


**IN THE HIGH COURT AT CALCUTTA
MEDIATION CENTRE
5, Council House Street, Ground floor
Kolkata-70001**

**Notice Inviting Quotation
[No. H.C./Med/AN/105(Len)/2019]**

Quotations are invited in sealed envelope from all willing suppliers on the following terms and conditions for supply of sixty(60) number of flex, twenty(20) number of glow sign boards of different sizes, buffet counters, sound systems, lighting arrangements, V.I.P. Chairs, Chairs, Sofas, Carpets, two dimensional pillars and three dimensional pillars at different locations of High Court, Calcutta, Sesquicentenary building, Mediation Centre, Barasat District Court Complex, and Alipore Judges Court Complex on or before the **14th day of November, 2019 till 18th of November, 2019**. The quotation be submitted to the office of the undersigned by 4-30 p.m. on or before **08/11/2019**.


Member Secretary
Mediation and Conciliation
Committee, High Court, Calcutta

Date : 31.10.2019

A-SPECIFICATIONS & DETAILS OF THE ARTICLES TO BE SUPPLIED

Sl. No.	Type of Item required	Measurements	Place where to be supplied	Date
1.	Glow sign boards on specified mediation theme	5 feet x 3 feet (20 pieces) on rent basis with installation support	1. Calcutta High Court 2. Barasat Court 3. Alipore Judges Court	1. 14.11.2019 to 18.11.2019 2. 16.11.2019 3. 18.11.2019
2.	Flex non-glow brand boards on specified mediation theme	5 feet x 3 feet with installation support	1. Calcutta High Court 2. Barasat Court 3. Alipore Judges Court	1. 14.11.2019 to 18.11.2019 2. 16.11.2019 3. 18.11.2019
3.	V.I.P. Chairs	20 pieces on rent basis	Barasat Court	16.11.2019
4.	Sofas	Three pieces on rent basis	Barasat Court	16.11.2019
5.	Armless chairs with cover	80 pieces on rent basis	Barasat Court	16.11.2019
6.	Carpet	(i) 20feet x 20 feet at Barasat Court on rent basis & (ii) 30 feet x 10 feet at Alipore Court on rent basis	(i) Barasat Court (ii) Alipore Judges Court	(i) 16.11.2019 (ii) 18.11.2019
7.	Buffet counter on rent basis	For 100 guests	(i) Barasat Court (ii) Alipore Judges Court (iii) High Court, Sesquicentenary building	(i) 16.11.2019 (ii) 18.11.2019 (iii) 18.11.2019
8.	Public address system	Box, woofer and ten number of cordless microphones on rent basis with technical support	(iv) Barasat Court (v) Alipore Judges Court (vi) High Court, Mediation Centre	(iv) 16.11.2019 (v) 18.11.2019 (vi) 15.11.2019 to 18.11.2019
9.	Lighting system	Metal, spot and focus lights with installation support on rent basis	(vii) Barasat Court (viii) Alipore Judges Court (ix) High Court, Mediation Centre	(vii) 16.11.2019 (viii) 18.11.2019 (ix) 15.11.2019 to 18.11.2019

B-TERMS & CONDITIONS.

- 1) Separate quotation for each listed item should be submitted venue wise to the Member Secretary, Mediation and Conciliation Committee, High Court, Calcutta, in a sealed envelope on or before **08/11/2019** (between 11-00 and 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) Rates should be quoted taking into account the description, make, type, specification and quantity of the articles for which quotations have been invited.
- 3) Rates quoted should be inclusive of all applicable charges along with G.ST.
- 4) Willing suppliers submitting quotations should know that the articles supplied may have to be, if necessary, delivered to the different sites of High Court, Calcutta, Sesquicentenary building, Mediation Centre, Barasat District Court Complex, and Alipore Judges Court Complex.
- 5) The supplier may have to submit copies of such documents as Trade License and/or PAN etc as and when the Member Secretary, Mediation and Conciliation Committee, High Court, Calcutta may direct.
- 6) Conditional quotations will not be considered.
- 7) Willing suppliers submitting quotations should specify the address of its office and its Phone/Mobile number (and other contact numbers e.g. Fax, if available) for the purpose of communication in the event of urgency.
- 8) Canvassing on the part of a supplier submitting quotation will render the quotation liable to cancellation summarily.
- 9) This Hon'ble Court reserves the right to accept or reject any or all quotations and to cancel the process at any time prior to the award of contract for any reason whatsoever.
- 10) The summarise tenderer concerned supplier would have to supply articles strictly according to the description/make/type/specifications 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 against the supplier as it may consider appropriate.

Disclaimer :-

The High Court shall not be responsible for any loss/damage to the articles intended to be used in such venues and no claim(s) in this regard shall be entertained.

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