

**SEALED QUOTATIONS ARE INVITED FROM BONAFIDE CONCERNS FOR 'ANNUAL MAINTENANCE CONTRACT' OF 150 (ONE HUNDRED & FIFTY) 'HP LASERJET P1007' PRINTERS INSTALLED IN DIFFERENT DEPARTMENTS / SECTIONS OF THE A.S ESTABLISHMENT OF THIS HON'BLE COURT.**

N.I.Q issued under **Memo No. 3145 R (listing) dated 03.09.2020**

The **Ld. Registrar -(Listing), High Court, A.S, Calcutta** invites Quotations from bonafide and reputed concerns for the mentioned assignment.

**LAST DATE:** 4 pm of 28<sup>th</sup> September 2020

**PLACE OF SUBMISSION OF QUOTATIONS:** o/o Ld. Registrar (Listing), High Court, A.S, Calcutta (2<sup>nd</sup> Floor, Main Building).

**TERMS & CONDITIONS**

1. **ELIGIBILITY:** All experienced concerns with **valid PAN and G.S.T Registration** and with **prior experience of similar nature of work in Government-sector** will be eligible for submitting their Bids.
2. **MANDATORY SUPPORTING DOCUMENTS:** An willing participant must submit self-attested copy of (a) PAN, (b) GST Registration, (c) Work Order in support of experience (refer Clause 1) in support of their eligibility, failing which its Quotation will be summarily rejected.
3. **SUBMISSION OF QUOTATION:** Quotations (**Rates inclusive of all Taxes etc.**) should be submitted in sealed ('gala'-sealed, not merely pasted / closed with adhesive-tapes / stapled etc.] envelopes with the **N.I.Q-number** superscribed on those.
4. **SCOPE OF WORK:** Annual Maintenance Contract shall **mean and include** all costs of spares (hardware) and labour, except consumables.
5. **PAYMENT-SCHEDULE:** No Advance Payment will be made. 33% of Gross Charges will be released after 3(three) months, 33% after completing 6 (six) months, and the remaining after successful completion of the assignment.
6. **GENERAL:**
  - a. Canvassing in any form will render disqualification.
  - b. This Hon'ble Court will not take any responsibility for delay in receiving any Quotation sent by Post / Courier etc.
  - c. This Hon'ble Court may award contract/issue Work Order in favour of such participant whose 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. Participants must clearly mention its office-address/correspondence-address and contact number(s) [telephone / mobile / fax etc.].

