

IN THE HIGH COURT AT CALCUTTA, ORIGINAL SIDE
Notice inviting Quotation
No. Comp.(W/B)/Web/ 744 /2020 Dated: 24.11.2020

Sealed quotations are invited from all willing suppliers for supply of the item stated below: -

1 (One) No. of Scanner and copier cum printer along with two years warranty from Manufacturer or Authorized Dealer/ Partner, for the printing of Cause List, Original Side, following the specifications, terms and conditions appearing hereunder.

Sd/-
Joint Registrar Administration,
Original Side

Dated:24.11.2020

Specifications:

- Function : Print, scan and copy.
- Continuous output speed: 20 pages per minutes.
- Memory: 256 mb.
- Power source: 220-240 v, 50/60 Hz.
- For printer, resolution: 600 dpi.
- Standard : USB 2.0
- Operating system: windows 7,8,10.
- Scanning speed: max. 6 originals per minutes.
- Bundled drivers: TWAIN, SANE, Network TWAIN.
- Photographic printing.
- Multiple printing upto 99 copies.
- Resolution for copier : upto 600 dpi
- Zoom: from 50% to 200%
- Recommended paper size: standard paper trays : A3, A4, A5.

TERMS & CONDITIONS

- Quotation should be submitted in the Office of the Joint Registrar (Admin), O.S. , High Court, Calcutta at the High Court Main Building on or before **07.12.2020** (Between 11-30 a.m. and 4-30 p.m.) 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. The sealed tender will be opened on **07.12.2020 at 5 P.M.**
- Rates should be quoted taking into account the description, make, type specification and quantity of the article for which quotations have been invited.
- **Rates quoted should be inclusive of all applicable charges, taxes, duties and levies.**

- If the quotation of any supplier, which is not enlisted with this Hon'ble Court, is selected, the concerned supplier may have to submit copies of such documents as Trade License/ PAN etc. as and when the Joint Registrar (Admin), High Court, O.S. Calcutta may direct.
- Conditional Quotations will not be considered.
- Willing supplier submitting quotation should specify the address of its office and its Phone/ Mobile number (and other contact number e.g. Fax, if available) for the purpose of quick communication in the event of urgency.
- Canvassing on the part of a supplier submitting quotation will render its quotation liable to cancellation summarily.
- The 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. 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.
- Willing suppliers submitting quotations should know that the articles supplied may have to be, if necessary, delivered to the different sections/ offices of Original Side Establishment of the Hon'ble Court as per instruction of the Joint Registrar (Admin.), High Court, O.S. Calcutta.
- Upon selection of quotations, 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.
- **Bidders should have Tender Specific Authorization from Original Equipment Manufacturer (OEM).**