

IN THE HIGH COURT AT CALCUTTA
APPELLATE SIDE

Notice Inviting Quotation
(CM/21/19-20)

Quotations are invited from all suppliers/vendors for repairing and other works of such articles the names, specifications etc. of which are categorized and described in the below mentioned list. Willing suppliers / concerns must submit their Quotations, in sealed envelopes, to the Assistant Registrar (Court Management) of the Appellate Side Establishment following the **terms and conditions** appearing hereunder on or before **25.07.2019**. Submissions of Quotations by willing suppliers / concerns will be construed as their acceptance of all such terms and conditions.

Sd/-
Uttam Haldar
Assistant Registrar
(Court Management), A.S.

Date: 16.07.2019

NAME	PLACE	SPECIFICATION/JOB DESCRIPTION	QUANTITY
Repairing and painting of metallic almirah	Stock of the Court Management Department	a. <u>Repairing and painting of 01 (one) metallic almirah from the stock of the Court Management Department to supply at Court Room No. 36,</u> b. <u>Vendors are requested to visit and estimate the work before submission of their quotations,</u> c. <u>For more details kindly contact the Court Keeper, High Court, Calcutta,</u> d. <u>Successful bidder must complete the work within 07 (Seven) days of issuance of the work order.</u>	01 (one)
Repairing of steel almirah	Official chamber of Assistant Registrar (Paper Book) at the 4 th floor of Sesqui-centenary Building	a. <u>Repairing of the almirah,</u> b. <u>For more details kindly contact the office of Assistant Registrar (Paper Book),</u> c. <u>Successful bidder must complete the work within 07 (Seven) days of issuance of the work order.</u>	01 (one)
Repairing and painting of steel almirah	Stock of the Court Management Department	a. <u>Repairing and painting of 02 (two) steel almirah from the stock of the Court Management Department to supply at Court Room No. 06,</u> b. <u>Vendors are requested to visit and estimate the work before submission of their quotations,</u> c. <u>For more details kindly contact the Court Keeper, High Court, Calcutta,</u> d. <u>Successful bidder must complete the work within 07 (Seven) days of issuance of the work order.</u>	02 (two)
Repairing of steel almirah	At the office of the Ld. Registrar Administration (L.& O.M.)	a. <u>Repairing of 01 (one) steel almirah at the office of the Ld. Registrar Administration (L.&O.M.)</u> b. <u>Vendors are required to visit physically and estimate the work before submitting their quotations,</u> c. <u>For more details kindly contact the office of the Ld. Registrar Administration (L & O.M.)</u> d. <u>Successful bidder must complete the work within 07 (Seven) days of issuance of the work order</u>	01 (one)
Repairing of drawer of computer desk	Assistant Registrars (Court) Room No. 01	a. <u>Repairing of drawer of computer desk of Table No. 48 at A.R. (Court) Room No. 01</u> b. <u>Vendors are required to visit physically and estimate the work before submitting their quotations,</u> c. <u>For more details kindly contact the office of A.R. (Court) Room No. 01,</u> d. <u>Successful bidder must complete the work within 07 (Seven) days of issuance of the work order</u>	01 (one)
Repairing of second drawer of computer table	Assistant Registrars (Court) Room No. 01	a. <u>Repairing of second drawer of computer table no. 27 at A.R. (Court) Room No. 01</u> b. <u>Vendors are required to visit physically and estimate the work before submitting their quotations,</u> c. <u>For more details kindly contact the office of A.R. (Court) Room No. 01.</u> d. <u>Successful bidder must complete the work within 07 (Seven) days of issuance of the work order.</u>	01 (one)

TERMS AND CONDITION

1. Quotations should be **submitted to the A. R. (C.M.), A.S. on or before 25.07.2019 (between 11:00 A.M. to 16:30 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. Quotations should be submitted in sealed envelope with **CM/21/19-20** superscripted in it.

3. Rates should be quoted indicating price / unit and should be inclusive of all additional charges.
4. Willing suppliers submitting Quotations should know that the Hon'ble Court may procure **such quantity of listed articles** as it may consider necessary, and that, supply of articles is to be made within such date as the Hon'ble Court may consider convenient and to the different sections / offices of Appellate Side Establishment of the Hon'ble Court as per instruction of the Deputy Registrar (Admn.) High Court, A.S. Calcutta.
5. 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 the D. R. (Administration), High Court, A. S., Calcutta may direct.
6. Quotations submitted by such suppliers who are reasonably believed to have either supplied improper articles or engaged in irregular / unethical activities shall not be considered.
7. Conditional Quotations will not be considered.
8. Successful vendor/ agency is required to execute the work within 04 (four) days of issuance of the work order.
9. Willing suppliers submitting Quotations should specify the address of its office and its Phone / Mobile no. for the purpose of quick communications in the event of urgency.
10. Canvassing on the part of a supplier submitting Quotations will render its Quotations liable to cancellation summarily.
11. 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.**
12. The Hon'ble Court reserves the right to accept or reject any Quotations and to cancel the process and reject any or all Quotations at any time prior to the award of contract for any reason whatsoever.
13. **Upon selection of Quotations, concerned supplier will have to supply articles strictly according to the description / make / type / specification / stipulated completion time (if any) 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 including cancellation of the *work order* against the supplier as it may consider appropriate.
14. **Vendors/suppliers are instructed to submit copy of valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017. Original copy may have to be produced if authority directs.**

=====