


IN THE HIGH COURT AT CALCUTTA
APPELLATE SIDE

Notice Inviting Quotation
(CM/01/18-19)

Quotations are invited from all suppliers/vendors for supply of such articles the names, specifications etc. of which are categorized and described in the below mentioned list. Willing suppliers / concerns must submit their Quotations, in sealed envelopes, to the Deputy Registrar (Court Management) of the Appellate Side Establishment following the **terms and conditions** appearing hereunder on or before **09.04.18**. Submissions of Quotations by willing suppliers / concerns will be construed as their acceptance of all such terms and conditions.

Sd/-
Amit Dutta
Deputy Registrar
(Court Management), A.S.

Date: 02.04.2018

NAME	PLACE	SPECIFICATION/JOB DESCRIPTION	Completion Period (From the Dt. Of receipt of the Work Order)	QUANTITY
Supply and fitting of curtains with linen	At the chamber of Hon'ble Justice Ravi Krishan Kapur	<p>a. Dimension:- <u>Main door curtain-</u> height-84inch, 3 parts <u>Southern side window-</u> Height-108inch, 5 parts <u>Eastern side window (A)-</u> Height-108inch, 5 parts <u>Eastern side window (B)-</u> Height-96inch, 2 parts <u>Toilet door-</u> Height-78inch, 2 parts <u>Toilet window-</u> Height- 72inch, 2 parts</p> <p>b. Colour and cloth of curtains:- Sample cloth is available with Abhijit Bose, Assistant Registrar (Court Management)</p> <p>c. For other details please contact Assistant Registrar (Court Management)</p>	7 days	19 parts
Supply of one computer table	At the chamber of Hon'ble Justice Ravi Krishan Kapur	<ol style="list-style-type: none"> 1. Waterproof plywood of Greenply/Austin brand to be used, 2. Dimension: 4ft(length) X 2ft (height) X 30inch (breath) 3. The table will look like as follows: 	07 days	01 (one)
Supply of Godrej bookshelf	At the chamber of Hon'ble Justice Ravi Krishan Kapur	Same as at the chamber of His Lordship	07 days	01 (one)
Supply of new wooden chairs with cushion	At the chamber of Hon'ble Justice Ravi Krishan Kapur	<ol style="list-style-type: none"> a. As used by the Hon'ble Judges of this Hon'ble Court. b. Very good quality teak wood to be used as material. 	07 days	03 (three)

Supply of wooden high back chairs for Hon'ble Judges	Mediation Centre, High Court, Calcutta, 5, Council House Street, Ground Floor, Kolkata-700001	a. As used by the Hon'ble Judges of this Hon'ble Court. b. Very good quality teak wood to be used as material.	07 days	6 (six)
Supply of steel almirah	Committee Clerk's Department	a. Height- 78inch, width-36inch, Depth- 19inch b. Four shelves and five compartments c. With lock and key facility and handle d. Weight of the almirah should be about 70 kgs e. Weight will be measured by the weighing machine of this Hon'ble Court in presence of A.R. (C.M.) f. Under weight almirah will be rejected and necessary action will be taken including black listing of the Concern.	07 days	2 (two)

TERMS AND CONDITION

1. Quotations should be **submitted to the D. R. (C.M.), A.S. on or before 09.04.2018 (between 11:00 A.M. to 16:30 P.M.)** 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 **CM/01/18-19** superscripted in it.
3. Rates should be quoted indicating price / unit and should be inclusive of all additional charges.
4. Willing suppliers submitting Quotations should know that the Hon'ble Court may procure **such quantity of listed articles** as it may consider necessary, and that, supply of articles is to be made within such date as the Hon'ble Court may consider convenient and to the different sections / offices of Appellate Side Establishment of the Hon'ble Court as per instruction of the Deputy Registrar (Admn.) High Court, A.S. Calcutta.
5. Suppliers are instructed to mention PAN no. in the quotation and copies of trade license and / or PAN etc is to be submitted as and when the D. R. (Administration), High Court, A. S., Calcutta may direct.
6. Quotations submitted by such suppliers who are reasonably believed to have either supplied improper articles or engaged in irregular / unethical activities shall not be considered.
7. Conditional Quotations will not be considered.
8. Willing suppliers 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.
9. Canvassing on the part of a supplier submitting Quotations will render its Quotations liable to cancellation summarily.
10. This 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.**
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 supplier will have to supply articles strictly according to the description / make / type / specification / stipulated completion time (if any) 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 including cancellation of the *work order* against the supplier as it may consider appropriate.
