

IN THE HIGH COURT AT CALCUTTA

Appellate Side

NOTICE

[PPC/26/N/N.I.Q/19.07.2018]

Sealed quotations are invited from reputed concern vendors for supply of Paper shredder machine for official use in this Hon'ble Court. The Minimum standard Specification of the required paper shredder are as follows .

Type /Cutting style	Cross Cut
Shred Capacity	Minimum 130sheets of 75 gsm paper Must be able to shred CD, stapler, paper clips,FS/A4 size paper.
Shred size (in mm)	4 x 50 or more
Working width	Minimum 225 mm
Bin Capacity	Minimum 25.5 lit.
Dimension (in cm)	height 44cm maximum width 32 maximum.

All willing participants are advised to carefully read the 'Terms & Conditions' of the instant Notice carefully before submitting quotation(s). Submission of quotation by willing and otherwise eligible participant(s) will be construed as its/their acceptance of all the said 'Terms & Conditions'.

The Last Date for submission of quotation, in the manner prescribed hereunder, is 26.07.2018

Date: **20.07.2018**

Assistant Registrar VI

TERMS & CONDITIONS

A. SUBMISSION OF QUOTATION:

- 1. QUOTATION must be submitted** along with copy of PAN and GST registration. Intending participants must submit **authorization certificate** issued by the **OEM** in its favour and must attach color brochure of the product offered clearly marking that the product meets the Minimum Standard Specification given above.
- Tenders must be **addressed to 'Deputy Registrar (Accounts), High Court, A.S, Calcutta** 'and superscribed '**PPC/26**' and submitted in the office of the **Deputy Registrar Accounts** on or before **14-00 hours of 26.07.2018**No quotation, even if complete, irrespective of whether hand-delivered or sent by Post etc., will be received after 14-00 hours of 26.07.2018.

B. OPENING OF QUOTATION:

- Quotation, if considered valid and complete, will be opened jointly by Joint Registrar (General Administration-II), A.S and Deputy Registrar (Accounts), A.S/Assistant Registrar VI, and any subsequent declaration pertaining to the instant '**Notice**' will be published in the same 'Notice Board of the Appellate Side'.

C. GENERAL:

- Canvassing by any participant, in any form, will render its disqualification.
- 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 delinquent and/or which has been negligent in performing its duties thereby jeopardizing the interests of the Hon'ble Court, and in this regard, the decision of the issuing authority will be final. The selected participant should bear in mind that in case of any irregularities delinquency improper supply, delay in supply or servicing, Liquidated Damages up to 50% of billed Amount shall be realized by the Hon'ble court from the selected participant.
- The Hon'ble Court may issue Purchase Order in favour of any such participant whose Tender is valid and complete, and whose quotation/Offer has been reasonably regarded as substantially approvable. In this regard, the decision of the Competent Authority of this Hon'ble Court will be final and binding upon all concerned.
- The Hon'ble Court may cancel the instant process at any point of time without ascribing any reason whatsoever.

