

In the High Court at Calcutta
MEDIATION CENTRE
5, COUNCIL HOUSE STREET, GROUND FLOOR,
KOLKATA – 700001

Notice Inviting Quotation No. MED/MS/193(Tender)/2022 dated 21.06.2022

Quotations are invited from the reputed Service Centres/Service Providers/Franchisees/Vendors/Authorized Dealers/Suppliers for maintaining and repairing the following gadgets equipments on yearly contract basis at the Mediation Centre, High Court, Calcutta as listed below as per the following terms and conditions appearing hereunder, on or before the 30.06.2022. Submissions of quotations by willing Service Centres/Service Providers/Franchisees/Vendors/Authorized Dealers/Suppliers will be construed as their acceptance of all such terms and conditions.

Member Secretary
Mediation and Conciliation Committee
High Court, Calcutta

Date: 21.06.2022.

NAME OF WORK: Annual Maintenance Contract – Mediation Centre, High Court, Calcutta.

LIST OF GADGETS/EQUIPMENTS FOR ANNUAL MAINTENANCE CONTRACT

Sl.No.	Item	Details of Item	Date of Purchase/ Year of Installation	Number of Unit	Present Status
1.	Refrigerator	Whirlpool 6 th Sense Active Fresh	2020	1 (one)	Running OK
2.	Oven Toaster Griller	Bajaj Majesty 2800 TMC SS	2020	1 (one)	Running OK
3.	LED TV Set	Panasonic Model: TH-43GS655DX/2019 Screen Size: (43")	2020	4 (four)	Running OK
		Panasonic Model: 49FS630D LED SET Screen Size: (50")	2020	1 (one)	
		LLOYD Model: L43FN2/2018 Screen Size: (43")	2020	1 (one)	
4.	Photocopier/Scanner	Brother Model No.: DCP- L3551CDW Sl.No. E79051H9N606836	2020	1 (one)	Running OK
5.	Sheet feed Scanner	FUJITSU Fi-7040 SCANNER SR. No. AM5A223276, AM5A223277	February, 2018	2 (two)	Running OK
6.	Water Purifier	Aquaguard Hot N Cold (RO+UV) Water Purifier	2019	2 (two)	Running OK

7.	Printer	LEXMARK MS415 DN LASER PRINTER	February, 2018	2 (two)	Running OK
		LEXMARK CS310DN LASERJET PRINTER	February, 2018	1 (one)	
		Canon Image Class LBP6030W	March, 2020	2 (two)	
		HP Desk Jet Ink Advantage 3835 Print FAX Scan copy web Serial No. CN97P8Q5X9 FPU No. F5R96-64009 HP	April, 2019	1 (one)	
8.	Desktop Computer	DELL OPTIPLEX 5050MT Sr. No. 14PDFN2, 154BFN2, 14L8FN2 DELL 19.5" Monitor	February, 2018	3 (three) Sets	2(two) dead & 1 (one) OK
		HP Slim S01-PF0305IN DESKTOP Sr. No. 4CE002HX1	March, 2020	1 (one) Set	Running OK
		Windows 08 Assembled DESKTOP Computer With 1 TB Hard Disk	February, 2022	1 (one)	Running OK
9.	CC TV System	HWCHEN32204-32 Channel Honeywell NVR with 7 Honeywell HWCHBD2PER1 IP Bullet Cameras 16 Nos. HWCHED2PER3 IP Honeywell Dome Cameras and 1 No. 6 TB Seagate Surveillance Hard Disk	March, 2020	23 (twenty- three)	Running OK
10.	Home Theatre Sound System	SONY HT-IV300//M E12 HOME THEATRE SYSTEM	February, 2020	1 (one)	Running OK
11.	DVD Player	LG BP250 BLUE RAY DVD PLAYER SET	February, 2020	2 (two)	Running OK
12.	Epson Hanging Projector with Motorize Screen	Epson Projector Model No. EB. S-41 Motorized Projection Screen (Size: 6'x4')	February, 2020	1 (one)	Running OK
13.	Paper Shedder	SToK ST-30CC MAX.8 Sheets/one time (A4)	2021	1 (one)	Running OK
14.	Laptop	HP Notebook 14q-Cs0017tu Sr.No. 5CG9455VTJ	March, 2020	1 (one)	Running OK
15.	Android Mobile Phone	Redmi 9 Power 4 GB / 64 GB Product Model – M2010J19SI	May, 2021	1 (one)	Running OK

- Onsite inspection by interested parties for each of the aforesaid item(s) may be arranged on prior appointment basis during this notice period only. In this regard, the Mediation Centre, High Court, Calcutta, may be contacted at (033) 2262-8768 or 7890288749 during the office hours only.

TERMS AND CONDITIONS

1. Quotations should be submitted to the Member Secretary, Mediation and Conciliation Committee, High Court, Calcutta on or before 30.06.2022 (upto 04:30 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 or for non-delivery of the quotation for any reason whatsoever.
2. Concerned Service Centres/Service Providers/ Franchisees/Vendors/ Authorized Dealers/ Suppliers 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 Service Centres/Service Providers/ Franchisees/ Vendors/ Authorized Dealers/ Suppliers 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 Centres/Service Providers/Franchisees/Vendors/Authorized Dealers/Suppliers are instructed to mention PAN number in the quotation and copies of trade licence and/or PAN etc., is to be submitted as and when the Member Secretary, Mediation and Conciliation Committee, High Court, Calcutta may direct.
5. Item-wise separate 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, transportation, installation, demo 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 Service Centres/Service Providers/Franchisees/Vendors/Authorized Dealers/Suppliers.
7. Quotations submitted by such Service Centres/ Service Providers/ Franchisees/ Vendors/ Authorized Dealers/ Suppliers, who are reasonably believed to have either supplied improper articles or engaged in irregular/unethical activities shall not be considered.
8. Conditions for Annual Maintenance Contract should be given in the quotations in unequivocal terms and point-wise, which will not be allowed to be modified later on.
9. Willing Service Centres/Service Providers /Franchisees /Vendors/ Authorized Dealers/ Suppliers submitting quotations should specify the address of its office and its phone/mobile number for the purpose of quick communications in the event of urgency.
10. Canvassing on the part of a Service Centres/ Service Providers/ Franchisees/ Vendors/ Authorized Dealers/ Suppliers submitting quotations will render its quotations liable to cancellation summarily.
11. This Hon'ble Court may award the contract to the Service Centres/Service Providers/Franchisees/Vendors/Authorized Dealers/Suppliers item-wise as per the above list; whose quotation(s) will be determined to be substantially responsive and who has quoted the lowest evaluated price, item-wise. 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 quotation 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. Technical bid and financial (if separate) bid should be able to be distinguished clearly.

14. Upon selection of quotation, concerned Service Centres/ Service Providers/ Franchisees/ Vendors/ Authorized Dealers/ Suppliers will have to repair the gadgets equipments strictly as per the OEM specification for the particular item and any defective or dead part should be replaced with the part of same brand and specification. The administration of the Hon'ble Court may ask for the original purchase receipt and details of the replaced part, if any, for any item or equipment listed hereinabove.

15. Relevant bill(s) of expenditure can be submitted at the office of the Member Secretary, Mediation and 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, other than the Annual Maintenance Contract amount will be allowed.

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