

**CIVIL COURTS, SERAIKELLA-KHARSAWAN**

**REQUEST FOR QUOTATION**

Advt. No.....57/2025

Dated : ...28.01.25

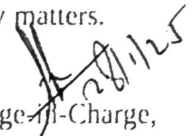
In exercise of the resolution of the meeting dated 27/01/2025 of Purchase Committee, Civil Court, Seraikella, quotations are invited from interested suppliers in the designation of the undersigned for the following mentioned items:-

**Name of the Item :**

1. " 01 (One) Photocopier Machine"

**Terms & Conditions :**

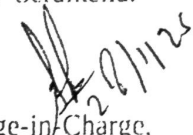
- (a) Whether your quotes are inclusive or exclusive of sales taxes/VAT; if not otherwise stated, we will assume, your quotes are inclusive of sales taxes.
- (b) Delivery time from receipt of our purchase order to receipt of your shipment.
- (c) If delivery costs are not included in your quote, please state this clearly, otherwise we will assume they are included; if delivery is included, please state the price of goods if we pick up.
- (d) Your terms of payment.
- (e) All price quotations must be firm and state when they expire.
- (f) Award of supply order shall be made to the lowest quotation, which complies with the description of the items.
- (g) Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the supplier or his/her authorized representative.
- (h) Manual submission of quotation and eligibility documents will be accepted in Nazarat, Civil Court, Seraikella addressing on or before **08/02/2025**, as it is matter of urgency and considering the closer of financial year hence paucity of time given for filling quotation.
- (i) The decision of the purchasing committee subjected to the approval of Ld. Pr. District & Sessions Judge, Seraikella-Kharsawan, will be binding in case of residuary matters.

  
Judge-in-Charge,  
Civil Court, Seraikella.

Memo No. 53+54 /2025 Dated...28.01.25...

**Copy to :-**

1. Nazir, Civil Court, Seraikella to get it displayed in Notice Board of Civil Court, Seraikella.
2. D.S.A. to upload it in the official website of Civil Court, Seraikella.

  
Judge-in-Charge,  
Civil Court, Seraikella.

CIVIL COURTS, SERAIKELLA-KHARSAWAN

REQUEST FOR QUOTATION

Advt. No.....08/2025

Dated : 28-01-25

In exercise of the resolution of the meeting dated 27/01/2025 of Purchase Committee, Civil Court, Seraikella, quotations are invited from interested suppliers in the designation of the undersigned for the following mentioned items:-

**Name of the Item :**

1. " 01 (One) Colour Printer"

**Terms & Conditions :**

- (a) Whether your quotes are inclusive or exclusive of sales taxes/VAT; if not otherwise stated, we will assume, your quotes are inclusive of sales taxes.
- (b) Delivery time from receipt of our purchase order to receipt of your shipment.
- (c) If delivery costs are not included in your quote, please state this clearly, otherwise we will assume they are included; if delivery is included, please state the price of goods if we pick up.
- (d) Your terms of payment.
- (e) All price quotations must be firm and state when they expire.
- (f) Award of supply order shall be made to the lowest quotation, which complies with the description of the items.
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- (h) Manual submission of quotation and eligibility documents will be accepted in Nazarat, Civil Court, Seraikella addressing on or before **08/02/2025**, as it is matter of urgency and considering the closer of financial year hence paucity of time given for filling quotation.
- (i) The decision of the purchasing committee subjected to the approval of Ld. Pr. District & Sessions Judge, Seraikella-Kharsawan, will be binding in case of residuary matters.

Judge-in-Charge,  
Civil Court, Seraikella.

Memo No. 55-56/2025 Dated-28-01-25

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Judge-in-Charge,  
Civil Court, Seraikella.