

IN THE HIGH COURT AT CALCUTTA  
Appellate Side

NOTICE INVITING QUOTATION

[PPC/11/N/N.I.Q./17-18]

Sealed quotations, are invited from OEM/ or its authorised firm/Agency of OEM of the Brand mentioned below, for supply of the following articles in the Appellate Side Establishment of this Hon'ble court during the period from **20.11.2017 to 19.11.2018**. Willing participant must carefully read all the terms and conditions.

Last date for submission of quotation is **16.11.2017**.

Date: 09.11.2017

Deputy Registrar ( Accounts), A.S.

**ARTICLES WITH DESCRIPTION/ BRAND(S)**

<b><u>SL No</u></b>	<b><u>ITEM CODE</u></b>	<b><u>Articles</u></b>	<b><u>Brand</u></b>
<b><u>1.</u></b>	CANON 925	CARTRIDGE	<b><u>CANON</u></b>
<b><u>2.</u></b>	CANON 309	CARTRIDGE	<b><u>CANON</u></b>
<b><u>3.</u></b>	CANON 337	CARTRIDGE	<b><u>CANON</u></b>

**TERMS & CONDITIONS**

1. Quotation must be submitted in the office of Assistant Registrar VI on or before 16.00 hours of 16.11.2017. No quotation , even if complete, irrespective of whether hand delivered or sent by Post etc., will not be received after 16.00 hours of 16.11.2017.
2. Quotation must be accompanied with (a) copy of PAN, GST of the participants, (b) Colour information brochure with detailed specification and rates of all sorts of cartridges produced by the OEM, the product offered and the same should be properly signed and stamped.
3. The rate(s) should be quoted inclusive of all taxes/exclusive GST, charges, levies, if any & the period of warranty offered must also be mentioned.
4. If the rate of afore said items exclusive of GST, GST structure may be submitted in separate sheet.

A. PAYMENT:

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

B. GENERAL:

1. **Bidder(s) should have Tender Specific Authorisation from the Original Equipment Manufacturer ( OEM).**
2. Canvassing by any participant, in any form, will render its disqualification.
3. The Hon'ble Court reserves the right to the reject any quotation of a participant whose past performance has been held unsatisfactory and/or which has been negligent in

performing duties thereby Jeopardizing the interests of the Hon'ble Court, and in this regard, the decision of the issuing authority will be final.

4. 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.
5. The Hon'ble Court may cancel the instant process at any point of time without ascribing any reason whatever.
6. Subsequent to issuance of **Purchase Order**, the selected participant shall have to strictly adhere to the –'Clause2'.