

IN THE HIGH COURT AT CALCUTTA

APPELLATE SIDE

Notice Inviting Quotation

(CM/45/19-20)

Memo no. 4935 CM

Dated: The 10th December, 2019.

Quotations are invited from all suppliers/vendors for supplying/ repairing/ painting etc. of the articles which are categorized and described in the below mentioned **list**. Willing suppliers / concerns 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 **17.12.2019**. Submission of Quotations by willing suppliers / concerns will be construed as their acceptance to all such terms and conditions.

Sd/-

Uttam Haldar

Assistant Registrar

(Court Management), A.S.

Date: 10.12.2019

NAME	PLACE	SPECIFICATION/ DESCRIPTION OF WORK	QUANTITY
Supply of wooden foot stools	At Court Room no. 19, The High Court at Calcutta	a. Dimension: H x L x B = 18inch x 12inch x 15inch, b. Material: Good quality teak wood, c. Teak polish finish, d. For more details kindly contact the A.C.O., Court No. 19, e. Successful vendor is required to execute the work within 07 (seven) days of issuance of the work order.	02 (two)
Repairing, polishing, re-cushioning etc. of old furniture	At the chamber of Deputy Registrar (Accounts), A.S., The High Court at Calcutta	a. Repairing, fitting, polishing and cushioning (replacement of the old felt with new one) of 01 (one) wooden table, used by D.R. (Accounts), b. Polishing and re-cushioning of seat and back of 01 (one) wooden chair, used by D.R. (Accounts), c. Fitting/ installation of 02(two) handles of drawers of an existing table, used by Assistant Registrar VI, d. Repairing of 01 (one) metallic chair (Godrej made) at the chamber of D.R. (Accounts), e. Polishing of 03 (three) wooden chairs, used by A.R.-VI and other two staff attached with G.P.F. Cell, Accounts Section, A.S., f. For more details vendors are requested to contact Deputy Registrar (Accounts), g. Vendors/ agencies are requested to submit their quotations after physical estimating the entire work, h. Vendors are directed to quote total cost to execute the work including all charges.	❖ 01 (one) table of D.R. (Accounts), ❖ 01 (one) wooden chair of D.R. (Accounts), ❖ 01 (one) table of A.R. VI, ❖ 01 (one) metallic chair of D.R. (Accounts), ❖ 03 (three) wooden chairs

TERMS AND CONDITIONS

1. Quotations should be **submitted to the A. R. (C.M.), A.S. on or before 17.12.2019 (between 11:00 A.M. to 16:30 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/45/19-20** superscripted in it.
 3. Rates should be quoted indicating price / unit and should be inclusive of all additional 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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