted to The Deputy Registrar (Estb. & CM), O.S. in sealed envelopes mentioning the NIQ number on or before **16.11.2023** (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 exact requirement before submitting the quotations. Samples of Diaries (Legal) should be furnished along with the quotations.

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 the quotations and the final bills/tax invoice and challans, the concerned selected firm/selected supplier will definitely have to submit copies of such documents as valid Trade License, P.Tax, GST, PAN. Income Tax Return for the last Financial Year should be furnished. The quotation should have a clear mention of the GST No. of the firm/supplier.

5. Conditional quotations will not be considered.

6. Willing firms/suppliers 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.

7.This Hon'ble Court may award the contract to the firm/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. 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.

8.Upon selection of the quotation, the concerned firm/supplier would have to supply the required items as per exact requirement as provided in the instant notice. In case of any deviation from this and any fault regarding this on the part of a selected firm/supplier, the administration of this Hon'ble Court may take any or all such actions against the firm/supplier as it may consider appropriate.