

**IN THE HIGH COURT AT CALCUTTA**  
**Appellate Side**

**NOTICE INVITING QUOTATION**

[PPC/12/Misc./04.12.20/20-21]

Sealed quotation(s) with unit-rate(s) including G.S.T & other applicable taxes, if any, are invited from otherwise eligible Dealer(s)/ Sub-Dealer(s) / reputed Concern(s) of the following articles for official use in the Appellate Side Establishment of this Hon'ble Court. Willing participants must carefully read all the terms and conditions. Submission of Quotations will be construed as their unquestioned acceptance of such Terms & Conditions.

Last date for submission of quotation is **14.12.2020**.

Date: 04.12.2020

Assistant Registrar (Ledger & Forms Sec.)  
High Court at Calcutta, A.S.

**ARTICLE WITH DESCRIPTION/ SPECIFICATION**

<b>Srl. No.</b>	<b><u>Item Type</u></b>	<b><u>Brand</u></b>
1	Red & blue pen, metal body	Linc/ Morrison
2	Gel pen	Linc executive etc
3	Pen	uni signo etc
4	Pen jotter	Linc/ Reynolds etc
5	Pen, use & throw	Fort/ Linc etc
6	Marker pen	Faber Castel etc
7	Highlighter pen	Faber castel etc
8	Correction pen	Faber castel etc
9	Eraz Ex, bottle	Faber castel/ kores etc
10	Refill gel	linc etc
11	Refill plain	linc /luxor etc
12	Refill uni signo	Linc etc
13	Refill, jotter	linc/ reynolds
14	Pencil HB	Apsara platinum /faber Castel
15	Red & blue pencil	Apsara/Nataraj etc
16	Pencil Sharpener	Faber castel/Nataraj etc
17	Pencil Earzer	Faber castel/Nataraj / etc
18	Stapler no. 10	kangaro etc
19	Stapler no. 45	HP-45, kangaro etc
20	Stapler no. 23/17	kangaro etc
21	Stapler pin no-10	kangaro/kores etc
22	Stapler pin no. 24/6(45)	kangaro/kores
23	Stapler pin no. 23/17	kangaro/kores etc
24	Cello tape, 1/2"	wonder etc
25	Cello tape. 1"	wonder etc
26	Cello tape, 2" white & brown	wonder etc
27	Self adhesive page marker	Oddy/desmat etc
28	Page marker plastic	good quality
29	Page marker, Highland 4x4 inch	good quality
30	Envelope, 28x12 cm , brown & white	good quality

31	Envelope 28x12 cm ,clothed pasting, green	good quality
32	Envelope 14x10 inch, clothed pasting, green	good quality
33	Envelope 16x12 inch, clothed pasting, green	good quality
34	Short hand note book, 200 pgs	Eagle, etc
35	Duplicate book, 1/8 size	shila etc
36	Awl (Phor) , wooden handle	good quality
37	Binder clip, 19 mmm	
38	Binder clip, 32 mm	
39	Binder clip, 41 mm	
40	Binder clip, 51 mm	
41	Box file	
42	Calculator, CT-555	Orpat etc
43	CD-R with plastic box	Moserbeer/ HP / Sony etc
44	CD-RW with plastic box	Moserbeer/ HP / Sony etc
45	Cotton tag, 50 pcs bundle	good quality
46	Computer cover , Full set	good quality
47	DVD-R with box	Moserbeer/HP/Sony etc
48	Desk memo stand	
49	Fax roll	Prima/ Kores etc
50	Gems clip, metal	Bell/zorex etc
51	Gems clip plastic	Bell/ Zorex etc
52	Gum tube, 20 ml	Fevigum etc
53	Clear glue stick	Kores/ Fevistick etc
54	Gum 5 lit jar	Synthetic Europa etc
55	Knife	Kangaro / Glaer etc
56	Pollution musk	good quality
57	Hand gloves	good quality
58	Magnetic pin	Bell/ king etc
59	Magnetic pin cushion	Good quality
60	Paper weight, glass	made good quality
61	Pen stand with date	good quality
62	Pen stand round	good quality
63	Pen & Pencil tray	Good quality
64	Punching machine single, FP-20	kangaro/etc
65	Punching machine double, DP-52	kangaro etc
66	Ribbon, LQDSI	
67	Stamp pad, 110x69 mm	Faber castel etc
68	Ink for stamp pad, 60 ml	Faber castel
69	Scissors	Kangaro/ Glaer etc
70	Scale plastic, 12"	Nataraj/Faber castel etc
71	Scale plastic , 6"	Nataraj/ Faber Castel etc
72	Scale metal, 12"	
73	Water pad	
74	Table top paper tray, FS size	Taj etc
75	Writing pad, 50 pages	
76	Writing pad, 100 pages	

**N:B: Quotations will be opened on 15.12.2020 at 12.00 Noon and the participants are requested to be present at the mentioned time AND if anyone remain absent at the time of opening quotations and his quotation is accepted, he will be bound to supply the articles at the quoted rates.**

### **TERMS & CONDITIONS**

#### **Supply**

Supply should be made within 3(three) working days from the date of receipt of work order.

**SUBMISSION OF QUOTATION:**

- a) Quotation must be submitted in the Office of the **Assistant Registrar VI** on or before **16-00 hours of 14.12.2020**. No quotation, even if complete, irrespective of whether hand delivered or sent by post etc., will be received after 16-00 hours of 14.12.2020.
- b) Quotation(s) **must be** accompanied with self-attested copies of/ Nos. (I) PAN, (II) GST Registration Certificate, (III) Trade License etc.
- c) Participant must clearly mention its Contact Address and Contact Numbers (Land line/ Mobile).
- d) Rate(s) may be quoted in the following format:

<i>Srl</i>	<i>Item Type</i>	<i>Brand Offered</i>	<i>Unit Rate including G.S.T. (Rate per unit)</i>

**PAYMENT:**

- a) The concerned office shall make payment to the selected suppliers within 90 (ninety) working days from the date of supply subject to the availability of fund and approval.

**GENERAL:**

- a) Canvassing in any form, will result in disqualification of the participant.
- b) The Hon'ble Court reserves the right to reject any quotation of a participant whose past performance has been held unsatisfactory and/or which has been delinquent and /or which has been negligent in performing duties hereby jeopardising the interests of the Hon'ble Court, and in this regard, the decision of the issuing authority will be final.
- c) It will be right of the Ld. Appropriate Authority of this Hon'ble Court to select **sample/brand** on the basis of quality if required, In this regard, the decision of the such authority will be final.
- d) The Hon'ble Court may issue Purchase Order(s) in favour of any such participant whose quotation is valid and complete, and whose quotation/ offer has been reasonably regarded as substantially approvable. In this regard, the decision of the Ld. Purchase Committee will be final.
- e) This Hon'ble Court may issue Purchase Order(s) [in favour of any such participant whose offer has been accepted] periodically, based upon actual periodical necessity of this Hon'ble Court subject to approval of the appropriate authority, throughout the bid-validity period (**one year from the date of acceptance**).
- f) Prospective participants must further take note that issuance of this Tender Enquiry does not necessarily mean that this Hon'ble Court is bound to purchase any particular quantity(s) of the listed article(s). As already mentioned, Purchase Order(s) may be periodically issued based upon actual necessity of this Hon'ble Court.
- g) The Hon'ble Court may cancel the instant process at any point of time without ascribing any reason whatsoever.

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