

IN THE HIGH COURT AT CALCUTTA
MEDIATION CENTRE
5,COUNCIL HOUSE STREET, GROUND FLOOR
KOLKATA-700001

Notice Inviting Quotation No. Med/MS/31(Tender)/2021 Dated. 03.02.2021

Quotations are invited from the reputed Vendors/ supplier/franchisees for delivery and installation of the following articles/furniture/materials at the Mediation Centre, High Court, Calcutta as listed below as per the following the terms and conditions appearing hereunder, on or before 10.02.2021. Submission of Quotations by willing Vendors/ service providers/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.03.02.2021

Name of work:-Supply of furniture for the official use at, the Mediation Centre, High Court, Calcutta,5 Council house street, Ground floor, Kolkata-700001

Nature of Work	Specification	Brand	Quantity
Supreme Ornate Plastic Cushion Chair	Twenty five(25) pieces with beige colour cushion cover	Supreme	Twenty(20) pieces
Solid wooden tea table	Length- 3 feet 3 inches, width- 2 feet, height- 1.5 feet, made of Akashmoni wood and topped with 10mm brown glass with wooden frame	Any brand or Local made	Nine(09) pieces
Sofa Set	Bey wood sofa set W (3+1+1)	Steelco Furniture, Kolkata	Three(03) sets of (3+1+1)
Wooden meeting table	Solid wood and termite proof, weather proof plywood Length-4'10" Breadth – 3' Height – 2'4"	Any brand or Local made	Three(03) pieces

TERMS AND CONDITIONS

1. Quotations should be submitted to the Registrar (Vigilance) Cum Member Secretary Mediation & Conciliation Committee High Court, Calcutta on or before 10.02.2021. (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 Vendors/ suppliers/franchisees 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 Vendors/ suppliers/franchisees 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.

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. Item wise bidding will not be accepted. The bid should be for the entire requirement as mentioned in the notice with separate mention of cost of each item distinctly. Technical bid and financial bid should be able to de distinguished clearly.

14. 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 Vendors/ suppliers/franchisees, the administration of this Hon'ble Court may take any or all such actions against the supplier as it may consider appropriate.

15. 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.

16. No advance payment/deposit will be allowed.
