

IN THE HIGH COURT AT CALCUTTA
MEDIATION CENTRE
5, COUNCIL HOUSE STREET, GROUND FLOOR
KOLKATA-700001

Notice Inviting Quotation No. Med/MS/70(NIQ)/2022 Dated 19.02.2022

Quotations are invited from the reputed Vendors/Authorised dealers/ suppliers/franchisees for delivery and installation of the following Article/Printer/Photocopier at the Mediation Centre, High Court, Calcutta as listed below as per the following terms and conditions appearing hereunder, on or before 28.02.2022. Submission of Quotations by willing Vendors/Authorised dealers/suppliers/franchisees will be construed as their acceptance of all such terms and conditions.

Sd/- Anirban Das

Member Secretary
Mediation & Conciliation Committee
High Court, Calcutta

Date: 19.02.2022

Name of work:-Supply of Monochrome laser Photocopier/Printer/Scanner machine for the official use at the Mediation Centre, High Court, Calcutta, 5 Council House Street, Ground floor, Kolkata-700001

Nature of the article/material	Specification	Brand	Quantity
Monochrome laser Photocopier/Printer/Scanner machine	(i) Condition brand new OEM Box pack; (ii) Print, scan and copy with respect of A3, A4, A5 and Legal Size documents/papers; (iii) Optional duplex printing, scan and copy; (iv) Print & scan resolution – minimum 600x600 dpi (v) Paper supply module/Tray – two (2x500 sheets) cassette trays and one bypass side tray, all integrated together with the main copier; (vi) Print speed – up to 25 pages/minute for A4 pages and up to 12 pages/minute for A3 and legal pages; (vii) Supported windows: at least Windows 7/8.1/10; (viii) Connectivity – Optional wifi support; (ix) Memory – at least 512 MB (x) Warranty – At least 1 year on site OEM warranty.	RICOH M2700/M2701	1 (One) piece.

TERMS AND CONDITIONS

1. Quotations should be submitted to the Member Secretary Mediation & Conciliation Committee High Court, Calcutta on or before 28.02.2022 (up to 04:30 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 or for non-delivery of the quotation for any reason whatsoever.

2. Concerned Vendors/Authorised dealers/ suppliers/franchisees must annex scanned copies of authenticated documents along with their quotation showing the proof of their reputation and experience in doing the job.
3. Willing Vendors/Authorised dealers/ suppliers/franchisees submitting quotation should know that the Hon'ble Court may ask for production of any document in original for verifying the claims of the bidder.
4. Vendors/Authorised dealers/ suppliers/franchisees are instructed to mention PAN number in the quotation and copies of trade license and / or PAN etc. is to be submitted as and when the Member Secretary Mediation & Conciliation Committee High Court, Calcutta may direct.
5. Composite rates should be quoted indicating price / unit and should be inclusive of all additional charges, G.S.T. etc. including necessary electrical works, labour charges, transportation, installation, demo and all other related and foreseeable expenditure in this regard.
6. Safe and un-damaged/ good condition delivery of each and every article at the place of installation upto the completion of the entire job will be the sole responsibility of the Vendors/Authorised dealers/ suppliers/franchisees.
7. Quotations submitted by such Vendors/Authorised dealers/ suppliers/franchisees who are reasonably believed to have either supplied improper articles or engaged in irregular / unethical activities shall not be considered.
8. Conditional Quotations will not be considered.
9. Willing Vendors/Authorised dealers/ suppliers/franchisees 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 Vendors/Authorised dealers/ suppliers/franchisees submitting Quotations will render its Quotations liable to cancellation summarily.
11. This Hon'ble Court may award the contract to the Vendors/Authorised dealers/ suppliers/franchisees 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. Technical bid and financial (if separate) bid should be able to be distinguished clearly.
14. Upon selection of Quotation, concerned Vendors/Authorised dealers/ suppliers/franchisees will have to deliver the articles strictly according to the description /specification provided in the instant notice. In case of any deviation from this and any default regarding this on the part of a selected Vendors/Authorised dealers/ suppliers/franchisees, the administration of this Hon'ble Court may take any or all such actions against the supplier as it may consider appropriate.
15. Relevant bill(s) of expenditure can be submitted at the office of the Member Secretary, Mediation & Conciliation Committee High Court, Calcutta at the Mediation Centre, High Court, Calcutta, 5, Council House Street, Ground floor, Kolkata-700001 on completion of the entire project work.
16. No advance payment/deposit will be allowed.
