

# IN THE HIGH COURT AT CALCUTTA APPELLATE SIDE

Reference No. - [PPC/4/F&S/COV] Dated: 01.09.2021

Sealed quotation(s) **with unit-rate(s) including G.S.T & other applicable taxes, if any.** are invited from otherwise eligible Dealer(s)/ Sub-Dealer(s) / reputed Concern(s) of the following articles for procurement by and use of the Appellate Side Establishment of this Hon'ble Court. Willing participants must carefully read all the terms and conditions regarding supply. Submission of Quotations will be construed as their unquestioned acceptance of such Terms & Conditions.

Last date for submission of quotation is **09.09.2021**.

Dated: 01.09.2021

Assistant Registrar (Ledger &Forms)  
High Court at Calcutta, A.S.

## **ARTICLE WITH DESCRIPTION/ SPECIFICATION**

<b><u>Srl No.</u></b>	<b><u>Item Type</u></b>	<b><u>Brand/Specification</u></b>
1.	Hand sanitizer	100 ml bottle with hand sanitizer containing minimum 80% of alcohol/ ethanol.
2.	Hand sanitizer	500 ml Spray/push bottle with hand sanitizer containing minimum 80% of alcohol/ ethanol .
3.	Hand sanitizer	1 lit bottle with hand sanitizer containing minimum 80% of alcohol/ ethanol .
4.	Hand sanitizer	5 lit bottle with hand sanitizer containing minimum 80% of alcohol/ ethanol.

## **TERMS & CONDITIONS**

### **Supply**

Supply should be made within 3(three) working days from the date of receipt of work order.

### **SUBMISSION OF QUOTATION:**

- A) Quotation must be submitted in the Office of the **Assistant Registrar VI** on the 4<sup>th</sup> floor of the Sesquicentenary Building mentioning reference number on or before **16-00 hours of 09.09.2021**. No quotation, even if complete, irrespective of whether hand delivered or sent by post etc., will be received after 16-00 hours of 09.09.2021.
- B) Quotation(s) **must be** accompanied with self-attested copies of/ Nos. (I) PAN, (II) GST Registration Certificate, (III) Trade License etc.

- C) Participant must clearly mention its Contact Address and Contact Numbers (Land line/ Mobile).  
 D) Rate(s) is be quoted in the following format:

<i>Srl</i>	<i>Item Type</i>	<i>Brand Offered</i>	<i>Unit Rate excluding G.S.T.</i>	<i>G.S.T.</i>	<i>Unit Rate including G.S.T.</i>	<i>Unit</i>

**PAYMENT:**

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- A) The concerned office shall make payment to the selected supplier(s) within 90 (ninety) working days from the date of supply subject to the availability of fund and approval.

**GENERAL:**

- 3 A) Canvassing in any form, will result in disqualification of the participant.  
 4 B) The Hon’ble Court reserves the right to reject any quotation of participant whose  
 5 past performance has been held unsatisfactory and/or which has been delinquent and /or which has been negligent in discharging duties thereby jeopardising the interests of the Hon’ble Court, and in this regard, the decision of the High Court authority will be final.  
 C) It will be right of the Ld. Appropriate Authority of this Hon’ble Court to select **sample/brand** on the basis of quality if required, In this regard, the decision of the such authority will be final.  
 D) The Hon’ble Court may issue Purchase Order(s) in favour of any such participant whose quotation is valid and complete, and whose quotation/ offer has been reasonably regarded as substantially approvable. In this regard, the decision of the Ld. Purchase Committee will be final.  
 E) This Hon’ble Court may issue Purchase Order(s) [in favour of any such participant whose offer has been accepted] from time to time, based on the necessity of this Hon’ble Court subject to approval of the appropriate authority till one (1) year from the date of acceptance.  
 F) Prospective participants must further take note that issuance of this Tender Enquiry does not necessarily mean that this Hon’ble Court is bound to purchase any particular quantity(s) of the listed article(s). As already mentioned, Purchase Order(s) may be periodically issued based upon actual necessity of this Hon’ble Court.  
 G) The Hon’ble Court may cancel the instant process at any point of time without ascribing any reason whatsoever.  
 H) Any complaint in respect of quality /technical defects of the supplied materials may be dealt with as per Rules by the authority of the Hon’ble Court.

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