

**NOTICE INVITING QUOTATIONS**

**No. DJ/ND-Q/05/2023-24**

**Dated: 11.01.2024**

Quotation(s)/Application(s) are hereby invited in **Sealed Envelope/By virtual method (Sending email)** from reputed /Service Providers/Suppliers supply of necessary articles for the Judgeship of South 24-Parganas at Alipore on extreme urgent basis on or before **4:00 p.m. on 25.01.2024(Thursday)**. Sealed quotations/mails so received shall be opened in the office of the Registrar, District Judge's Court, South 24-Parganas at Alipore in presence of the bidder(s)/their representative(s)/Service Providers on **29.01.2024(Monday) at 12:30 hrs**. The lowest rate(s) so offered by the concerned service provider will be accepted and supply order will be issued subsequently subject to fulfilment of terms and conditions.

Details of **Job to be executed** are furnished hereunder:-

Sl. No.	Article	Accounting Unit	Quantity
1	Cartridges for Printer being model number HP LaserJet M 233 Sdw	Number	25

**TERMS & CONDITIONS**

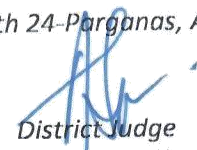
1. Quotation(s) must be submitted along with copy of PAN & GST Registration of the supplier/service provider, if available.
2. The sealed envelope containing the Quotation(s) shall have "Procurement of Cartridges for Printers being Model Number HP LaserJet HP LaserJet M 233 Sdw" inscribed on it and addressed to "The Ld. District & Sessions Judge, South 24-Parganas, Alipore, Kolkata-700 027" so as to reach on or before 4:00 p.m. on 25.01.2024(Thursday) by physical/virtual method. No quotation, even if complete, irrespective whether physically delivered or delivered by post/email will be accepted after due date and time.
3. Conditional quotations will not be considered.
4. As a general rule the contract will be awarded to the Service Provider who has quoted the lowest price and whose quotation is otherwise acceptable in conformity with the terms and conditions. However, failing of performing the above-mentioned tasks on the date mentioned in work order will liable to be cancelled and the work order will subsequently be issued to the service provider, offering second lowest rate(s) and so on.
5. Bill will be raised after execution of the above-mentioned work as well as supply of necessary articles will only be raised on along with "Work Execution Certificate/Delivery Challan(s)" duly endorsed/received by the responsible Officer/Officer-in-charge. All deductions to be made during preparation of the said bill as per Government Rules.
6. The undersigned reserves the sole discretion to accept/reject any quotation(s) due to and in the interest of public service, without assigning any reason thereof.
7. Upon selection, the concerned service provider would have to supply of aforesaid items mentioned in this Tender within the stipulated period mentioned in the work order issued in favour of the said service provider, deviation of any such action will be liable of termination of work order of the said service provider under the sole discretionary power of the undersigned.

System Officer, District Judge's Court, South 24-Parganas at Alipore is to upload the "Notice Inviting Quotations" in the official website of the Judgeship of South 24-Parganas.

Sd/-  
District Judge  
South 24-Parganas, Alipore

Memo No. **28 (3)-ND**, dated-Alipore, the 11<sup>th</sup> day of January, 2024.  
Copy forwarded for information to:-

1. The Ld. Chairman, Purchase Committee, the Judgeship of South 24-Parganas, Alipore.
2. Registrar-in-Charge, Nezarath/Accounts Department, District Judge's Court, South 24-Parganas, Alipore.
3. Sheristadar/Assistant Registrar/District Nazir, District Judge's Court, South 24-Parganas, Alipore.

  
District Judge  
South 24-Parganas, Alipore  
District Judge,  
South 24-Parganas  
Alipore