

IN THE HIGH COURT AT CALCUTTA
APPELLATE SIDE


Notice Inviting Quotation
(CM/20/17-18)

Quotations are invited from all suppliers/vendors for supply of such articles the names, specifications etc. of which are categorized and described in the below mentioned list. Willing suppliers / concerns must submit their Quotations, in sealed envelopes, to the Deputy Registrar (Court Management) of the Appellate Side Establishment following the **terms and conditions** appearing hereunder on or before **05.04.18**. Submissions of Quotations by willing suppliers / concerns will be construed as their acceptance of all such terms and conditions.

Sd/-
Amit Dutta
Deputy Registrar
(Court Management), A.S.

Date: 28.03.2018

NAME	PLACE	SPECIFICATION/JOB DESCRIPTION	Completion Period (From the Dt. Of receipt of the Work Order)	QUANTITY
Supply and fitting of curtains with linen	At the chamber of Hon'ble Justice Soumen Sen	<p>a. Dimension:- <u>Main door curtain-</u> height-88inch, 3 parts <u>Southern side window-</u> Height-96inch, 4 parts <u>Eastern side window (A)-</u> Height-96inch, 4 parts <u>Eastern side window (B)-</u> Height-78inch, 3 parts <u>Toilet door-</u> Height-75inch, 2 parts <u>Toilet window-</u> Height- 60inch, 2 parts</p> <p>b. Colour and cloth of curtains:- Sample cloth is available with Abhijit Bose, Assistant Registrar (Court Management)</p> <p>c. For other details please contact Assistant Registrar (Court Management)</p>	7 days	
Supply of red carpet	At the place where ACO, AR (Court) sit at Court room no 29	<p><u>Carpet area-</u> 19ft X 7ft <u>Colour-</u> Red</p>	7 days	
Supply and fitting of wooden racks	At Court no. 38	<ol style="list-style-type: none"> 1. Height- 4 feet 2. Length-25 feet 3. Depth- 2 feet 4. Number of shelves- 2 (two) 5. Number of compartments- 3 (three) 6. With sliding door 7. Made of very good quality teak wood 8. Same as at Court room no. 37 	14 days	01 (one)
Repairing of the handle of a drawer of Computer table no. 10 at A.R. (Court) Room no 1	Table no. 10 at A.R. (Court) Room no. 1	<p>Rate should be quoted including all charges. For more details vendors are requested to contact concerned section.</p>	3 days	01 (one)
Supply of one computer table	At the chamber Hon'ble Justice Md. Mumtaz Khan	<ol style="list-style-type: none"> 1. Waterproof plywood of Greenply/Austin brand to be used, 2. Dimension: 4ft(length) X 2ft (height) X 30inch (breath) 3. The table will look like as follows: 	14 days	01 (one)

				
Table top bookshelf	At the chamber Hon'ble Justice Md. Mumtaz Khan	1. Waterproof plywood of Greenply/Austin brand to be used, 2. Length- 2 ft 3. For more details contact Assistant Registrar (Court Management)	14 days	2 (two)
Repairing and painting of steel almirah	Inspection Department	Vendors are required to contact S.O., Inspection Department and physically estimate the work before submission of the quotation for this work	7 days	4(four)
Supply of aluminium ladder (ghoranchi)	Central Record Room, Kidderpore	Height-10 ft Material- Aluminium	7 days	2 (two)
Supply of six heavy duty plastic stools	Criminal section	Dimension Height- 2 ft Length- 14inch Breadth-12inch Preferably of Nilkamal, Supreme, VIP etc. brand	3 days	6 (six)
Repairing of Computer table	Accounts Ledger	Vendors are required to contact Accounts Ledger Department and physically estimate the work before submission of the quotation for this work	7 days	1 (one)

TERMS AND CONDITION

1. Quotations should be **submitted to the D. R. (C.M.), A.S. on or before 05.04.2018 (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/20/17-18** 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. 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.
9. Canvassing on the part of a supplier submitting Quotations will render its Quotations liable to cancellation summarily.
10. 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.**
11. 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.
12. **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.
