

**IN THE HIGH COURT AT CALCUTTA  
ORIGINAL SIDE**

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Notice Inviting Quotation  
No. C.A.G./ Web / 1816 / 15

Sealed quotations of service charges are invited from the service providers for “ **e-filing of STDS ( Sales tax deducted at source ) Returns & TCS ( Collection of tax at source )** “ and related job if any for the Original Side of this Hon’ble Court following the terms and conditions appearing hereunder on or before **30.11.2015**.

Sd/-  
Deputy Registrar ( Admn.), O.S.  
Date : - 21.11.2015

Note :-

- ② **Photocopies of experiences / performances should be submitted with the Quotation.**
- ② **Service descriptions with the service charges should be mentioned in the quotation properly.**

TERMS & CONDITIONS

- ② Quotation should be submitted to The Deputy Registrar ( Admn.), O.S. in a sealed envelope on or before **30.11.2015** ( Between 11-30 and 15-30 hours ) 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 Service charge should be quoted taking into account the description / specification and quantity of the services for which quotations have been invited.
- ② Service charges should be inclusive of all applicable charges, taxes, duties and levies etc.if any
- ② If the quotation of any service provider, which is not enlisted with this Hon’ble Court, is selected, the concerned service provider may have to submit copies of such documents as Trade License / PAN etc. as and when the Deputy Registrar (Admn.), High Court, O.S. Calcutta may direct.
- ② Conditional quotations will not be considered.
- ② Willing service providers submitting quotations should specify the address of its office and its Phone/Mobile number (and other contact numbers e.g. Fax and E-mail if available) for the purpose of quick communication in the event of urgency.
- ② Canvassing on the part of a service provider submitting quotation will render its quotation liable to cancellation summarily.
- ② This Hon’ble Court may award the contract to the service provider whose quotation has been determined to be substantially responsive and who has quoted the lowest evaluated rates. 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.
- ② Upon selection of quotation, concerned service provider would have to arrange their **own arrangements** to give their services strictly according to the descriptions provided in the instant notice. In case of any deviation from this and any default regarding this on the part of a selected service provider, the administration of this Hon’ble Court may take any or all such actions against the service provider as it may consider appropriate.

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