

IN THE HIGH COURT AT CALCUTTA
ORIGINAL SIDE
Notice Inviting Quotation
[No. COR./Web/1489/18]

Quotations are invited in sealed envelope from all willing suppliers on the following terms and conditions for repairing, polishing and changing of rexine of furniture for the New Building Record Department, Order Department and Suit Registry Department on the Original Side of this Hon'ble Court. After inspection of the said Departments such quotation be submitted to the office of the undersigned by 4-30 p.m. on or before **15/09/2018**.

Sd/-
Joint Registrar (Admn.), O.S.

Date :05.09.2018

A - List of Work

New Building Record Department

6 numbers stool each of four feet height.

Order Department

1	Chair 12 pieces	Polish -12, Net change-2, Rexin change-1
2	Table 11 pieces	Polish -11, Rexin change-4
3	Stool 2 pieces	Polish-2
4	Small wooden rack - 3 pieces	Polish-3
5	Big wooden rack-1piece	Repairing and painting
6	Wooden staircase-1piece	Repairing

Suit Registry Department

1	Table 2 pieces	Rexine change-2
2	Table 4 pieces	Polish-4
3	Chair 5 pieces	Polish-5

B-TERMS & CONDITIONS.

1)Quotation should be submitted to The Joint Registrar (Admn.), O.S. in a sealed envelope on or before **15/09/2018** (between 11-00 and 4-30 p.m.) and should be properly signed and stamped. The Hon'ble Court will not take any responsibility for delay, loss or non-receipt of quotations sent by post.

2)Rates should be quoted taking into account the description, make, type, specification and quantity of the articles for which quotations have been invited.

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- 3) Rates quoted should be inclusive of all applicable charges along with G.ST.
- 4) Willing suppliers submitting quotations should know that the articles supplied may have to be, if necessary, delivered to the different sections/offices of Original Side Establishment of the Hon'ble Court as per instruction of the Joint Registrar (Admn.), High Court, O.S. Calcutta.
- 5) If the quotation of any supplier, which is not enlisted with this Hon'ble Court, is selected, the concerned supplier may have to submit copies of such documents as Trade License and/or PAN etc as and when the Joint Registrar (Admn.), High Court, O.S. Calcutta may direct.
- 6) Conditional quotations will not be considered.
- 7) 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.
- 8) Canvassing on the part of a supplier submitting quotation will render its quotation liable to cancellation summarily.
- 9) This Hon'ble Court may award the contract to the supplier whose quotation has been determined to be substantially responsive and who has quoted the lowest evaluated price. However, the Hon'ble Court is not bound to accept the lowest bid. This Hon'ble Court reserves the right to accept or reject any or all quotations and to cancel the process at any time prior to the award of contract for any reason whatsoever.
- 10) 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 administration of this Hon'ble Court may take any or all such actions against the supplier as it may consider appropriate.

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