

IN THE HIGH COURT AT CALCUTTA  
ORIGINAL SIDE  
Notice Inviting Quotation  
[No. COR./Web/ 2213 /19]

**Quotations** are invited in sealed envelope from all willing suppliers on the following terms and conditions for binding Registers for the Office of the Ld. Master & Official Referee and Central Filing Section on the Original Side of this Hon'ble Court. After inspection of the said Registers in the said Sections such quotation is to be submitted to the office of the undersigned by 4-30 p.m. on or before **26.11.2019**.

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

Date :08.11.2019

**A - List of Work**

**Office of the Ld. Master & Official Referee**

Binding of 115 numbers of various Registers and exigent Ledger Books

**Central Filing Section**

Binding of 12 numbers of Filing Registers and 1 number of Caveat Register

**B-TERMS & CONDITIONS.**

- 1)Quotation should be submitted to The Deputy Registrar (Admn.), O.S. in a sealed envelope on or before **26/11/2019** (between 11-00 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 should be quoted taking into account the description, make, type, specification and nature of the work for which quotations have been invited.
- 3) Rates quoted (both in figures and words) should be inclusive of all applicable charges along with G.ST. Any corrections in the rate is to be duly attested.
- 4)Willing suppliers submitting quotations should know that the articles supplied may have to be, if necessary, delivered to the different sections/offices of Original Side Establishment of the Hon'ble Court as per instruction of the Deputy Registrar (Admn.), High Court, O.S. Calcutta.
- 5) At the time of submission of quotation the concerned willing suppliers will have to submit copies of such documents as Trade License and/or PAN etc.
- 6)Conditional quotations will not be considered.
- 7)Willing suppliers submitting quotations should specify the address of its office and its Phone/Mobile number (and other contact numbers e.g. Fax, if available) for the purpose of quick communication in the event of urgency.

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

9)This Hon'ble Court may award the contract to the 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.

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