

**IN THE HIGH COURT AT CALCUTTA**

**APPELLATE SIDE**

**Notice Inviting Quotation**

**(CM/86/23-24)**

Memo no. 889 CM

Dated: The 06<sup>th</sup> March, 2024.

Quotations are invited from all reputed suppliers/concerns/ vendors for coding etc. of the articles which are categorized and described in the below mentioned **list**. Willing 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 **14.03.2024**. 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: 06.03.2024

<b>WORK NAME</b>	<b>PLACE</b>	<b>SPECIFICATION/ DESCRIPTION OF WORK</b>	<b>QUANTITY</b>
Coding of furniture	High Court, Appellate Side, Calcutta.	<ul style="list-style-type: none"><li>➤ Coding of approximately 4,000 furniture (wooden/steel etc.), lying at the various departments, chambers and elsewhere in the High Court premises under the Appellate Side Establishment consisting three buildings (MB, CB, SCB), New Administrative Block at N.S. Building and annex building and preparation of department/ chamber/ position wise inventory of furniture, coded accordingly.</li><li>➤ Permanent painting ink to be used for the work,</li><li>➤ Sample format for coding : High Court/A.S./Item name/serial no/year of purchase. This is just a sample. The format may be changed by the authority,</li><li>➤ Price should be quoted for per alphabet/ numeric and should be inclusive of all taxes and charges,</li><li>➤ The inventory should be done department/ chamber wise in proper and typed format. A soft copy of the same should also be provided to the Court Management Department.</li><li>➤ The rate should be valid upto 31.03.2025. The successful vendor may be asked to codify additional furniture during this period as and when required at the same price.</li><li>➤ Successful vendor/ supplier/ concern (s) is/are required to execute the work within 15 (fifteen) days of issuance of the work order.</li></ul>	<b>Approximately 4000 furniture to be coded</b>

**TERMS AND CONDITIONS**

1. Quotations should be **submitted to the A. R. (C.M.), A.S. on or before 14.03.2024 (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/86/23-24** superscripted in it.
  3. Rates should be quoted indicating price / letter and should be inclusive of all additional taxes/charges.
  4. Willing suppliers submitting Quotations should know that the Hon'ble Court may ask to codify **such quantity of articles** as it may consider necessary, and that, the work is to be done 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. Vendors 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 vendors who are reasonably believed to have 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.**
- =====