

IN THE HIGH COURT AT CALCUTTA

Appellate Side

NOTICE

[Memo NO PPC 01(shredder)/22-23 dated 22.07.22]

Sealed quotations are invited from such participants who are reputed supplier of **Paper Shredder Machine** for Hon'ble Judges. Specification is as follows.

1. **Automatic paper shredder machine, 2. Shredding capacity 70 GSM or better 3. Shredder speed 3000 mm/ min or better 4. Number of years of warranty – 3 years. 5. Capacity of waste bin – 30 lit or more.**
2. **Chamber Number – SCB – 01 , 15 , 03.**
3. **Evaluation to be done as per unit price basis.**
4. **Bid to be submitted by respective bidder as per unit basis.**

All willing participants are advised to carefully read the 'Terms & Conditions' of the instant Notice carefully before submitting quotation(s). Submission of quotation by willing and otherwise eligible participant(s) will be construed as its/their acceptance of all the said 'Terms & Conditions'.

The Last Date for submission of quotation, in the manner prescribed hereunder, is 01.08.2022

Date: **22.07.2022**

Assistant Registrar VI

TERMS & CONDITIONS

A. SUBMISSION OF QUOTATION:

1. **QUOTATION must be submitted** along with copy of PAN valid and copy of GST registration certificate.
2. Tenders must be **addressed to Deputy Registrar Accounts High Court, A.S, Calcutta** 'and superscribed '**PPC/ 01** and submitted in the office of the **Deputy Registrar (Accounts)** on or before **01.08.2022** .No quotation, even if complete, irrespective of whether hand-delivered or sent by Post etc., will be received after 14-00 hours of 01.08.2022.

B. OPENING OF QUOTATION:

1. Quotation, if considered valid and complete, will be opened jointly by Joint Registrar General Administration II and Deputy Registrar Accounts any subsequent declaration pertaining to the instant '**Notice**' will be published in the same 'Notice Board of this institution.

C. GENERAL:

1. Canvassing by any participant, in any form, will render its disqualification.
2. 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 its duties thereby jeopardizing the interests of the Hon'ble Court, and in this regard, the decision of the issuing authority will be final.
3. The Hon'ble Court may issue Purchase Order in favour of any such participant whose Tender is valid and complete, and whose quotation/Offer has been reasonably regarded as substantially approvable. In this regard, the decision of the Competent Authority of this Hon'ble Court will be final and binding upon all concerned.
4. The Hon'ble Court may cancel the instant process at any point of time without ascribing any reason whatsoever.
5. Subsequent to issuance of Purchase/Demand Order, in favour of any such participants whose quotation is valid and complete and whose quotation/offer has been reasonably regarded as substantially approvable. In this regards, the decision of the Competent Authority of this Hon'ble Court will be final and binding upon all concerned.

D. PARTICULARS & RATES THAT QUOTATION MUST CONTAIN

1. Period of warranty should be for 3(three) years time.