

HIGH COURT OF PUNJAB AND HARYANA AT CHANDIGARH

NO. _____ **LOK ADALAT BRANCH, DATED** _____

RE: QUOTATIONS FOR PURCHASING/RENEWING OF ANNUAL MAINTENANCE CONTRACT FOR TOSHIBA DIGITAL PHOTOCOPIER e-STUDIO 2309A MODEL AND SUPPLY OF TONERS FOR THE SAID MACHINE THROUGHOUT THE YEAR

Sealed quotations addressed to The Secretary, High Court Legal Services Committee, Punjab and Haryana High Court, Chandigarh are invited within 10 days of the publication of this notice on the website of High Court and High Court Legal Services Committee for purchasing/renewal of annual maintenance contract for Toshiba Digital Copier e-Studio 2309A model and supply of toners throughout the year for the said machine, clearly indicating price inclusive of all charges, levies, GST, taxes etc. strictly on the following terms and conditions:-

TERMS AND CONDITIONS

1. The rates should be F.O.R. office of High Court Legal Services Committee at Front Office, High Court, Chandigarh inclusive of all taxes, levies, GST etc.
2. The toners should be of good quality.
3. The make/company of the product should be mentioned clearly.
4. Payment will be made only after receipt of the toner to the satisfaction of this High Court Legal Services Committee and no advance payment will be made in any case.
5. While sending quotations, the word "**QUOTATIONS FOR ANNUAL MAINTENANCE CONTRACT AND TONERS FOR ONE YEAR FOR THE PHOTOSTAT MACHINE**" may be inscribed on the sealed envelope.
6. The contract will be for one year.
7. The vendor who will supply the items will give an undertaking that the rates offered are the lowest possible for this purchase. In case it is proved at any stage that the vendor had offered lower rates for the same product and during the same period, the vendor will be liable to pay the differential amount to High Court Legal Services Committee and face termination of the contract at the discretion of High Court Legal Services Committee without any notice.
8. The quotations received after the due date will not be considered.
9. High Court Legal Services Committee reserves its right to accept or reject any proposal without assigning any reason.

Swati Singh
Secretary
High Court Legal Services Committee