

IN THE HIGH COURT AT CALCUTTA
APPELLATE SIDE

Notice Inviting Quotation
(CM/05/18-19)

Quotations are invited from all concerns for following task the names, specifications etc. of which are categorized and described in the below mentioned **list**. Willing concerns must submit their Quotations, in sealed envelopes, to the Deputy Registrar (Court Management) of the Appellate Side Establishment following the **terms and conditions** appearing hereunder on or before **19.04.18**. Submissions of Quotations by willing suppliers / concerns will be construed as their acceptance of all such terms and conditions.

Sd/-
Debasish Ray
Assistant Registrar
(Court Management), A.S.

Date: 12.04.2018

NAME	PLACE	SPECIFICATION/JOB DESCRIPTION	Completion Period (From the Dt. Of receipt of the Work Order)	QUANTITY
Selling of old cause lists which are lying at the Goomties and other places of this Hon'ble Court	Goomties and other places of this Hon'ble Court	1. Vendors are required to quote for per kg of paper, 2. Successful bidder is required to pay the amount in accordance with the rules and as per the direction of this Hon'ble Court, 3. Successful bidder requires to execute the entire work with its own labourer under the supervision of officials of this Hon'ble Court, 4. Weighing of the materials will be done by the weighing machine of this Hon'ble Court under the supervision of officers from the Court Management Dept.	7 days	

TERMS AND CONDITION

1. Quotations should be **submitted to the A. R. (C.M.), A.S. on or before 19.04.2018 (between 11:00 A.M. to 16:30 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. Quotations should be submitted in sealed envelope with **CM/05/18-19** superscripted in it.
3. Rates should be quoted indicating price / unit and should be inclusive of all additional charges.
4. Willing bidders submitting Quotations should know that the Hon'ble Court may entrust the task as it may consider necessary, and that, execution of the task is to be made within such date as the Hon'ble Court may consider convenient and to the different sections / offices of Appellate Side Establishment of the Hon'ble Court as per instruction of the Deputy Registrar (Court Management) High Court, A.S. Calcutta.
5. Suppliers are instructed to mention PAN no. in the quotation and copies of trade license and / or PAN etc is to be submitted as and when the A. R. (C.M.), High Court, A. S., Calcutta may direct.
6. Quotations submitted by such bidders who are reasonably believed to have engaged in irregular / unethical activities shall not be considered.
7. Conditional Quotations will not be considered.
8. Willing bidders submitting Quotations should specify the address of its office and its Phone / Mobile no. for the purpose of quick communications in the event of urgency.
9. Canvassing on the part of a supplier submitting Quotations will render its Quotations liable to cancellation summarily.
10. This Hon'ble Court may award the contract to the bidder whose Quotation has been determined to be substantially responsive and who has quoted the highest evaluated price. **However, the Hon'ble Court is not bound to accept the highest bid.**

11. The Hon'ble Court reserves the right to accept or reject any Quotations and to cancel the process and reject any or all Quotations at any time prior to the award of contract for any reason whatsoever.
12. **Upon selection of Quotations, concerned bidder will have to execute the task strictly according to the description / make / type / specification / stipulated completion time (if any) provided in the instant notice.** In case of any deviation from this and any default regarding this on the part of a selected supplier, the administration of this Hon'ble Court may take any or all such actions including cancellation of the *work order* against the bidder as it may consider appropriate.
