

IN THE HIGH COURT AT CALCUTTA

MEDIATION CENTRE

5, COUNCIL HOUSE STREET, GROUND FLOOR

KOLKATA-700001

Notice Inviting Quotation No. Med/MS/180/2020 Dated. 06.10.2020

Quotations are invited from the reputed Vendors/ service providers/franchisees for delivery and installation of the following decorative Glow and non-glow signboards and other decorative materials at the Mediation Centre, High Court, Calcutta as listed below as per the following the terms and conditions appearing hereunder, on or before **15.10.2020**, through e-mail only at calhc.ms.mcc@gmail.com. Submissions of Quotations by willing postal/courier service provider/franchisees will be construed as their acceptance of all such terms and conditions.

Sd/- Anirban Das

Registrar (Vigilance) Cum
Member Secretary
Mediation & Conciliation Committee
High Court, Calcutta

Date.06.10.2020

Specification and details -

| Sl. No | Elements | Size (w x h) (w x d x h) | Quantity | Place of installation |
|--------|--|-----------------------------|----------|---|
| 1. | GSB Backlit Glow Box with Backlit Star Flex & LED Illumination | 13ft x 3.4ft | 1 | Council House Street side, above the Main entrance |
| 2. | GSB Backlit Glow Box with Backlit Star Flex & LED Illumination | 4ft x 3ft | 1 | Council House Street side, Left side of the main entrance |
| 3. | GSB Backlit Glow Box with Backlit Star Flex & LED Illumination | 25ft x 3ft | 1 | Council House Street side, above the windows-Southern End |
| 4. | Iron Frame (1.5inch) with Black back Flex (Non Lit) | 4.5ft x 12.5ft Sqft | 3 | Council House Street side, in front of closed doors |
| 5. | Iron Frame (1.5inch) with Blackback Flex (Non Lit) | 19.3ft x 3.3ft Sqft | 1 | Council House Street side, above the of closed doors |
| 8. | Iron Frame (1.5inch) with Blackback Flex (Non Lit) | 3.5ft x 7ft Sqft | 7 | Council House Street side approach footpath/pathway |
| 9. | Metal Brass Name Plate | 4ft x 2ft | 1 | On the right side of the main entrance |
| 10. | Illumination with LED Metal (50wt: White/Warm) & Bracket | N.A. | 20 | Council House Street side as and where installable |
| 11. | Live plantation | 60 ft x 3 ft. | N.A. | Council House Street side of the building |
| 12. | Wooden/bamboo fencing | 80ftx1.5 ft | N.A. | Council House Street side of the building |

TERMS AND CONDITION

1. Quotations should be submitted to the Registrar (Vigilance) Cum Member Secretary Mediation & Conciliation Committee High Court, Calcutta **on or before 15.10.2020. (upto 17:00 hrs)** 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 or for non-delivery of the quotation for any reason whatsoever.
 2. Concerned Vendor/ service provider/franchisee 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 Vendor/ service provider/franchisee 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. Service providers are instructed to mention PAN number. in the quotation and copies of trade license and / or PAN etc. is to be submitted as and when the Registrar (Vigilance) Cum Member Secretary Mediation & Conciliation Committee High Court, Calcutta may direct.
 5. Composite 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, scaffolding, design and fitting charges, transportation and all other related and foreseeable expenditure in this regard..
 6. 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 Vendor/ service provider/franchisee.
 7. Quotations submitted by such service providers/franchisee who are reasonably believed to have either supplied improper articles or engaged in irregular / unethical activities shall not be considered.
 8. Conditional Quotations will not be considered.
 9. Willing Vendor/ service provider/franchisee 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 service providers/franchisee submitting Quotations will render its Quotations liable to cancellation summarily.
 11. This Hon'ble Court may award the contract to the Vendor/service providers/franchisee 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.**
 11. 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.
 12. **Upon selection of Quotations, concerned vendor/service provider/franchisee will have to deliver the articles strictly according to the description /specification provided in the instant notice.** In case of any deviation from this and any default regarding this on the part of a selected **Vendor/ service provider/franchisee**, the administration of this Hon'ble Court may take any or all such actions against the supplier as it may consider appropriate.
 13. Relevant bill(s) of expenditure can be submitted at the office of the Registrar (Vigilance) Cum Member Secretary, Mediation & 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.**
 14. **No advance payment/deposit will be allowed.**
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