

IN THE HIGH COURT AT CALCUTTA
Appellate Side

NOTICE INVITING QUOTATION
[PPC/16/N /15-16/DR (A/C)]

Sealed Tenders are invited from all interested and otherwise firms/companies/individuals etc. for procurement of following stationery items.

1. 500(five hundred) **Gupta/Sur's Law Diary** 'one date a page in plain plastic cover.
2. 250 (two hundred and fifty) **Gupta's/ Sur's one date a page pocket dairy** in plain plastic cover.
3. 150(one hundred and fifty) **Gupta's/ Sur's Desk Memo refill one side print.**
4. 75(seventy five) **Gupta's /Sur 's engagement pad week at a glance (bi color printing)**

Willing participants must read the Terms & Conditions of the instant Notice carefully. Submission of quotation will be construed as their acceptance of all such Terms & Conditions.

The last date for submission of Quotations is **04.12.2015**

27.11.2015

Deputy Registrar (Accounts), A.S

TERMS & CONDITIONS

A. SUBMISSION & ELIGIBILITY:

1. Quotation must be submitted in sealed envelopes (gala sealed not merely closed with adhesives / adhesive – tapes, stapled etc.)
 2. Quotation must be submitted in the office of Deputy Registrar Accounts within 4 P.M of **04.12.2015** No quotation(s) whether hand delivered or sent by courier/ post .etc. will be received after 4 P.M of **04.12.2015**
 3. Such firms/companies which are either '**Publisher**' or '**Printer**' will be given **preference**
 4. Copy of **PAN** and **VAT Registration Number** must be enclosed with quotation.
- B. Rates should be quoted inclusive of all taxes, charges, levies, if any, etc.,

Additional SUBMISSION & ELIGIBILITY:

- a. Canvassing in any form will render disqualification.
- b. This Hon'ble Court may cancel this process at any point of time without ascribing any reason whatsoever.
- c. This Hon'ble Court may award contract/issue Work Order in favour of such participant who's Quotation will be regarded as substantially responsive and reasonably approvable. The Hon'ble Court is not bound to accept the lowest quote, and may cancel any Quotation on valid grounds.
- d. Rates of repairing should be quoted inclusive of all applicable taxes, charges etc.
- e. Participants must clearly mention its office-address/correspondence-address and contact number(s) [telephone / mobile / fax etc.].