



**HIGH COURT CALCUTTA  
MEDIATION CENTER**

5, Council House Street, Ground Floor, Kolkata – 700 001  
Ph: 033-2262-8768, Email: [calhc.ms.mcc@gmail.com](mailto:calhc.ms.mcc@gmail.com)

**No. Med/MS/103(Tender)/26**

**Date : 31.03.2026**

**NOTICE INVITING QUOTATION**

Name of Works: **Purchase of Computers, Printers and Scanners for The Mediation Centre, High Court, Calcutta**

Sealed Quotation are invited by the Member Secretary, Mediation and Conciliation Committee, High Court, Calcutta, from bona fide Contractors/Vendors/Suppliers, who have satisfactorily supplied similar type of gadgets during at least 02(two) for supplying of **Computers, Printers and Scanners** for use of The Mediation Centre, High Court, Calcutta.

**LIST OF GADGETS/ EQUIPMENTS TO BE PURCHASED**

Sl. No.	Item	Details of Item	Number of Unit
1.	<b>Sheet feed Scanner</b>	Should be able to scan Legal and A4 size documents both in JPEG and PDF format and the machine should be compatible with the windows 11 OS	3(three)
2.	<b>Desktop Computer</b>	All in One desktop Computer with at least 19 inch LED Monitor, integrated pop up webcam, Original Windows 11 or higher OS and storage minimum 1TB HDD/SSD, 8 GB RAM, 256 GB SSD and with i5 GEN6 processor or higher, HDMI/VGA/ETHERNET along with cordless keyboard and mouse of the same brand	3(three)
3.	<b>Printer</b>	LaserJet Monochrome printers with wifi facility and capable of printing both A4 and Legal size documents with a minimum printing speed of 20ppm	2 (two)

**General Terms and Conditions**

1. The intending participant will have to produce –  
Certificate of Bona fide from resourceful agency having 2 year experience of similar type of work in Govt./PSU Sector organization. P. Tax Registration no. & Current Challan, I. Tax Return for last 2 years, PAN, Trade License, P.T. Clearance Certificate, GST Regn. No and Credentials.  
All the above to be attached in the paper to be submitted by the bidders with their application.
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.
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. Item-wise separate rates should be quoted indicating price/unit and should be inclusive of all additional charges, G.S.T. etc., including necessary electrical works, labour charges, transportation, installation, demo and all other related and foreseeable expenditure in this regard.
5. Technical bid and financial (if separate) bid should be able to be distinguished clearly.
6. All rates quoted must be firm and no revision in the price quoted is allowed after quotations are opened.
7. Payment will be made after successful completion of work in favour of the successful Quotationer as per extant Government Rules and Orders.
8. Upon selection of quotation, concerned Service Centres/ Service Providers/ Franchisees/ Vendors/ Authorized Dealers/ Suppliers will have to repair the gadgets equipments strictly as per the OEM specification for the particular item and any defective or dead part should be replaced with the part of same brand and specification. The administration of the Hon'ble Court may ask for the original purchase receipt and details of the replaced part, if any, for any item or equipment listed hereinabove.
9. 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.
10. No advance payment/deposit, other than the Annual Maintenance Contract amount will be allowed.
11. Regarding the work/terms of payment and all other Terms and Conditions relating to the whole works, the decision of the Registrar General, High Court, Calcutta, is final and to be abide by.
12. Quotations in sealed envelope super-scribing as follows **Name of Work- Purchase of Computers, Printers and Scanners for The Mediation Centre, High Court, Calcutta-** To The Member Secretary, Mediation and Conciliation Committee, High Court, Calcutta, 5, Council House Street, Ground Floor, Kolkata - 700 001 and should reach on or before **10<sup>th</sup> April, 2026 upto 04:30 P.M. and will be opened on 13<sup>th</sup> April, 2026 at 04:00 P.M.**
13. 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.
14. 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.
15. Conditions for Annual Maintenance Contract should be given in the quotations in unequivocal terms and point-wise, which will not be allowed to be modified later on.
16. 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.

17. 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.
18. The Mediation Committee, High Court, Calcutta reserves the right to accept and/or reject any quotation without assigning any reason and in this connection no change can be made including necessary drawing of the quotation.
19. No work order will be given unless there is placement of fund.

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Member Secretary in -Charge  
Mediation and Conciliation Committee  
High Court, Calcutta  
**31.03.2026**