

IN THE HIGH COURT AT CALCUTTA
Appellate Side

NOTICE INVITING TENDER
[PPC/02/STATIONERY/N.I.Q/16-17]

Sealed Quotations are invited by the Deputy Registrar (Accounts), Appellate Side, Calcutta High Court from reputed & interested suppliers, dealers, whole-sellers (including all registered Cooperative Societies) for supply of all types of misc. articles for the financial year 2016-17 for use Judges' Guest House at Bijan Bhawan, Salt Lake of this Hon'ble Court.

Willing participants must carefully read the Terms & Conditions of the instant Notice. Submission of Quotation by a participant will be construed as its acceptance of all such Terms & Conditions.

The last date for submission of Quotations is 30.04.2016.

18.04.2016

Deputy Registrar (Accounts), A.S

TERMS & CONDITIONS

A. SUBMISSION & ELIGIBILITY:

1. Quotations must be submitted in **gala sealed envelopes with PPC/02/STATIONERY/NIQ/2016-17 super scribed on it (not stapled or taped)**
2. Quotations must be submitted **in the office of Assistant Registrar-VI, A.S on the working days only between 11.30 am to 4.30 p.m from 18.04.2016 to 30.04.2016.** No Quotations, whether hand-delivered or sent by courier/post etc, will be received after 4.30p.m of 30.04.2016.
3. **Quotations must be accompanied with (a) copy of PAN of the participant, (b) copy of VAT registration. (c) Quotation should be properly signed and stamped. (d) Quotation must contain Profession Tax Challan showing up to date payment of the same. (e) Quotation must be accompanied with copy of valid Trade Licence & IT Return for AY-2015-16 with proper acknowledgement of the IT Deptt.**
4. Rates should be quoted freshly in English Type Written Form, No erasing or over writing will be allowed and rates should be inclusive of all taxes, charges, levies, vat if any, etc.

B. PAYMENT

5. Relevant rules and procedural formalities may require the Administration of this Hon'ble Court to move the Government of West Bengal for Administrative Approval etc, and as such, **payment(s) shall be released only after obtaining such approval etc from the said Government.** This office shall make payment to the selected Supplier within 90(ninety) working days subject to the availability of fund and approval.

PPC/02/STATIONERY/N.I.Q./16-17

LIST OF ARTICLES REQUIRED FOR JUDGES' GUEST HOUSE AT BIJAN BHAWAN,
HA-334, SALT LAKE, SECTOR-III, KOLKATA.

<u>ITEMS</u>	<u>RATE/ITEM(in Rs.)</u>
1. RICE POT (CLAYCRAFT) – 30NOS.	
2. GLASS (YEAR) - 100NOS.	
3. SERVICE SPOON (STEEL) -24NOS.	
4. SALT POT (PLASTIC) -24NOS.	
5. PLASTIC WATER JUG -24NOS.	
6. GLASS WATER JUG -60NOS.	
7. PLASTIC BOTTLE - 24NOS.	
8. SOUP BOWL with SPOON (CLAY CRAFT6)– 40NOS.	
9. SMALL BOWL (CLAY CRAFT) – 40NOS.	
10. TEA SPOON (STEEL) - 60NOS.	
11. TABLE SPOON (STEEL) -60NOS.	

12. DINNER PLATE (CLAY CRAFT)- 60NOS.
13. QUARTER PLATE (CLAY CRAFT) – 60NOS.

ITEMS

RATE/ITEM(in Rs.)

14. SAUCE PAN FOR TEA (1 BIG + 1 SMALL)
15. KNIFE (VEG CUTTING) (CRYSTAL) – 6NOS.
16. TRAY (fibre) (white colour) -20NOS.
17. CHOPPING BOARD (PLASTIC) – 1NO.
18. FORCEPS (IRON - 2NOS.
19. TABLE MAT- 36NOS
20. TABLE CLOTH- 12NOS
21. DOUBLE BED SHEET (BOMBAY DYEING) (WHITE) – 60NOS.
22. SINGLE BED SHEET (BOMBAY DYEING) (WHITE) -100NOS.
23. BEDCOVER (COLOUR+GOODQUALITY+BOTH SIDE USE) – 24NOS.
24. SMALL PILLOW (SOFT COTTON) – 36NOS.
25. WHITE HEAD PILLOW COVER – 36NOS.
26. COLOUR HEAD PILLOW COVER – 24NOS.
27. SIDE PILLOW COVER COLOUR – 36NOS.
28. DOOR MAT (BIG SIZE) – 12NOS.

ITEMS _

RATE/ITEM(in Rs.)

- 29. FOOT MAT (SMALL SIZE CLOTH MADE) – 50NOS.
- 30. PEDAL BIN - 12NOS.
- 31. SINGLE MATTRESS – 6NOS.
- 32. WASTE BOWL (PLASTIC) - 6NOS.
- 33. EMERGENCY LAMP- 6NOS.
- 34. SCISSORS – 2NOS.

SIGNATURE WITH DATE & STAMP