

IN THE HIGH COURT AT CALCUTTA

ORIGINAL SIDE

Notice Inviting Quotation

[No. COR./Web/ 1351 / 2021]

Quotations are invited in sealed envelope from all willing suppliers/firms/contractors on the following terms and conditions for supply of 140 copies of Diaries (Legal) and 29 copies of Desk Calendars (Refill) for the year 2022 on the Original Side of this Hon'ble Court. Such quotation is to be submitted with sample to the office of the undersigned by **4-30 p.m.** on or before **29/11/2021**.

Sd/-

Deputy Registrar (Admn.), O.S.

Date :16.11.2021

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 **29.11.2021** (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 after thorough consultation for specification of the Diary as mentioned in the notice.
- 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 service provider submitting quotation will render its quotation liable to cancellation summarily.

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

10)Upon selection of quotation, concerned supplier would have to supply articles strictly according to the description/make/type/specifications 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 against the supplier as it may consider appropriate.

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