

IN THE HIGH COURT AT CALCUTTA

APPELLATE SIDE

Notice Inviting Quotation

(CM/57/23-24)

Memo no. 5189 CM

Dated: The 12th December, 2023.

Quotations are invited from all reputed suppliers/concerns/ vendors for repairing/ polishing/ supplying etc. of the articles which are categorized and described in the below mentioned **list**. Willing suppliers / concerns/ vendors must submit their Quotations, in sealed envelopes, to the Assistant Registrar (Court Management) of the Appellate Side Establishment following the **terms and conditions** appearing hereunder on or before **19.12.2023**. Submission of Quotations by willing suppliers / concerns/ vendors will be construed as their acceptance to all such terms and conditions.

Sd/-

Biplab Haldar

Deputy Registrar

(Court Management), A.S.

Date: 12.12.2023

JOB NAME	PLACE	SPECIFICATION/ DESCRIPTION OF WORK	QUANTITY
Polishing of furniture	Chamber of the Hon'ble Justice Arijit Banerjee	<ul style="list-style-type: none">➤ Polishing of all the wooden chairs and tables at the chamber of the Hon'ble Justice Arijit Banerjee and the chamber of the P.A. to His Lordship.➤ For number of furniture items to be polished and other details kindly contact the P.A. to His Lordship through the Court Management Dept., High Court, Calcutta, A.S.➤ Successful vendor/ supplier/ concern (s) is/are required to execute the work within 07 (seven) days of issuance of the work order.➤ Willing vendors are requested to submit their quotations indicating the total amount including all the taxes and charges.	To be confirmed by the willing vendors in consultation with the P.A. to His Lordship
Shampoo cleaning of sofa		<ul style="list-style-type: none">➤ Shampoo cleaning of the sofa set, lying at the chamber of the Hon'ble Justice Arijit Banerjee,➤ For specification and other details of the work kindly contact the P.A. to His Lordship through the Court Management Dept., High Court, Calcutta, A.S.➤ Successful vendor/ supplier/ concern (s) is/are required to execute the work within 07 (seven) days of issuance of the work order.➤ Willing vendors are requested to submit their quotations indicating the total amount including all the taxes and charges.	
Supply and fitting of new curtains with lining		<ul style="list-style-type: none">➤ Supply and fitting of new curtains with lining at the chamber of the Hon'ble Justice Arijit Banerjee,➤ Specifications: Curtains for 06 (six) doors and 02 (two) windows,➤ Sample cloth, lying in the Court Management Department,➤ For measurement and other details kindly contact the P.A. to His Lordship through the Court Management Dept., High Court, Calcutta, A.S.➤ Successful vendor/ supplier/ concern (s) is/are required to execute the work within 07 (seven) days of issuance of the work order.➤ Willing vendors are requested to submit their quotations indicating the total amount including all the taxes and charges.	
Supply of new mattress	Hon'ble Judges Guest House, Bijan Bhawan, Salt Lake, Kolkata 700097	<ul style="list-style-type: none">➤ Supply of 06 (six) new single mattresses at the Bijan Bhawan with the following specifications:<ul style="list-style-type: none">a) Dimension: 6.5 ft x 3 ft x 4 inch (length x breadth x thickness),b) Material: Coir and high density foam.➤ For specifications and details kindly contact the Court Management Department, High Court, Calcutta, A.S.➤ Successful vendor/ supplier/ concern (s) is/are required to execute the work within 07 (seven) days of issuance of the work order.➤ Willing vendors are requested to submit their quotations indicating the total amount including all the taxes and charges.	06 (six)
Supply of new wooden back rest	Court Management Department, High Court, Calcutta	<ul style="list-style-type: none">➤ Supply of 05 (five) new wooden backrests at the Court Management Department,➤ Sample is lying in the Court Management Department, High Court, Calcutta.➤ For specifications and details kindly contact the Court Management Dept., High Court, Calcutta, A.S.➤ Successful vendor/ supplier/ concern (s) is/are required to execute the work within 07 (seven) days of issuance of the work order.➤ Willing vendors are requested to submit their quotations indicating the total amount including all the taxes and charges	05 (five)
Supply of new doormats	Court Management Department, High Court, Calcutta	<ul style="list-style-type: none">➤ Supply of 03 (three) new doormats at the Court Management Department for the Hon'ble Judges' Lift,➤ For specifications and details kindly contact the Court Management Dept., High Court, Calcutta, A.S.➤ Successful vendor/ supplier/ concern (s) is/are required to execute the work within 07 (seven) days of issuance of the work order.➤ Willing vendors are requested to submit their quotations indicating the total amount including all the taxes and charges.	03 (three)
Repairing and polishing of Ejlash Chair	Court Management Department, High Court, Calcutta	<ul style="list-style-type: none">➤ Thorough repairing and polishing of a broken ejlash chair, lying at the Court Room no. 654,➤ For specifications and details kindly contact the Court Management Department, High Court, Calcutta, A.S.➤ Successful vendor/ supplier/ concern (s) is/are required to execute the work within 07 (seven) days of issuance of the work order.➤ Willing vendors are requested to submit their quotations indicating the total amount including all the taxes and charges.	01 (one)
Supply of new table top glass	Chamber of the Hon'ble Justice Hiranmay Bhattacharyya	<ul style="list-style-type: none">➤ Supply and fitting of a new table top glass for a table, lying at the chamber of the Hon'ble Justice Hiranmay Bhattacharyya (MB-32),➤ For dimension of the glass vendors are requested to contact the P.A. to His Lordship,➤ Successful vendor/ supplier/ concern (s) is/are required to execute the work within 07 (seven) days of issuance of the work order.➤ Willing vendors are requested to submit their quotations indicating the total amount including all the taxes and charges.	01 (one)

TERMS AND CONDITIONS

1. Quotations should be **submitted to the A. R. (C.M.), A.S. on or before 19.12.2023 (between 11:00 A.M. to 4:30 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/57/23-24** superscripted in it.
 3. Rates should be quoted indicating price / unit and should be inclusive of all additional taxes/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. Successful vendor/ agency is required to execute the work within 07 (seven) days of issuance of the work order.
 9. 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.
 10. Canvassing on the part of a supplier submitting Quotations will render its Quotations liable to cancellation summarily.
 11. 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.**
 12. 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.
 13. **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.
 14. **Vendors/suppliers are instructed to submit copy of valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017. Original copy may have to be produced if authority directs.**
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