

# THE HIGH COURT OF KERALA

No:H4-97044/16

Telephone No: 2562436  
email:hsec.hc-ker@gov.in

KOCHI – 682031  
Dated:10/05/17

## QUOTATION NOTICE

Quotation Number	H4-97044/16
Due date and time for receipt of quotations	19/05/17 up to 2.00 p.m
Date and time for opening of quotations	19/05/17 at 3.00 p.m
Date up to which the rates are to remain firm for acceptance	Four months after the acceptance of quotation
Designation and address of officer to whom the quotation is to be addressed	The Registrar (Administration) High Court of Kerala, Ernakulam - 31.
Superscription:"QuotationNo.H4-97044/16 ; Quotation for the supply of 3 copies of Microsoft Office Excel (Home and Business) software for the High Court"	

Sealed quotations are invited for the supply of 3 copies of Microsoft Office Excel (Home and Business) software for the High Court . The necessary superscription, due date for the receipt of quotations, the date up to which the rates will have to remain firm for acceptance and the name and address of officer to whom the quotation is to be sent are noted above. Any quotation received after the time fixed on the due date is liable to be rejected.

### General conditions

1. Withdrawal from the quotation after it is accepted or failure to supply within the specified time or not according to specifications will entail cancellation of the order and purchase being made at the officer's expenses from elsewhere, any loss incurred thereby being payable by the defaulting party. In such an event the High Court reserve also the right to remove the defaulters name from the list of High Court suppliers permanently or for a specified number of years.
2. No representation for enhancement of price / rate once accepted will be considered during the currency of the contract.
3. Any attempt on the part of quotationer or their agents to influence the Officers concerned in their favour by personal canvassing will disqualify the quotation.
4. If any license or permit is required, quotationer must specify in their quotation and also state the authority to whom application is to be made.
5. In cases where a successful quotationer fails to supply articles within the time as specified by the High Court, or in case the contractor commits any breach of any of the covenants, stipulations and agreements herein contained, and on his part to be observed and performed and then in any such case, it shall be lawful for the High Court at the discretion of the Authorised Officer to arrange above purchase by means of another tender/quotation or by negotiation or from the next higher quotationer who had offered the supply already and the loss, if any, caused to the High Court on this account by making alternative arrangements shall thereby together with such sums as may be fixed by the High Court towards damages be recovered from the defaulting quotationer .

6. The rates quoted should be only in Indian currency. The quotation in any other currency are liable to rejection and rate should include supply, installation and delivery charges and shall be inclusive of all taxes, duties, cess etc., which are or may become payable by the contractor under existing or future laws or rules of the country of origin/ supply or delivery during the course of execution of the contract.
7. The High Court shall have the right to cancel the supply for any default on the part of the quotationer in due performance thereof.
8. The general conditions/rules and principles applicable to the purchase of stores specified in the Stores Purchase Manual and Kerala Financial Code and Government Orders shall be applicable to above said supply.
9. There will be no prescribed forms used in this quotation, the quotationers are entitled to submit the quotations in their commercial papers.
10. Quotations received after the last date and time fixed for receipt of quotations will not be entertained in any circumstances.
11. The final acceptance of the Quotations rest entirely with the High Court who do not bind themselves to accept the lowest or any Quotation. But the quotationer on their part should be prepared to carry out such portion of the supply included in their quotation as may be allotted to them.
12. The Registrar (Administration) reserves the right to reject / cancel the quotation at any time without assigning any reason thereof.
13. The rate quoted shall remain firm for a period of 4 months from the date of opening of the quotation and are subject to negotiation before finalization.
14. If the day fixed for opening of quotation happens to be a declared holiday, the same shall be opened on the next working day at the same time .
15. The successful quotationer should deliver the item at their own cost at the High Court as ordered by the Registrar (Administration) within 2 weeks from the receipt of the supply order in good condition to the satisfaction of the person duly authorised by the Registrar (Administration) in that behalf.
16. Payments will be made only on the successful completion of supply, on production of the bills/invoices and on release of the amount from the Treasury after scrutinizing and checking of the supply effected being found satisfactory to the High Court.
17. Special conditions, if any, of the quotationer, attached with the quotation will not be applicable to the contract unless they are expressly accepted in writing by the The Registrar (Administration), High Court.

Place:Ernakulam

Date:10/05/17



K.V. George  
Assistant Registrar (Hr.Gr.)  
For Registrar (Administration)

10/5/17