

**IN THE HIGH COURT AT CALCUTTA  
APPELLATE SIDE**

**TENDER NOTICE**

No. 3571 R(Listing)

The 12th July, 2019

On behalf of the High Court at Calcutta, Sealed Tenders/Quotations are invited from prospective vendors for cleaning of 15 Servers, 700 Computers and its' accessories and 2 Kiosks installed in the Hon'ble Court.

**Terms & Conditions**

1. Quotations should be submitted in the office of the Deputy Registrar(Computer), High Court, Calcutta, at the 2<sup>nd</sup> floor of the High Court Main Building on or before 26.07.2019 between 11.30 am and 4.30 pm on any working day 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. The sealed tender will be opened on 31.07.2019 at 1.30 pm in presence of the intending bidders or their authorized representatives in the above mentioned place.
2. Quotations should be submitted in sealed envelope with 3571 R(Listing) superscribed in it.
3. Rates should be quoted indicating price / unit and should be inclusive of all additional charges.
4. Suppliers are instructed to mention PAN no. in the quotation and copies of trade license and / or PAN etc. is to be submitted as and when to be asked.
5. Conditional quotations will not be considered.
6. Willing bidders submitting quotations should specify the address of its office and its Phone / Mobile no. for the purpose of quick communication in the event of urgency.
7. The rate quoted by the bidders shall remain fixed for entire duration of the contract and will not be changed/enhanced on any account. All duties, taxes and other levies payable under the contract shall be included in the total price.
8. This Hon'ble Court may award the contract to the supplier whose Quotations 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.**
9. The High court reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time.
10. Canvassing on the part of a supplier submitting quotation will render its quotation liable to cancellation summarily.

Sd/  
Registrar (Listing)