IN THE HIGH COURT AT CALCUTTA Appellate Side

NOTICE INVITING TENDER

[PPC/_02_/N/N.I.Q/22-23]

Sealed Tenders are invited from experienced concerns for procurement of paper shredder machine for the Hon'ble Institution.

Specification as below.

Type / Cutting style - Cross Cut

Shred capacity - minimum 130 sheets of 75 gsm paper must be able to shred CD stapler, paper clips FS /A4 size paper.

Shred size (in mm) -4x50 or more

Working width – minimum 225 mm

Bin capacity – minimum 25.5 lit

Dimension (in Cm) - height 44cm maximum width 32 maximum

All willing participants are advised to carefully read the Terms & Conditions' of the instant Notice carefully before submitting Tender(s). Submission of Tender(s) 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 Tenders, in the manner prescribed hereunder, is 15.09.2022.

Date: 09.09.2022 Assistant Registrar VI, A.S

TERMS & CONDITIONS

A. SUBMISSION OF TENDER:

- **1.** <u>Tender(s) must be submitted inprescribed format(kindly vide Annexure –A to the instant Notice)</u>, along with copy of PAN.
- 2. Tenders must be addressed to 'Deputy Registrar (Accounts), High Court, A.S, Calcutta'and superscribed'PPC/02' and

submitted in the office of the **Assistant Registrar-VI**, **A.S** on or before **14-00 hours of 15.09.2022**. No Tenders, even if complete, irrespective of whether hand-delivered or sent by Post etc., will be received after 14-00 hours of 15.09.2022.

3. Agencies authorised by the O.E.M will be preferred.

B. OPENING OF TENDER:

1. Tenders, if considered valid and complete, will be opened jointly by Joint Registrar (General Administration-II), A.S and Deputy Registrar (Accounts), A.S/Asstt. Registrar-VI, A.S, and any subsequent declaration pertaining to the instant 'Notice Inviting Tender' will be published in the Notice Board of the A.S.

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 Tender 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 Tender/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.