

IN THE HIGH COURT AT CALCUTTA
Appellate Side

NOTICE INVITING QUOTATION

[PPC/10/N/N.I.Q./17-18]

Sealed quotations, are invited from Dealers/ Sub dealers/ Suppliers of the Articles mentioned below, for supply of the following articles in the Appellate Side Establishment of this Hon'ble court during the period from **20.09.2017 to 19.09.2018**. Willing participants must carefully read all the terms and conditions.

Last date for submission of quotation is **18.09.2017**.

Date: **12.09.2017**

Deputy Registrar (Accounts), A.S.

ARTICLES WITH DESCRIPTION/ BRAND(S)

SL. NO.	ARTICLE	SPECIFICATION, IF ANY	MODEL AND / OR BRAND
1	ARCH FILE	WITH STEEL LEVER	AMBASSADOR
2	AUTO CLIP FILE	LAMINATED	COSMOS / KING
3	AWL	Wooden handle	Good quality
4	BASKET (FOR TIFFIN) BIG	11" HEIGHT X 12" LENGTH	JOYO
5	BATTERY DRY CELL	AA	EVEREADY/DURACEL
6	BATTERY DRY CELL	AAA	EVEREADY / DURACEL
7	BINDER'S CLIP	19 mm / 25 mm & 32 mm	N.A.
8	BOARD PIN	30 pcs. / BOX	PLASTIC / IRON
9	BOX FILE	PLASTIC	
10	BRIEF CASE	18" LARGE, EBT XL	V.I.P.
11	BRUSH FOR MULTIPURPOSE CLEANING	SOFT BRISTLES	
12	BUCKET (PLASTIC)	10 LTR. , 20 LTR.	
13	BUCKET (IRON)	10 LTR. , 20 LTR.	
14	CANVAS BAG (FOR CARRYING DOCUMENTS)	GOOD QUALITY, WATERPROOF	
15	CALCULATOR	GOOD QUALITY	Citizen CT555 / CASIO
16	CARBON PAPER	BLACK & BLUE	KORES
17	CD-RWITH BOX	80 / 700 MB / 52 X (50 PACKS)	Sony/MOSERBAER
18	CD-RW WITH BOX	80 / 700 MB / 52 X (50 PACKS)	Sony/MOSERBAER
19	CELLO TAPE	LARGE 1", 60 MTRS.	ANY REPUTED BRAND
20	CELLO TAPE	SMALL 0.5, 60 MTRS	ANY REPUTED BRAND
21	CELLO TAPE	WHITE / BROWN 2", 60 MTRS	ANY REPUTED BRAND
22	CHANNEL FILE	PLASTIC (A4)	

SL. NO.	ARTICLE	SPECIFICATION, IF ANY	MODEL AND / OR BRAND
23	CHANNEL FILE	PLASTIC (F/S)	
24	CLIP (METAL)	DURABLE	
25	CLIP (PLASTIC)	DURABLE	
26	CLEANING LIQUID	500 ML. DISPENSOR	COLIN
27	CLOTH DUSTER	3 X 3 (COTTON)	GOOD QUALITY
28	COAT HANGER	WOODEN	GOOD QUALITY
29	COAT BRUSH		
30	CORRECTION FLUID	WITH DILUTER 15 ML.	Kores/any reputed brand
31	CORRECTION PEN	TIP	Faber castel/any reputed brand
32	COTTON TAG	100 PCS., 9" YARN & 20 MM	
33	COMPUTER COVER (FULL SET)		
34	COVER FILE (PLASTIC)	CROCODILE TRACING	
35	COVER FILE (PLAIN)		
36	CUP AND DISH		CLAY CRAFT / LAOPALA
37	DVD-RW		SONY / MOSERBAER
38	DVD-R		SONY / MOSERBAER
39	DOOR MAT	JUTE	
40	DESK MEMO STAND		
41	DUSTER (SMALL & BIG)		
42	DUSTER (RED THAN)		
43	ELECTRIC KETTLE	1 LTR.	BAJAJ
44	ENVELOPE	28 X 12 BROWN	GOOD QUALITY
45	ENVELOPE	28 X 12 WHITE	GOOD QUALITY
46	ENVELOPE CLOTHED A4 (14" X 10")		
47	ENVELOPE CLOTHED LEGAL (16" X 12")		
48	EXERCISE BOOK (LONG)	GOOD QUALITY	
49	Extension Chord	5,10,15 AMPERE	
50	FLASK	1 LTR.	EAGLE/MILTON
51	FAX ROLL	ROLL, 30 MTS.	KORES
52	FEVI QUICK	SMALL / MEDIUM	
53	FEATHER DUSTER		
54	FORK	STEEL	VIP
55	FILE TRAY	FS SIZE	
56	FOUNTAIN PEN		
57	FOUNTAIN PEN INK		
58	GEL PEN	BLACK/BLUE/RED/GREEN	OCEAN / LINC EXECUTIVE
59	GEL REFILL	BLACK/BLUE/RED/GREEN	OCEAN / LINC EXECUTIVE
60	GEMS CLIP	PALSTIC COATED	NOVEX/ZOREX
61	GLASS (DRINKING PURPOSE)	STANDERED QUALITY	
62	GLASS LID AND MAT	6 + 6 SET	
63	GLASS MARKER		APSARA
64	GLASS (BOROSIL)		BOROSIL
65	GLUE STICK	15 GMS STICK	KORES/FEVISTICK
66	GUM TUBE	20 ML. TUBE	FEVIGUM
67	GUM JAR	5 KGS. JAR	EURO
68	HAND GLOVES		
69	HAND WASH (BOTTLE)		LIFEBUOY / DETTOL
70	HAND WASH (POUCH)		
71	HARPIC		
72	HIGHLIGHTER PEN	70 ML	FABERCASTEL
73	HI-TECH PEN		PILOT LUXOR
74	HI-TECH PEN INK		
75	JOTTER PEN		REYNOLDS/LINC

76	JOTTER REFILL	STEEL	REYNOLDS / LINC
77	JUTE THREAD BALL	1 KG. = 15 BALLS	
78	KNIFE	WOODEN HANDLE	
79	LETTER WRITING PAD	50 PGS.; 100 PGS.	
80	LIQUID CLEANSER BOTTLE (BIG/MEDIUM)		LIZOL
81	LIQUID CLEANSER BOTTLE (SMALL)		LIZOL
82	LOCK & KEY	8 LEVERS / 7 LEVERS/SMALL	GODREJ / LOCAL
83	MAGNETIC BOARD PIN	6" PLASTIC MADE	
84	METAL CLIP		
85	MOSQUITO REPELLANT OIL	45 ML. GOOD KNIGHT	GOOD KNIGHT
86	MOSQUITO REPELLANT SPRAY BOTTLE	400 ML. (RED & BLACK)	
87	MARKER PEN		ARTLINE/LUXOR
88	NAPTHELENE	200 GMS. PACKET	BCPL
89	NYLON MUG		
90	PAPER WEIGHT	GLASS	
91	PAPER CLIP - PLASTIC		
92	PENCIL (RED/BLUE)		APSARA/any reputed brand
93	PEN STAND	PLASTIC	
94	PENCIL HB BOX OF 10 PENCILS		APSARA PLATINUM /any reputed brand
95	PENCIL SHARPNER		any reputed brand
96	POLLUTION MASK		any reputed brand

SL. NO.	ARTICLE	SPECIFICATION, IF ANY	MODEL AND / OR BRAND
97	PIN (ALPIN)	SOLID HEAD & NEDDLE	BELL
98	"T" PIN		
99	PIN CUSHION		NOVEX/ZOREX
100	POOKER WITH WOODEN HANDLE		
101	PUNCHING MACHINE DOUBLE	22 SHEET CAPACITY	KANGAROO / any reputed brand
102	PUNCHING MACHINE SINGLE	22 SHEET CAPACITY	KANGAROO(FP-20)
103	PLASTIC SCALE	12"/6"	NATARAJ / any reputed brand
104	PLASTIC SCALE 06"	NATARAJ	any reputed brand
105	PLATE	BIG & SMALL	LAOPALA
106	REFILL	RED-BLUE-BLACK	LINC/ETC
107	RIBBON (PRINTER)	LQDSI 5235	
108	RIBBON (PRINTER)	MSP 455	
109	ROOM FRESHNER	125 ML.	REMI & LOVIN / ODONIL
110	SPOON	SIZE TABLE, STEEL	VIP

111	SPOON	SIZE TEA, STEEL	VIP
112	RUBBER ERASER -		APSARA / any reputed brand
113	SCISSORS OFFICE	MEDIUM	
114	SELF ADHESIVE PAGE MARKER (COLOUR FLAG)	PAPER FLAG	DESMAT/ETC
115	SELF ADHESIVE PAGE MARKER (COLOUR FLAG)	PLASTIC	
116	SHORTHAND NOTE BOOK	200 PGS.	EAGLE
117	SOAP (BIG)	100 GM (APPROX)	LUX/LIFEBUOY
118	SOAP (SMALL)	30 GM (APPROX)	LUX/LIFEBUOY
119	TYPE WRITER RIBBON	BLACK	KORES
120	STICK DUSTER		
121	STAMP PAD	110 MM X 69 MM (BLUE & BLACK)	
122	STAMP PAD INK	50 ML. (BLUE & BLACK)	
123	STAPLER NO. 10	CAPACITY	KANGAROO/ETC
124	STAPLER 24/6	CAPACITY	KANGAROO/ETC
125	STAPLER 23/17 (JUMBO)	CAPACITY	KANGAROO/ETC
126	STAPLER PIN	FOR NO. 10	KORES/ETC
127	STAPLER PIN	24/6 SIZE	KANGAROO/ETC
128	STAPLER PIN	23-17-H	KANGAROO/ETC
129	SOFTWRITE PEN	CELLO	CELLO
130	SCROTCH BITE	"S" SHAPE	
131	TAPE	RED, 12 MM	
132	TAPE	WHITE, 12 MM	
133	TABLE TOP PAER TRAY - (FS)		
134	TEA TRAY	18" X 12"	
135	TRAY		
136	THREAD BALL (RED)		
137	THREAD BALL (WHITE)		
138	TOILET AIR FRESHNER	ODONIL WITH BOX	ODONIL (75 GM)
139	TOWEL	150 CM X 75 CM	(BOMBAY DYEING)
140	TOWEL	GOOD QUALITY 150 CM X 75 CM)	
141	TOWEL (HAND)	(FLORA)	(BOMBAY DYEING)
142	TWO MOUTHED PEN	RED & BLUE	LINK MAGNET/ETC

SL. NO.	ARTICLE	SPECIFICATION, IF ANY	MODEL AND / OR BRAND
143	USE AND THROW PEN	RED, BLUE, BLACK	AGNI ICY
144	UMBRELLA	BLACK	GOOD QUALITY
145	VIM LIQUID	200 ML	
146	WASTE PAPER BUSKET	DURABLE PLASTIC 12"	
147	WATER PAD WIPES		
148	WALL CLOCK		AJANTA - 2907

TERMS & CONDITIONS

1. Quotation must be submitted in the office of Assistant Registrar VI on or before 16.00 hours of 18.09.2017. No quotation , even if complete, irrespective of whether hand delivered or sent by Post etc., will not be received after 16.00 hours of 18.09.2017.
2. Quotation must be accompanied with (a) copy of PAN, VAT/ GST of the participants, (b) Colour information brochure with detailed specification of the product offered and the same should be properly signed and stamped.
3. The rate(s) should be quoted inclusive of all taxes and charges, if any & the period of warranty offered must also be mentioned.

A. PAYMENT:

1. The concerned office shall make payment to the selected supplier within 90 (ninety) working days subject to the availability of fund and approval.

B. 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 negligent in performing duties thereby Jeopardizing the interests of the Hon'ble Court, and in this regard, the decision of the issuing authority will be final.
3. The Hon'ble Court may issue Purchase Order in favour of any such participant whose quotation is valid and complete , and whose quotation / offer has been reasonably regarded as substantially approvable. In this regard , the decision to selection of brand /rate of the articles will be finalised by the Ld. Purchase Committee.
4. The Ld. Purchase Committee may cancel the instant process at any point of time without ascribing any reason whatever.
5. Subsequent to issuance of **Purchase Order**, the selected participant shall have to strictly adhere to the –'Clause2'.