

**IN THE HIGH COURT AT CALCUTTA**

**APPELLATE SIDE**

**Notice Inviting Quotation  
(CM/56/23-24)**

Memo no. 5184 CM

Dated: The 12<sup>th</sup> December, 2023.

Quotations are invited from all reputed suppliers/concerns/ vendors for repairing/ polishing/ supplying etc. of the articles which are categorized and described in the below mentioned **list**. Willing suppliers / concerns/ vendors must submit their Quotations, in sealed envelopes, to the Assistant Registrar (Court Management) of the Appellate Side Establishment following the **terms and conditions** appearing hereunder on or before **19.12.2023**. Submission of Quotations by willing suppliers / concerns/ vendors will be construed as their acceptance to all such terms and conditions.

Sd/-

**Biplab Haldar**

**Deputy Registrar**

**(Court Management), A.S.**

Date: 12.12.2023

| JOB NAME   | PLACE   | SPECIFICATION/ DESCRIPTION OF WORK  | QUANTITY                     |
|--|---|---|------------------------------|
| Thorough repairing of sofa                       | Court Management Department, High Court, Calcutta   | <ul style="list-style-type: none"><li>➤ Thorough repairing of 04 (four) single-seater sofas, lying at the Hon'ble Judges' Corridor (near Court No. 18) by undertaking the following works:<ul style="list-style-type: none"><li>a) Thorough repairing and polishing,</li><li>b) Re-cushioning using high density foam,</li><li>c) Re-clothing using the similar material, used in the sofas.</li></ul></li><li>➤ For more details kindly contact the Court Management Dept., High Court, Calcutta, A.S.</li><li>➤ Successful vendor/ supplier/ concern (s) is/are required to execute the work within 07 (seven) days of issuance of the work order.</li><li>➤ Willing vendors are requested to submit their quotations indicating the total amount including all the taxes and charges.</li></ul>  | 04 (Four) single-seater sofa |
| Thorough repairing of wooden table               | Hon'ble Judges' Library, High Court, Calcutta   | <ul style="list-style-type: none"><li>➤ Thorough repairing of 01 (one) wooden table, lying at the Hon'ble Judges' Library including polishing of the same,</li><li>➤ For more details kindly contact the Librarian and Officers, attached to the Hon'ble Judges' Library.</li><li>➤ Successful vendor/ supplier/ concern (s) is/are required to execute the work within 07 (seven) days of issuance of the work order.</li><li>➤ Willing vendors are requested to submit their quotations indicating the total amount including all the taxes and charges.</li></ul>  | 01 (one)                     |
| Supply of Coir Door mats                         | Court Management Department, High Court, Calcutta   | <ul style="list-style-type: none"><li>➤ Supply of 10 (ten) new Coir Door mats at the Court Management Department, High Court, Calcutta, A.S.,</li><li>➤ For specifications and details kindly contact the Court Management Dept., High Court, Calcutta, A.S.</li><li>➤ Successful vendor/ supplier/ concern (s) is/are required to execute the work within 07 (seven) days of issuance of the work order.</li><li>➤ Willing vendors are requested to submit their quotations indicating the total amount including all the taxes and charges.</li></ul>   | 10 (ten)                     |
| Supply and fitting of new rexin cover on a table | Chamber of the Ld. Registrar (Recruitment & Management), New Administrative Block, High Court, Calcutta, A.S. | <ul style="list-style-type: none"><li>➤ Supply and fitting of new rexin cover on a center table, lying at the chamber of the Ld. Registrar (Recruitment &amp; Management),</li><li>➤ For specifications and details kindly contact the P.A. to the Ld. Registrar (Recruitment &amp; Management), High Court, Calcutta, A.S.</li><li>➤ Successful vendor/ supplier/ concern (s) is/are required to execute the work within 07 (seven) days of issuance of the work order.</li><li>➤ Willing vendors are requested to submit their quotations indicating the total amount including all the taxes and charges.</li></ul>  | 01 (one)                     |
| Supply of one new microwave Oven                 | Court Management Department, High Court, Calcutta   | <ul style="list-style-type: none"><li>➤ Supply of 01 (one) new microwave oven of reputed brand (LG/ Bajaj/IFB etc.) at the Chamber of the Hon'ble Justice Madhuresh Prasad,</li><li>➤ 01 (one) year warranty to be ensured by the successful vendor and in case of any fault in this period, the vendor will be bound to provide warranty cover under its responsibility,</li><li>➤ Sample is lying in the Court Management Department, High Court, Calcutta.</li><li>➤ For specifications and details kindly contact the Court Management Dept., High Court, Calcutta, A.S.</li><li>➤ Successful vendor/ supplier/ concern (s) is/are required to execute the work within 07 (seven) days of issuance of the work order.</li><li>➤ Willing vendors are requested to submit their quotations indicating the total amount including all the taxes and charges.</li></ul> | 01 (one)                     |
| Supply and fitting of new curtains               | Centenary Building, High Court, Calcutta  | <ul style="list-style-type: none"><li>➤ Supply and fitting of curtains at the chamber of the Hon'ble Justice Krishna Rao,</li><li>➤ Specifications: 3 parts x 82 inch (H),</li><li>➤ Sample cloth, lying in the Court Management Department,</li><li>➤ For specifications and details kindly contact the Court Management Dept., High Court, Calcutta, A.S.</li><li>➤ Successful vendor/ supplier/ concern (s) is/are required to execute the work within 07 (seven) days of issuance of the work order.</li><li>➤ Willing vendors are requested to submit their quotations indicating the total amount including all the taxes and charges.</li></ul>  | 03 (three) parts             |
| Supply of table top glass                        | Recruitment Cell, New Administrative Block, High Court, Calcutta, A.S.  | <ul style="list-style-type: none"><li>➤ Supply and fitting of table top glass at the chamber of A.R. V,</li><li>➤ For specifications and details kindly contact the Recruitment Cell, High Court, Calcutta, A.S.</li><li>➤ Successful vendor/ supplier/ concern (s) is/are required to execute the work within 07 (seven) days of issuance of the work order.</li><li>➤ Willing vendors are requested to submit their quotations indicating the total amount including all the taxes and charges.</li></ul>   | 01 (one)                     |

**TERMS AND CONDITIONS**

1. Quotations should be **submitted to the A. R. (C.M.), A.S. on or before 19.12.2023 (between 11:00 A.M. to 4:30 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/56/23-24** superscripted in it.
3. Rates should be quoted indicating price / unit and should be inclusive of all additional taxes/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. Successful vendor/ agency is required to execute the work within 07 (seven) days of issuance of the work order.
  9. 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.
  10. Canvassing on the part of a supplier submitting Quotations will render its Quotations liable to cancellation summarily.
  11. 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.**
  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. **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.
  14. **Vendors/suppliers are instructed to submit copy of valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017. Original copy may have to be produced if authority directs.**
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