

IN THE HIGH COURT AT CALCUTTA APPELLATE SIDE

TENDER NOTICE

No. 4034 R(Listing)

The 19th October, 2020

On behalf of the High Court at Calcutta, Sealed Tenders/Quotations are invited for supplying **50 (fifty) licences of video conferencing software “Microsoft Teams”** for conducting Court proceedings of this Hon’ble Court.

Terms & Conditions

1. Quotations should be submitted in the office of the Deputy Registrar(Computer), High Court, Calcutta, at the 2nd floor of the High Court Main Building on or before **05.11.2020 between 11.30 am and 3.30 pm** on any working day 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 4034 R(Listing) superscribed on it.
3. Only **Authorized Partners of Microsoft** may submit the bid. The bidder should submit document regarding authorization to the effect along with the bid.
4. All experienced bidders/concerns with valid PAN and G.S.T. Registration and with prior experience of similar nature of work in Government Sector will be eligible for submitting their Bids.
5. Rates should be quoted indicating price / unit and should be mentioned clearly of G.S.T.
6. Conditional quotations will not be considered.
7. Willing bidders submitting quotations, should specify the address of its office and its Phone / Mobile no, e-Mail Id for the purpose of quick communication in the event of urgency.
8. The rate quoted by the bidders shall remain fixed for entire duration of the contract and will not be changed/enhanced on any account.

9. This Hon'ble Court may award the contract to the supplier whose Quotations 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.**
10. The High court reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time.
11. Canvassing on the part of a bidder submitting quotation will render its quotation liable to cancellation summarily.

Sd./-
Registrar (Listing)