

IN THE HIGH COURT AT CALCUTTA
Appellate Side

NOTICE INVITING QUOTATION

[PPC/05/N/N.I.Q/16-17]

Sealed quotation , strictly in prescribed quotation form , are invited from Dealer/ Sub dealers /distributors/Sub-Distributors/Stockiest, who are specifically Authorised by the manufacturer (s) of the Brands mentioned below, for supply of the articles mentioned below in the Appellate Side Establishment of this Hon'ble Court during the period **01.09.2016 to 31.08.2017.**

Willing participants must carefully read all the terms and conditions enumerated of all such Terms and Conditions

Last date for submission of quotation is 05.09.16

Sd/-

Date: **29.08.16**

Deputy Registrar (Accounts), A.S

ARTICLE WITH DESCRIPTION/ BRAND(S)

<u>Item Code</u>	<u>Articles</u>	<u>Brand</u>	<u>Minimum quantity</u>	<u>Unit to be quoted</u>
A-4 Type I (Printing purpose)	white unruled paper (A4 size 210mm X 297mm) Thickness 75 GSM	JK Copier plus/ Xerox 80/ TNPL Platinum	250 packets	Per pack of 500 sheets
FS Type I (Printing purpose)	white unruled paper FS size 215 mm x 330mm) Thickness 75 GSM	JK Copier plus/ Xerox 80/ TNPL	1500 packets	Per pack of 500 sheets
A3 Type I (Printing purpose)	white unruled paper Thickness 75 GSM	JK Copier plus/ Xerox 80/ TNPL	20 packets	Per pack of 500 sheets

TERMS & CONDITIONS

A. OBTAINING QUOTATION KIT SUBMISSION OF QUOTATION AND QUOTING RATE(S):

- 1. Quotation Kit containing a. quotation form b. Certificate of Authorisation c. Statement of Eligibility d. Submission Envelope should be downloaded from Hon'ble Institution's official website.**
- 2. Quotation must be submitted in the office of Assistant Registrar VI A.on or before 16-00 hours of 05.09.16.No quotation, even if complete, irrespective of whether hand-delivered or sent by Post etc., will be received after 16-00 hours of 05.09.16.**
- 3. Quotation must be accompanied with a.copy of PAN & VAT of the participant, b. color information brochure with detailed specification of the product offered c. quotation should be properly signed and stamped Rates should be quoted inclusive of all taxes charges , levies , if any & period of warranty offered etc.**

B. Payment:

1. The customer shall make payment to the selected supplier within 90(ninety) working days subject to the availability of fund and approval.

C. GENERAL:

1. Canvassing by any participant, in any form, will render its disqualification.
 2. The Hon'ble Court reserves the right to reject any quotation of a participant whose past performance has been held unsatisfactory and/or which has been delinquent and/or which has been negligent in performing its duties thereby jeopardizing the interests of the Hon'ble Court, and in this regard, the decision of the issuing authority will be final.
 3. The Hon'ble Court may issue Purchase Order 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.
 4. The Hon'ble Court may cancel the instant process at any point of time without ascribing any reason whatsoever.
 5. Subsequent to issuance of Purchase Order, the selected participant shall have to strictly adhere to the Sub-Clauses contained in Clause D hereunder.
 6. The administration of this Hon'ble Court may have to move the Government of West Bengal for administrative approval and/or sanction of required funds, and payment shall only be released upon obtaining such approval/sanction.
 7. All disputes shall be subject to territorial jurisdiction of the Original Side of the Calcutta High Court.
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Statement of Eligibility

Ref: N.I.Q No. _____ dated _____

Name of the Participant : _____

Registered Address : _____

Is the Participant enlisted with Appellate Side : _____

[If 'YES' , mention Memo No. : _____]

Has the participant executed any Work Order / Purchase Order in the A.S Establishment during the Financial Year 2014-15: _____

[If 'YES' , mention any one Work Order No. & Date _____
_____ and **enclose a copy of the same**]

Is the Participant an 'Authorised Dealer / Authorised Sub-Dealer / Authorised Distributor of any of the listed articles/brands: _____

[If 'YES' , mention the Brands _____

_____ &
enclose original AUTHORISATION provided with OTHER DETAILS]

P.A.N of the Participant: _____

[**enclose copy of PAN Card AND I.T Return of Assessment Year 2015 - 2016**]

V.A.T Registration No. of the Participant: _____

[**enclose copy of valid VAT Registration Certificate Card**]

Signature with Date and Stamp

AUTHORISATION

To Whomsoever It May Concern

*This is to certify that M/S _____
_____, having Registered Office at _____
_____, and having P.A.N _____ &
V.A.T Registration Number _____ is
hereby 'Authorised' to quote rates of our brand(s) _____
_____ in response to the Hon'ble Court's
Notice Inviting Quotation bearing number _____
_____ dated _____, and, if selected by the
Hon'ble Court, to supply requisitioned quantity(s) of the any or some or all of
the afore-mentioned branded-product(s) at the said quoted rate till 19th of
May, 2016.*

(Signature with Date & Stamp)

Name of the Signatory : _____

*Designation of the Signatory: _____ **

*Office Address : _____
_____*

Contact Number : _____

*** The Signatory must be any of the following:**

(a) Regional Manager / (b) Regional Sales Manager / (c) Deputy General Manager

(d) Chief Sales Manager (e) Vice President (Sales & Marketing) (f) General Manager

A 'Business Card' of the Signatory must be stapled with the instant 'Authorisation'

Item No.	Article	Description & Brand	Unit to be quoted, exclusive of V.A.T but inclusive of all other charges etc.	Price (Rs)
1	Copier Paper (A4 size=210mm x 297mm) A4 Type-1	White, 75GSM, Minimum 85% ISO Brightness JK (Copier plus/ Xerox 80 TNPL platinum)	Per pack of 500 sheets	
2	Copier Paper (Legal/FSL size=215mm x 330mm) Legal or FSL Type-1	White, 75GSM, Minimum 85% ISO Brightness JK (Copier plus/ Xerox 80 TNPL platinum)	Per pack of 500 sheets	
3	Copier Paper A3 copying purpose	White, 72GSM, Minimum 85% ISO Brightness JK CMax / Xerox Office / Trident Natural	Per pack of 500 sheets	

(OFFICIAL SEAL)