

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

**Notice Inviting Quotation
[No. PPC/38-B/13-14/DR(A/C)]**

Quotations, in sealed envelopes, are invited from all enlisted suppliers etc. for supply of Cross-cut Shredder Machine(s), the minimum required specification of which is provided hereunder. Willing participants must submit their Quotations to **The VIth Assistant Registrar** of the Appellate Side Establishment strictly following the **terms and conditions** appearing hereunder on or before **13.3.2014**. Willing participants must carefully read the said terms and conditions before submitting quotations. Submission of Quotations by them will be construed as their acceptance of all such terms and conditions.

Date: 6.3.2014

**Sd/-
The VIth Assistant Registrar, A.S**

MINIMUM REQUIRED SPECIFICATION

Shred Type: Cross Cut	Shred Capacity: 12 sheets
CD/Card Shredding: Yes	Bin Volume: 22 l
Noise level: Less than 65dB	Weight: 7 kg
Dimension: W350 x D270 x H480 mm	

TERMS & CONDITIONS

1. Quotations should be **submitted to The VIth Assistant Registrar, A.S on or before 13.03.14 (between 11-00 and 16-00 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. Quotation should be submitted in **sealed envelope** (sealed with shellac, not merely pasted or stapled or closed with adhesive-tape) with **'PPC/38-B'** superscribed in it.
3. Rates should be quoted inclusive of all additional taxes/charges etc. Willing participants must quote such rate keeping in mind that Shredder Machine(s) need to be installed, without any additional charge, at such places as may be directed by the administration of this Hon'ble Court.
4. Quotations submitted by such suppliers which are reasonably believed to have either supplied improper articles or engaged in irregular/unethical activities shall be summarily rejected.
5. Conditional quotations will not be considered.
6. Willing suppliers submitting quotations should specify the address of its office and its Phone/Mobile number for the purpose of quick communication in the event of urgency.
7. Canvassing on the part of a supplier submitting quotation will render its quotation liable to cancellation summarily.
8. **Quotations not conforming to the 'Terms & Conditions' contained herein will not be considered and will be summarily rejected.**
9. This Hon'ble Court may award the contract to the supplier whose quotation will be determined to be substantially responsive. **The Hon'ble Court is not bound to accept the lowest bid.**
10. The Hon'ble Court reserves the right to accept or reject any quotation and to cancel the process and reject any or all quotations at any time prior to the award of contract for any reason whatsoever.
11. **Upon selection of quotation, concerned supplier would have to supply genuine equipments strictly according to the description/make/type/specifications provided in the instant notice.** In case of any deviation, or if on examination the articles or portion thereof be detected as not genuine, the administration of this Hon'ble Court may take any or all such actions against the supplier as it may consider appropriate.
