

IN THE HIGH COURT AT CALCUTTA APPELLATE SIDE

TENDER NOTICE

No. 3811 R(Listing)

The 9th December, 2015

On behalf of the High Court at Calcutta, Sealed Tenders/Quotations are invited from prospective vendors for Annual Maintenance Contract (AMC) of **one Polycom HDX 7000 Series Video Conferencing Unit** installed in the Main Building

Terms & Conditions

1. Quotations should be submitted in the office of the Deputy Registrar(Computer), High Court, Calcutta, at the 2nd floor of the High Court Main Building on or before 8.01.2016 between 11.30 am and 3.30 pm on any working day 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. The sealed tender will be opened on 11.01.2016 at 3.30 pm in presence of the intending bidders or their authorized representatives in the above mentioned place.
2. Quotations should be submitted in sealed envelope with 3811 R(Listing) superscribed in it.
3. Rates should be quoted indicating price / unit and should be inclusive of all additional charges.
4. 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 to be asked.
5. Conditional quotations will not be considered.
6. Willing suppliers submitting quotations should specify the address of its office and its Phone / Mobile no. for the purpose of quick communication in the event of urgency.
7. The reputed firms who are engaged in the supply of desktop and its accessories and who have executed such commercial orders are eligible to participate in the tender. Documentary evidence in support of the said eligibility criteria must be furnished along with the tender.
8. The rate quoted by the bidders shall remain fixed for entire duration of the contract and will not be changed/enhanced on any account. All duties, taxes and other levies payable under the contract shall be included in the total price.

9. This Hon'ble Court may award the contract to the supplier whose Quotations 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.**
10. The High court reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time.
11. Canvassing on the part of a supplier submitting quotation will render its quotation liable to cancellation summarily.

Sd./
Registrar (Listing)