

In the High Court at Calcutta
MEDIATION CENTRE
5, COUNCIL HOUSE STREET, GROUND FLOOR,
KOLKATA – 700001

Notice Inviting Quotation No. MED/MS/343(NIQ)/2022 dated 03.11.2022

Quotations are invited from the reputed Service Centres/Service Providers/Franchisees/Vendors/Authorized Dealers/Suppliers on or before 15.11.2022 (Tuesday) for supply of 2 (two) brand new box packed condition HP Slim Desktop Computers with Monitors with other required peripherals and 12 (twelve) brand new Box packed UPS, at the Mediation Centre, High Court, Calcutta, as per the following terms and conditions appearing hereunder. Submission of quotations by willing Service Centres/Service Providers/Franchisees/Vendors/Authorized Dealers/Suppliers will be construed as their acceptance of all such terms and conditions.

Member Secretary
Mediation and Conciliation Committee
High Court, Calcutta

Date: 03.11.2022.

NAME OF WORK: Supply of 2 (two) brand new box packed condition HP Slim Desktop Computers with Monitors with other required peripherals and 12 (twelve) brand new Box packed UPS, at the Mediation Centre, High Court, Calcutta.

REQUIRED SPECIFICATION

Sl.No.	Item	Details of required specification(s)	Warranty	Number of Units
1.	HP Slim Desktop Computer	OS – Windows 11 Processor – Intel Core i5 (10 th Generation or above) RAM – 8 GB DDR4 or above HDD/SSD – 1TB – 7200 or above Graphics Card – NVIDIA UHD	Original OEM warranty	2 (two)
2.	Microtek/APC Double Battery UPS	1000 VA or above Back up – 30 Minutes or above	Original OEM warranty	12 (twelve)

TERMS AND CONDITIONS

1. Quotations should be submitted to the Member Secretary, Mediation and Conciliation Committee, High Court, Calcutta on or before 15.11.2022 (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 Service Centres/Service Providers/ Franchisees/Vendors/ Authorized Dealers/ Suppliers must annex scanned copies of authenticated documents along with their quotation showing the proof of their reputation and experience in doing the job.

Contd.2/-

3. Willing Service Centres/Service Providers/ Franchisees/ Vendors/ Authorized Dealers/ Suppliers 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. Service Centres/Service Providers/Franchisees/Vendors/Authorized Dealers/Suppliers are instructed to mention PAN number in the quotation and copies of trade licence and/or PAN etc., is to be submitted as and when the Member Secretary, Mediation and Conciliation Committee, High Court, Calcutta may direct.
5. Item-wise separate rates should be quoted indicating price/unit and should be inclusive of all additional charges, G.S.T. etc., including 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 Service Centres/Service Providers/Franchisees/Vendors/Authorized Dealers/Suppliers.
7. Quotations submitted by such Service Centres/ Service Providers/ Franchisees/ Vendors/ Authorized Dealers/ Suppliers, who are reasonably believed to have either supplied improper articles or engaged in irregular/unethical activities shall not be considered.
8. Willing Service Centres/Service Providers /Franchisees /Vendors/ Authorized Dealers/ Suppliers submitting quotations should specify the address of its office and its phone/mobile number for the purpose of quick communications in the event of urgency.
9. Canvassing on the part of a Service Centres/ Service Providers/ Franchisees/ Vendors/ Authorized Dealers/ Suppliers submitting quotations will render its quotations liable to cancellation summarily.
10. This Hon'ble Court may award the contract to the Service Centres/Service Providers/Franchisees/Vendors/Authorized Dealers/Suppliers item-wise as per the above list; whose quotation(s) will be determined to be substantially responsive and who has quoted the lowest evaluated price, item-wise. 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 quotation 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. Technical bid and financial (if separate) bid should be able to be distinguished clearly.
13. Upon selection of quotation, concerned Service Centres/ Service Providers/ Franchisees/ Vendors/ Authorized Dealers/ Suppliers may be asked by the Hon'ble High Court administration to produce the original purchase receipt at the time of delivery of the product for inspection purpose.
14. Relevant bill(s) of expenditure can be submitted at the office of the Member Secretary, Mediation and 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.
15. No advance payment/deposit, other than the Annual Maintenance Contract amount will be allowed.

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