

OFFICE OF THE PRESIDENCY SMALL CAUSE COURT, CALCUTTA.

2 & 3, Kiran Shankar Roy Road, Kolkata – 700 001.

NOTICE INVITING QUOTATION.

No. TEN/03/21

Dated : 02/09/2021

Vide approval of Ld. Chief Judge of this Court dated 02/09/2021 on behalf of the Presidency Small Cause Court, Calcutta, sealed Quotations are invited from all willing suppliers for supply of the items stated below: -

Sl. No.	Articles	Quality/Brand	Quantity
01	Xerox Paper FLS	Best Quality/Branded	50 Rim
02	Xerox Paper A4	Best Quality/Branded	70 Rim
03	Xerox Paper A3	Best Quality/Branded	04 Rim
04	Cover File	Best Quality/Branded	04 Dozen
05	Wood Pencil	Best Quality/Branded	03 Box
06	Gem's Clip	Best Quality/Branded	08 Box
07	Cello Tape (1")	Best Quality/Branded	05 Dozen
08	Gum	Best Quality/Branded	30 Bottles (150 ml)
09	Fevistick	Best Quality/Branded	01 Box
10	Whitener pen	Best Quality/Branded	10 Piece

for the official use of the all Departments in Presidency Small Cause Court, Calcutta, following the terms and conditions appearing hereunder on or before 14/09/2021. The Rate should be valid for 06(Six) months from the date of approval.

Date: 02.09.2021



Registrar,

Presidency Small Cause Court,
Calcutta.

Registrar

Presidency Small Causes Court
Calcutta

TERMS & CONDITIONS

- Quotations should be submitted along with a copy of PAN and GST registration addressed to the Registrar, Presidency Small Cause Court, Calcutta on or before 14/09/2021 between **11 AM and 4:30 PM** on any working day and should be properly signed and stamp in the office of the English Department, Presidency Small Cause Court, Calcutta on the Sixth floor of the City Civil Court Building. Authority will not take responsibility for delay, loss or non-received quotation send by the post. The envelopes will be opened on 15/09/2021 at 3:30 P.M. at the chamber of the Registrar of this Court.
- Rates should be quoted taking into account the description, make, type, specification and quantity of the articles for which quotations have been invited.
- **Rates quoted should be inclusive of all applicable charges, taxes, duties and levies.**
- If the quotation of any supplier, which is not enlisted with this authority, is selected, the concerned supplier, the concerned supplier may have to submit copies of such documents as Trade License and/or PAN etc. as and when the Registrar, Presidency Small Cause Court, Calcutta may direct.
- Conditional quotations will not be considered.
- Willing supplier submitting quotation should specify the address of its office and its Phone/Mobile number (and other contract numbers e.g. Fax, if available) for canvassing on the part of a supplier submitting quotation will render its quotation liable to cancellation summarily.

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- This Authority may award the contract to the supplier whose quotation has been determined to be substantially responsive and who has quoted the lowest evaluated price. However, the Authority is not bound to accept the lowest bid. The Authority 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.

Willing suppliers submitting quotations should know that the articles supplied may have to be, delivered to the office of the Presidency Small Cause Court, Calcutta as per instruction of the Registrar, Presidency Small Cause Court, Calcutta.

Upon selection of quotation, concerned supplier would have to supply articles strictly according to the description / make / type / specification 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 Authority may take any or all such actions against the supplier as it may consider appropriate.