

IN THE HIGH COURT AT CALCUTTA

APPELLATE SIDE

Notice Inviting Quotation

(CM/44/19-20)

Memo no. 4851 CM

Dated: The 02nd December, 2019.

Quotations are invited from all suppliers/vendors for supplying/ repairing/ painting etc. of the articles 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 **09.12.2019**. Submission of Quotations by willing suppliers / concerns will be construed as their acceptance to all such terms and conditions.

Sd/-


Uttam Haldar

Assistant Registrar

(Court Management), A.S.

Date: 02.12.2019

NAME	PLACE	SPECIFICATION/ DESCRIPTION OF WORK	QUANTITY
Supply and installation of small wall mounted rack	At the chamber of P.A. to the Hon'ble The Chief Justice	a. Dimension: L x B= 18inch x 12inch, with 8mm thickness, b. Material: Glass for the rack and installation by strong metallic fittings/ brackets etc., c. Vendors are requested to visit and estimate the work before submission of their quotations, d. For more details kindly contact the Deputy Registrar (Collegium Secretariat of The Hon'ble The Chief Justice).	01 (one)
Repairing and installation of new racks to an existing computer table	Court Management Department, High Court, Calcutta, A.S.	a. Repairing of an existing computer table as per the requirement including fixation of sunmica wherever required, b. Installation of two new racks over the existing computer table as per the instruction of the department, c. New racks to be equipped with doors and locking facilities, d. Vendors are requested to visit and estimate the work before submission of their quotations, e. For more details kindly contact the Court Management Department, High Court, Calcutta, A.S.	01 (one)
Supply and fitting of new curtains with lining	Court Room no. 03, High Court, Calcutta	a. Supply and fitting of new curtains with lining at Court Room no. 03, b. Sample cloth, selected by His Lordship is available at the Court Management Department, c. Vendors are requested to contact the A.C.O./ staff members of Court Room no. 03 for number of parts and other details of the curtains, d. For sample cloth, vendors are requested to visit the Court Management department on any working day, e. Successful vendor is required to execute the work within 05 (five) days of issuance of the work order, f. Rate to be quoted for the entire work including all charges.	Number of parts to be confirmed by physical verification
Repairing, polishing and canning of Ejlash Chairs	Court Management Department, High Court, Calcutta	a. Repairing, polishing and canning of 02 (two) Ejlash Chairs, lying at the stock of the Court Management Department, b. Vendors are requested to contact the Court Keeper for more details of the work, c. Successful vendor is required to execute the work within 07 (seven) days of issuance of the work order.	02 (two)
Repairing and polishing of wooden partitions	Court Management Department, High Court, Calcutta	a. Repairing, polishing and canning of 05 (five) Wooden Partitions, lying at the stock of the Court Management Department, b. Vendors are requested to contact the Court Keeper for more details of the work, c. Successful vendor is required to execute the work within 07 (seven) days of issuance of the work order.	05 (five)
Supply of new black-coloured Flicht Ergonomic Chair by Harmony Systems	At the chamber of Hon'ble Justice Subrata Talukdar	a) Brand: Harmony Systems, b) Model: Flicht Ergonomic Chair (High Back), c) Dimensions: H 51 x W 26 x D 19(all dimensions are in inches) d) Weight: 15.5 KG e) Primary Material: Fabric f) Room Type: Office Furniture g) Height: 51.0 inches h) Width: 26.0 inches i) Depth: 19.0 inches j) Seating Height: 23	01 (one)

		<p>k) Arm Type: Adjustable Arm l) Sku: FN1767532-S-PM21782 m) For more details contact the P.A. to His Lordship, n) Successful bidder is required to execute the work with seven days of issuance of the work order.</p> 	
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TERMS AND CONDITIONS

1. Quotations should be **submitted to the A. R. (C.M.), A.S. on or before 09.12.2019 (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/44/19-20** 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 07 (seven) 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.**
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