

IN THE HIGH COURT AT CALCUTTA
Appellate Side

NOTICE INVITING QUOTATION
[PPC/09/N/NIQ/15-16]

Sealed Quotations, in **prescribed Quotation Forms**, are invited from such vendors who will strictly conform to the **Eligibility Conditions** contained herein for supply of 156 different types of stationery and miscellaneous articles in the Appellate Side Establishment of this Hon'ble Court during the period **01.06.2015 – 31.05.2016**.

Willing participants must carefully read all the Terms & Conditions enumerated herein. Submission of Quotation by any participant will be construed as its acceptance of all such Terms & Conditions.

The **Last Date** for submission of Quotations is **16.05.2015**

Date: 08.05.2015

Joint Registrar (General Administration)-II
High Court, A.S, Calcutta

TERMS AND CONDITIONS

A. OBTAINING QUOTATION KIT AND SUBMISSION OF QUOTATION

1. **Quotation Kit**, containing: a. 'List of Articles with Description/Specification', b. 'Quotation Form', c. 'Statement of Eligibility' and d. Submission Envelope(s), should be collected from the **Office of Assistant Registrar-VI, A.S** after depositing **Rs 300/- (Rupees three Hundred only)** in cash with the Cashier, A.S. While receiving 'Quotation Kit', willing participants will have to put signature and stamp on a Receipt Register.
2. Quotation should be submitted in two separate envelopes that will be provided in the 'Quotation Kit'. **Envelope-A** shall contain 'Statement of Eligibility' and all necessary supporting documents. **Envelope-B** shall contain 'Quotation Form' along with a forwarding letter, in participant's letter-head pad, duly stamped and signed with date.
3. Both **Envelope-A** and **Envelope-B** should be ***gala-sealed***, not merely stapled, or pasted, or closed with adhesive tapes. **There MUST NOT be any visible signs, or marks, or stamps/seals, or scribbling etc. on the envelopes that may establish the identity of the participant.**
4. Quotations (both Envelope-A and Envelope-B) must be **dropped at the 'Quotation Box'** in the office of the Deputy Registrar Accounts A.S. Quotations may also be sent by post/courier addressed to 'Joint Registrar (General Administration)-II, High Court, A.S, Calcutta'. **within 11.00 AM to 4.00 PM from 8th May 2015 to 16th May 2015.** However, no Quotations, irrespective of hand-delivered or dispatched through courier/post, shall be received after **4.00 PM of 16.05.2015**.
5. Under no circumstances, the cost of 'Quotation Kit' (i.e Rs 300/- only) will be refunded.
6. Rate per piece of each article (**mention brand name with specification**), **exclusive of V.A.T but inclusive of all other charges etc.**, should be quoted and the rates should be below MRP.
7. Quotations must be submitted in **Type-written form**.

B. ELIGIBILITY CRITERIA FOR PARTICIPATION

1. The following vendors/suppliers/firms/companies etc. **will be eligible to participate** in the present Quotation-process, **subject to Condition B.2** below:

- I. Such Enlisted Suppliers of the A.S of this Hon'ble Court who have supplied orders in the A.S during the last 24 (twenty four) months; **AND**
- II. Manufacturers of any or some or all of the listed articles.
- III. Authorised Dealers, / Distributors of the any or some of the listed manufacturers: Linc, Nataraj, Camlin, Apsara, Kangaro, Kores, Eureka, Europa, Flair, UNI, Fabre Castell, Reynolds, Luxor, Novex, Zorex, Pidilite, Bell, Generic; Claro Hamilton/ All Out , Goodknight , Record ,Jyoti , Ambassador , Bombay Dyeing, Marda ,Citizen, Orpat, Moserbaer, HP, Sony, 3M India, King, Huaji, Cosmos, Eagle , Claycraft, Treo, Bharat, 555, Gala, Harpic, Hit, Glare, Dettol, Lifebuoy, Dayne, Artline, Omega, Eveready, Sandisk, National, Castle, Flair, Odonil, Diplomat, Agni, Grippex, Bengal Chemical, Cello, VIP, Safari, American Tourister, Ajanta, Godrej, K. C. Paul, Mahendralal Dutta, Scotch Brite etc.

The Authorised dealer and distributors must produce the authorized dealership certificate, subsisting on the date of publication of the instant Tender document. In case the dealership certificate expires within the subsisting period, the authorized dealers/distributors must produce renewed authorized dealership certificate within one month, in case of failure of which participation may be cancelled.

AND

- IV. M/s. Calcutta Wholesale Consumers' Co-Operative Society Limited.
 - V. Small Scale Industry (S.S.I)
2. All willing participants **MUST** have PAN, I.T-Return for Assessment Year 2014- 2015 having turnover of minimum Rs.5,00,000/-.

C. OPENING OF QUOTATIONS

1. Quotations will be opened jointly by the **Section Officer (Accounts) and Deputy Registrar (Accounts), Joint Registrar (General Administration)-II, A.S in presence of Registrar General, High Court, Calcutta**. Any further communication regarding the date and venue of opening of Quotations will be published in the form of Notice in the Notice-Board of Accounts Section, A.S.
2. Envelope(s)-A containing 'Statement of Eligibility' and all necessary supporting documents will be opened first in order to ascertain fulfillment of Eligibility Criteria. Envelope(s)-B, containing Quotation of **only** such participants who conform to the said Eligibility Criteria will be opened and considered. Quotations of those participants who do not meet the Eligibility Criteria, or who fail to produce mandatorily required documents, will also not be opened and considered.

D. GENERAL

1. **Canvassing**, in any form, by any participant will render summarily rejection of its Quotation.
2. **Violation of any of the Terms and Conditions contained herein** will render summary disqualification of a participant.
3. **The Hon'ble Court is not bound to accept the lowest quote**, and may award Purchase Order, or approve any quote in respect of any or some or all the listed articles, to any participant whose offer will be reasonably be deemed to be substantially responsive.
4. **Further preference may be given to Manufacturers / Authorised Dealers/ Distributors.**
5. The Hon'ble Court reserves the right to cross-examine the documents submitted by any participant, and also to verify the antecedents, credentials etc. of any participant. Selection of vendor may also depend on such factors, and in this regard, the decision of the Competent Authority of the Hon'ble Court will be final and binding.

E. POST-SELECTION DUTIES AND OBLIGATIONS ETC. OF APPROVED VENDORS

1. Approved suppliers will have to supply articles, in such quantities as and when required/requisitioned by the Hon'ble Court, at approved rates, during the period **01.06.2015 – 31.05.2016**. Under no circumstances shall the said approved rates be increased during the said period.
2. Approved suppliers shall be bound to supply any or some or all of the requisitioned articles, in such quantities as may be required, within 3 (three) working days or within the time specified in Purchase Order(s) as the case may be.
3. In case of any defect(s) and/or inferiority of any article supplied, the approved suppliers shall have to **replace, without any additional charge**, such improper supplies within 2(two) working days.
4. In case of unacceptable delinquency of any selected supplier, and/or supply of counterfeit articles, and/or supply of articles of inferior quality, and/or supply of articles not matching with the ordered specification, and/or recurring delay in supplying requisitioned articles, the Hon'ble Court will deduct 50% of its pending outstanding as '**Liquidated Damages**', apart from taking any order punitive measures.
5. In case of any dispute between any selected supplier and the requisitioning-authority, the matter shall be settled by the Purchase Committee presided over by Ld. Registrar General in any of its meeting at Calcutta High Court in Kolkata.

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