

**CALCUTTA HIGH COURT**  
**In the Circuit Bench at Jalpaiguri**

**NOTICE**

[PPC/CB/JPG/01/N/N.I.Q/18.07.2019]

Sealed quotations are invited from reputed concern vendors for supply of 4 (four) paper shredder machines for official use in this Hon'ble Court.

**Specification as below.**

- Type/Cutting style – cross cut
- Shred capacity- Minimum 130 sheet of 75 gsm paper must be able to shred CD stapler, paper clips FS/A4 size paper.
- Shred size (in mm) – 4 x 50 or more
- Working width-minimum 225 mm
- Bin capacity-minimum 25.5 lit
- Dimension (in cm)-height 44cm maximum width 32 maximum.

All willing participants are advised to carefully read the 'Terms & Conditions' of the instant Notice carefully before submitting quotation(s). Submission of quotation by willing and otherwise eligible participant(s) will be construed as its/their acceptance of all the said 'Terms & Conditions'.

The Last Date for submission of quotation, in the manner prescribed hereunder, is 02.08.2019.

sd/-

Date: 18.07.2019

**Deputy Registrar, High Court at Calcutta  
Circuit Bench, Jalpaiguri**

**TERMS & CONDITIONS**

**A. SUBMISSION OF QUOTATION:**

1. **QUOTATION must be submitted** along with copy of PAN and GST registration.

Tenders must be **addressed to 'Deputy Registrar, High Court at Calcutta, Circuit Bench, Jalpaiguri** and superscribed '**PPC/CB/JPG/01**' before **14-00 hours of 02.08.2019**. No quotation even 'if complete, irrespective of whether hand-delivered or sent by Post etc., will be received after 14-00 hours of 02.08.2019.

**B. OPENING OF QUOTATION:**

1. Quotation, if considered valid and complete, will be opened jointly by Ld. Registrar, Circuit Bench of Calcutta High Court at Jalpaiguri, Deputy Registrar and drawing & Disbursing Officer, Circuit Bench at Jalpaiguri and any subsequent declaration pertaining to the instant '**Notice**' will be published in the same 'Notice Board of the Circuit Bench'.

**C. GENERAL:**

1. Canvassing by any participant, in any form, will render its disqualification.
2. The Hon'ble Court reserves the right to reject any QUOTATION of a participant whose past performance has been held unsatisfactory and/or which has been delinquent and/or which has been negligent in performing its duties thereby jeopardizing the interests of the Hon'ble Court, and in this regard, the decision of the issuing authority will be final. The selected participant should bear in mind that in case of any irregularities delinquency improper supply, delay in supply or servicing, Liquidated Damages up to 50% of billed Amount shall be realized by the Hon'ble court from the selected participant.
3. The Hon'ble Court may issue Purchase Order in favour of any such participant whose Tender is valid and complete, and whose quotation/Offer has been reasonably regarded as substantially approvable. In this regard, the decision of the Competent Authority of this Hon'ble Court will be final and binding upon all concerned.
4. The Hon'ble Court may cancel the instant process at any point of time without ascribing any reason whatsoever.
5. Subsequent to issuance of Purchase/Demand Order, in favour of any such participants whose quotation is valid and complete and whose quotation/offer has been reasonably regarded as substantially approvable. In this regards, the decision of the Competent Authority of this Hon'ble Court will be final and binding upon all concerned.
6. Rate per piece (or unit rate) exclusive of GST but inclusive of other charges etc should be quoted.GST should be charges in bills at current rate.

**D. PARTICULARS & RATES THAT QUOTATION MUST CONTAIN**

1. Period of warranty should be for 3 years time.