

IN THE HIGH COURT AT CALCUTTA
Appellate Side

NOTICE INVITING QUOTATION

[PPC/59/N/N.I.Q/18-19] Dated: 26/03/2019

Sealed quotation(s) **with unit-rate(s) including G.S.T & other applicable taxes, if any.** are invited from otherwise eligible Dealer(s)/ Sub-Dealer(s) / reputed Concern(s) of the following articles for official use in the Appellate Side Establishment of this Hon'ble Court. Willing participants must carefully read all the terms and conditions. Submission of Quotations will be construed as their unquestioned acceptance of such Terms & Conditions.

Last date for submission of quotation is **04.04.2019**.

Date: 28.03.2019

Sd/-
Assistant Registrar (Ledger & Forms Sec.)
High Court at Calcutta, A.S.

ARTCILE WITH DESCRIPTION/ SPECIFICATION

<u>SL No</u>	<u>Item Type</u>	<u>Brand</u>
<u>1.</u>	Use & throw pen	Agni icy/ fort etc
<u>2.</u>	Gel pen	Linc Executive etc
<u>3.</u>	Gel refill	Linc executive/ linc ocean etc
<u>4.</u>	Jotter pen	Linc/ Reynolds etc
<u>5.</u>	Red & blue pen	Metal body, Linc/ Morrison
<u>6.</u>	Refill	Linc etc
<u>7.</u>	Highlighter pen	Faber castel etc
<u>8.</u>	Marker pen	Faber castel/kores etc
<u>9.</u>	Pen stand	Date with calendar
<u>10.</u>	Writing pad	100 pages, 14x22 cm
<u>11.</u>	Pencil Hb	Apsara platinum etc
<u>12.</u>	Red & blue pencil	Nataraj / Apsara etc
<u>13.</u>	Pencil sharpner	Nataraj etc
<u>14.</u>	Erazer	Nataraj etc
<u>15.</u>	Plastic scale, 12"	Nataraj etc
<u>16.</u>	Paper weight	Glass made big
<u>17.</u>	White tape,	12 mm, minimum 30 meter
<u>18.</u>	Jute ball	1 kg in a bundle
<u>19.</u>	Scissors , office use	Kangaro etc
<u>20.</u>	Knife, office use	Kangaro etc
<u>21.</u>	Gems clip	Zorex etc
<u>22.</u>	Pin	Bell/ king

<u>23.</u>	Pin cushion	Zorex etc
<u>24.</u>	Stamp pad, 110x69 cm	Faber castel etc
<u>25.</u>	Stamp pad ink, 60 ml approx	Faber castel etc
<u>26.</u>	Cotton tag	50 pcs in a bundle, 9"
<u>27.</u>	Gum tube, 20 ml	Fevigum etc
<u>28.</u>	Clear glue stick, 15 gm approx	Fevistick/ kores
<u>29.</u>	Fax roll	Kores/ Prima
<u>30.</u>	Pen drive, 8GB	San disk/ HP etc
<u>31.</u>	Pen drive, 16 GB	San disk./HP etc
<u>32.</u>	Pen drive. 32 GB	San disk/ HP etc
<u>33.</u>	Room Freshener, 125 ml	Premium
<u>34.</u>	Room freshener, 125 ml	Godrej
<u>35.</u>	Room freshener, 125 ml	Lovin
<u>36.</u>	Toilet air freshener, 75 gm	Odonil etc
<u>37.</u>	Mosquito repellent spray,400 ml	HIT etc
<u>38.</u>	Mosquito repellent oil with machine	Good knight/ All out
<u>39.</u>	Mosquito repellent oil, 45 ml approx	Good knight/ All out
<u>40.</u>	Lizol	Lizol, 500 ml approx
<u>41.</u>	Collin with dispenser, 500 ml	Collin
<u>42.</u>	Vim liquid, 250 ml	Vim
<u>43.</u>	Harpic, 500 ml	Harpic
<u>44.</u>	Soap, 100 gm approx	Lux/ Lifebouy etc
<u>45.</u>	Soap, 25 gm approx	Lux/ Lifeboy etc
<u>46.</u>	Hand wash with dispenser, 200 ml	Dettol etc
<u>47.</u>	Hand wash with dispenser, 200 ml	Lifebouy etc
<u>48.</u>	Self Adhesive page marker	Desmat. oddy etc
<u>49.</u>	Sticky note pad, 4"x4"	Desmat/ oddy etc
<u>50.</u>	Stapler No. 10	Kangaro etc
<u>51.</u>	Stapler pin no. 10	Kangaro/ kores
<u>52.</u>	Stapler no. HP-45	Kangaro etc
<u>53.</u>	Stapler pin no. 24/6	Kanagro/ kores etc
<u>54.</u>	Punching machine single	Kangaro FP-20 etc
<u>55.</u>	Punching machine double	Kangaro DP-52 etc
<u>56.</u>	Cloth duster, 3x3 ft	Good quality
<u>57.</u>	Towel, 150x 75 cm	Bombay dyeing Tulip etc
<u>58.</u>	Towel, 60x40 cm	Bombay dyeing Tuli etc
<u>59.</u>	Towel for department	Good quality
<u>60.</u>	Cup-plate (6+6 in a set)	Laopala etc
<u>61.</u>	Cup-plate (6+6 in a set)	Clay craft etc
<u>62.</u>	Glass (6 pcs in a set), big size	Borosil etc

63.	Glass lid and mat (6 pcs in a set)	Melamine
64.	Dinner plate	Laopala etc
65.	Tiffin plate	Laopala etc
66.	Flask, 1 lit	Milton/ Eagle etc
67.	Electric kettle, 1 lit	Bajaj/ Prestige etc
68.	Short hand note book, 200 pgs	Eagle etc
69.	Waste paper basket, plastic 12”	Taj etc
70.	Paper tray, FS size plastic	Taj etc
71.	Wall clock	Ajanta 397 etc
72.	Lock & key small	Local
73.	Lock & key, 7 lever	Godrej etc
74.	Pencil battery, AA	Eveready etc
75.	Pencil battery, AAA	Eveready etc

TERMS & CONDITIONS

1. SUBMISSION OF QUOTATION:

- a) Quotation must be submitted in the Office of the **Assistant Registrar VI** on or before **16-00 hours of 04.04.2019**. No quotation, even if complete, irrespective of whether hand delivered or sent by post etc., will not be received after 16-00 hours of 04.04.2019.
- b) Quotation(s) **must be** accompanied with self-attested copies of/ Nos. (I) PAN, (II) GST Registration Certificate, (III) Trade License etc.
- c) Participant must clearly mention its Contact Address and Contact Numbers (Landline / Mobile) for the purpose of easy and exigent communication.
- d) Rate(s) may be quoted in the following format:

<i>Srl</i>	<i>Item Type</i>	<i>Brand Offered</i>	<i>Unit Rate (Rate per unit)</i>

2. PAYMENT:

- a) The concerned office shall make payment to the selected suppliers within 90 (ninety) working days subject to the availability of fund and approval.

3. GENERAL:

- a) Canvassing by any participant, in any form, will tender its disqualification.
- b) The Hon’ble Court reserves the right to reject any quotation of a participant whose past performance has been held unsatisfactory and/or which has been delinquent and /or which has been negligent in performing duties hereby jeopardising the interests of the Hon’ble Court, and in this regard, the decision of the issuing authority will be final.
- c) It will be right of the Ld. Appropriate Authority of this Hon’ble Court to select ‘sample’ on the basis of quality if required, In this regard, the decision of the such authority will be final.
- d) The Hon’ble Court may issue Purchase Order(s) in favour of any such participant whose quotation is valid and complete, and whose quotation/ offer has been reasonably regarded as substantially approvable. In this regard, the decision of the Ld. Purchase Committee will be final.

- e) This Hon'ble Court may issue Purchase Order(s) [in favour of any such participant whose offer has been accepted] periodically, based upon actual periodical necessity of this Hon'ble Court subject to approval of the appropriate authority, throughout the bid-validity period (six months).
- f) Prospective participants must further take note that issuance of this Tender Enquiry does not necessarily mean that this Hon'ble Court is bound to purchase any particular quantity(s) of the listed article(s). As already mentioned, Purchase Order(s) may be periodically issued based upon actual necessity of this Hon'ble Court.
- g) The Hon'ble Court may cancel the instant process at any point of time without ascribing any reason whatsoever.

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