

NOTICE FOR TENDER

Commercial Court, Rajarhat, North 24 Parganas New Town Kolkata-156

Quotations are invited from registered co-operatives/ reputed agencies in physical/scanned form for supply of office item on the basis of need and requirement after physical verification of the same. The list of office item is attached in Annexure I

Terms and Conditions:

1. Preference shall be given to an agency approved by the Central/ State Govt.
2. Payment shall be made on full satisfaction of this authority after delivery and installation of all the materials necessary, subject to the rates as permissible by the Govt. of West Bengal.
 - a. Quotations must be submitted along with copy of PAN, Bank Details and GST Registration.
3. The equipments supplied/ replaced/ repaired shall be in compliance to the specification and shall be competence or of best quality.
 - a. The supplier/ bidder will be responsible for any damage during transit.
 - b. The contract shall be deemed terminated if the quality of the supplied articles is not as per with the full satisfaction of this authority.
 - c. Warranty period, if applicable shall be mentioned in the quotations.
4. The bidder must have experience of at least 3 years in execution similar jobs in the Govt. Sector/ any PSU and must have sufficient economic capability to execute the work and also must have successful proven track record to implement the work as prescribed.
5. The quotation containing the lowest rate including GST shall be accepted.
6. Different taxes such as GST, IT, etc. will be deducted at source as per rule of the Government.
7. Payments will be made depending on the availability of allotment of fund.
8. The undersigned reserves the absolute right to accept or reject any or every quotation including the lowest one and without assigning any reason what so ever.
9. Quotation is to be submitted to the Office of the undersigned by **2 : 30 p.m.** on or before **21.01.2022** physically or through the following Email ID:

commercialcourtrajarhat@gmail.com
commercial.rajarhat@indiancourts.nic.in

Scope of Work

1. Supplying ,fitting & fixing of Stationery articles.
2. Recycled/refilled items will not be accepted.
3. Delivery of Steel almira at Commercial Court, Rajarhat.

Date : 05/01/2022

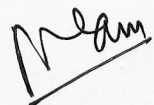
**Judge,
Commercial Court at Rajarhat**

No. CC/R/2022/04 (6)

Dated: 05.01.2022

Copy forwarded with a request to kindly publish this order in the concerned websites and also the notice boards of the concerned offices to:-

1. The Ld. Registrar, Commercial Court Division, High Court at Calcutta,
2. The Ld. District Judge, North 24 Parganas, Barasat,
3. Treasury officer , Bidhannagar,
4. The District Magistrate, North 24 Parganas, Barasat.
5. Notice Board.
6. Office Copy.



**Judge,
Commercial Court at Rajarhat**

**Judge
Commercial Court at Rajarhat**

Annexure I

<u>Sl No.</u>	<u>Items</u>	<u>Quantity</u>
1.	A4 Paper Sheet	02 Cartoon
2.	Legal Paper Sheet	02 Cartoon
3.	Naphthalene	2 Packet
4.	Handwash	04 Pc
5.	Large Envelope	100 Pc
6.	Stapler Pin(Small)	1 Box
7.	Stapler Pin(Big)	1 Box
8.	Cover File	24 Pc
9.	Sellotape (Big)	2 Pc
10.	Ball Pen (Blue)	1 Pack
11.	Ball Pen (Red)	1 Pack
12.	File Folder Tag	100 Pc
13.	Mask N-95	36 Pc
14.	Sanitizer (Lifebuoy)	5 Ltr.
15.	Correction Tape	3 Pc
16.	Plastic Folder	24 Pc
17.	Room Spray	4 Pc
18.	Stamp Pad	2 Pc
19.	Permanent Marker	3 Pc
20	Big Stapler	2 Pc