

IN THE HIGH COURT AT CALCUTTA

ORIGINAL SIDE

Notice Inviting Quotation

[No. COR./Web/ 3 /2020]

**Quotations** are invited in sealed envelope from all willing firms or organizations on the following terms and conditions for Full Service Maintenance Agreement for three photocopier machines (Model No. Toshiba E-studio 2006) lying in Central Filing Section & Caveat Section, Current Record Department and Public Information Office on the Original Side of this Hon'ble Court for the period of one year from the date of agreement. After inspection of the said photocopier machines such quotation will be submitted to the office of the undersigned by 4-30 p.m. on or before **17.01.2020**.

Sd/-

Deputy Registrar (Admn.), O.S.

Date :02.01.2020

B-TERMS & CONDITIONS.

- 1)Quotation should be submitted to The Deputy Registrar (Admn.), O.S. in a sealed envelope mentioning the NIQ number on or before **17.01.2020** (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 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.
- 3)At the time of submission of quotation the concerned service provider will have to submit copies of such documents as Trade License and/or PAN etc.
- 4)Conditional quotations will not be considered.
- 5)Willing firms or organizations 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.
- 6)Canvassing on the part of a service provider submitting quotation will render its quotation liable to cancellation summarily.

Contd....p/2

7)This Hon'ble Court may award the contract to the firms or organizations 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 quotation, concerned firm or organization would have to make an agreement with this registry containing terms and conditions of the work and will render services according to such agreement. 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 same as it may consider appropriate.

.....