

**OFFICE OF THE DISTRICT JUDGE AT HOWRAH**  
**ENGLISH DEPARTMENT**

**NOTICE INVITING QUOTATION**

Quotations are invited in sealed envelope from reputed *OEMs/Dealers/Suppliers* on the following terms and conditions for supply of the following items to the *Stationary Department, Civil Court, Howrah.*

Sl. No. (1)	Nature if Item (2)	Specifications (3)	Number of Items Required (4)
1.	Printer	Canon Printer LBP 151 dw	01 piece

**TERMS & CONDITIONS**

1. The quotation must be submitted to the Office of the English Department; District Judge's Court, Howrah positively by 3PM on or before 14<sup>th</sup> January, 2021 in sealed envelope and should be properly signed and stamped.
2. The sealed quotation will be opened on 15<sup>th</sup> January, 2021 at 5.00 PM.
3. Rates should be quoted indicating price per unit and should be inclusive of all applicable charges, taxes, duties and levies.
4. The rates quoted by the bidders shall remain fixed for entire duration of the contract and will not be changed / enhanced on any account.
5. Rates should be quoted taking into account the description, make, type, specification and quantity of the articles for which quotations have been invited.
6. Willing suppliers submitting quotations should specify the address of its office and its Phone/Mobile number (and other contact numbers e.g. Fax if available) for the purpose of quick communication in the event of urgency.
7. Upon selection of quotation, concerned supplier would have to supply articles strictly according to the description/ make/ type/ specifications 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 authority may take action or all such actions against the supplier as it may consider appropriate.
8. Bidder should preferably have Tender Specific Authorization from Original Equipment Manufacturer (OEM).
9. Bidders are instructed to mention PAN no. & GST no. in the quotation and copies of trade license and / or PAN etc are to be submitted as and when asked for.
10. Canvassing on the part of a bidder submitting quotation will render its quotation liable to cancellation summarily.
11. The authority reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time.

  
Registrar, Civil Court, Howrah

Memo No. 25 /Tender

Dated, Howrah, 06.01.2021

Copy forwarded for information and wide circulation to:

1. The Judge-in-charge, Accounts Department, Civil Court, Howrah
2. The District Magistrate, Howrah
3. The C.P, Howrah
4. The Sabhadhipati, Howrah Zilla Parishad.
5. The Commissioner, Howrah Municipal Corporation, Howrah
6. The C.M.O.H, Howrah
7. A copy in the Notice Board of the Nazareth department, Civil Court, Howrah
8. A copy published on the Web site No. <http://ecourts.gov.in/howrah/home>

  
Registrar, Civil Court, Howrah  
Registrar  
Civil Court, Howrah