IN THE HIGH COURT AT CALCUTTA Appellate Side

NOTICE INVITING TENDER [PPC/02/STATIONERY/N.I.Q/16-17]

Sealed Quotations are invited by the Deputy Registrar (Accounts), Appellate Side, Calcutta High Court from reputed & interested suppliers, dealers, whole-sellers (including all registered Cooperative Societies) for supply of all types of misc. articles for the financial year 2016-17 for use Judges' Guest House at Bijan Bhawan, Salt Lake of this Hon'ble Court.

Willing participants must carefully read the Terms & Conditions of the instant Notice. Submission of Quotation by a participant will be construed as its acceptance of all such Terms & Conditions.

The last date for submission of Quotations is 30.04.2016.

18.04.2016

Deputy Registrar (Accounts), A.S

TERMS & CONDITIONS

A. <u>SUBMISSION & ELIGIBILITY:</u>

- 1. Quotations must be submitted in gala sealed envelopes with PPC/02/STATIONERY/NIQ/2016-17 super scribed on it (not stapled or taped)
- 2. Quotations must be submitted in the office of Assistant Registrar-VI, A.S on the working days only between 11.30 am to 4.30 p.m from 18.04.2016 to 30.04.2016. No Quotations, whether hand-delivered or sent by courier/post etc, will be received after 4.30p.m of 30.04.2016.
- 3. Quotations must be accompanied with (a) copy of PAN of the participant, (b) copy of VAT registration. (c) Quotation should be properly signed and stamped. (d) Quotation must contain Profession Tax Challan showing up to date payment of the same. (e) Quotation must be accompanied with copy of valid Trade Licence & IT Return for AY-2015-16 with proper acknowledgement of the IT Deptt.
- 4. Rates should be quoted freshly in English Type Written Form, No erasing or over writing will be allowed and rates should be inclusive of all taxes, charges, levies, vat if any, etc.

B. PAYMENT

5. Relevant rules and procedural formalities may require the Administration of this Hon'ble Court to move the Government of West Bengal for Administrative Approval etc, and as such, **payment(s) shall be released only after obtaining such approval etc from the said Government**. This office shall make payment to the selected Supplier within 90(ninety) working days subject to the availability of fund and approval.

C. GENERAL

- 6. Canvassing, in any form, will render disqualification.
- 7. Address and Contact Number(s) of the participants must be clearly mentioned in the Quotation.
- 8. The Competent Authority of this Hon'ble Court may cancel the process at any time without ascribing any reason whatsoever. Further, the Hon'ble Court is not bound to accept the lowest quote, and may award contract to any such participant whose offer will reasonably be held to be substantially responsive.
- 9. In case the Hon'ble Court deems it necessary to publish any communication in this regard, the same shall be notified in the Official Website & Notice Boards of the A.S Establishment.
- 10. Quotation Form with total list of misc. stationery articles will be available at the Office of the Assistant Registrar -VI, Appellate Side, High Court Calcutta on the working days only between 11am to 2pm from 18.04.2016 to 29.04.2016.
- 11. The tender is valid for the financial year 2016-17. It may be extended for further period if considered necessary by the decision of Ld. Purchase Committee.
- 12. Rate will be quoted against each item as per item list available in the website in English in figures. No erasing or overwriting will be allowed.
- 13. All the items quoted should be of reputed make or brand.
- 14. After selection, sample of each article should be kept in the custody of the Forms & Stationery Branch of the Accounts Department.
- 15. Ordered articles should be delivered within 48 hours of the receipt of supply order and the supply should be made as per sample kept in the custody of the Deptt.
- 16.At the time of making payment of bills (i) In case of Registered Dealer who has submitted Sales Tax Return regularly 3% STDS or TCS will be deducted, (ii) In case of Unregistered Firms/ Registered Firms who have not submitted Sales Tax Return regularly 5% STDS or TCS will be deducted.



PPC/02/STATIONERY/N.I.Q./16-17

LIST OF ARTICLES REQUIRED FOR JUDGES' GUEST HOUSE AT BIJAN BHAWAN, HA-334, SALT LAKE, SECTOR-III, KOLKATA.

ITEMS

RATE/ITEM(in Rs.)

- 1. RICE POT (CLAYCRAFT) 30NOS.
- 2. GLASS (YEAR) 100NOS.
- 3. SERVICE SPOON (STEEL) -24NOS.
- 4. SALT POT (PLASTIC) -24NOS.
- 5. PLASTIC WATER JUG -24NOS.
- 6. GLASS WATER JUG -60NOS.
- 7. PLASTIC BOTTLE 24NOS.
- 8. SOUP BOWL with SPOON (CLAY CRAFT6)— 40NOS.
- 9. SMALL BOWL (CLAY CRAFT) 40NOS.
- 10. TEA SPOON (STEEL) 60NOS.
- 11. TABLE SPOON (STEEL) -60NOS.

- 12. DINNER PLATE (CLAY CRAFT)- 60NOS.
- 13. QUARTER PLATE (CLAY CRAFT) 60NOS.

ITEMS

RATE/ITEM(in Rs.)

- 14. SAUCE PAN FOR TEA (1 BIG + 1 SMALL)
- 15. KNIFE (VEG CUTTING) (CRYSTAL) 6NOS.
- 16. TRAY (fibre) (white colour) -20NOS.
- 17. CHOPPING BOARD (PLASTIC) 1NO.
- 18. FORCEPS (IRON 2NOS.
- 19. TABLE MAT- 36NOS
- 20. TABLE CLOTH- 12NOS
- 21. DOUBLE BED SHEET (BOMBAY DYEING) (WHITE) 60NOS.
- 22. SINGLE BED SHEET (BOMBAY DYEING) (WHITE) -100NOS.
- 23. BEDCOVER (COLOUR+GOODQUALITY+BOTHSIDE USE) 24NOS.
- 24. SMALL PILLOW (SOFT COTTON) 36NOS.
- 25. WHITE HEAD PILLOW COVER 36NOS.
- 26. COLOUR HEAD PILLOW COVER 24NOS.
- 27. SIDE PILLOW COVER COLOUR 36NOS.
- 28. DOOR MAT (BIG SIZE) 12NOS.

<u>ITEMS</u>

RATE/ITEM(in Rs.)

- 29. FOOT MAT (SMALL SIZE CLOTH MADE) 50NOS.
- 30. PEDAL BIN 12NOS.
- 31. SINGLE MATTRESS 6NOS.
- 32. WASTE BOWL (PLASTIC) 6NOS.
- 33. EMERGENCY LAMP- 6NOS.
- 34. SCISSORS 2NOS.

SIGNATURE WITH DATE & STAMP