

IN THE HIGH COURT AT CALCUTTA

ORIGINAL SIDE

Notice Inviting Quotation

[No. COR./Web/ 85 /2020]

Quotations are invited in sealed envelope from all willing suppliers on the following terms and conditions for supply, repairing, polishing and changing of lock & rexine of furniture for the Correspondence Department on the Original Side of this Hon'ble Court. After inspection of the said work in the said Department such quotation is to be submitted to the office of the undersigned by 4-30 p.m. on or before **03.02.2020**.

Sd/-

Joint Registrar (Admn.), O.S.

Date :16.01.2020

A-List of Work

Sl. No.	Furniture	Nature of work	No. of furniture
1	Chair	Repairing of handle and change of rexine	2
2	Chair	Change of rexine	5
3	Chair	Change of rexine and fixing of new cushion	1
4	Chairs	Polishing of all the chairs of the department	10
5	Drawer handle of Xerox table	Repairing	1
6	Table Drawer lock	Repairing	3
7	Table cupboard	Handle repairing	2
8	Wooden Almirah	Polishing	2
9	Purchase of stool	Specification is as per sample lying in the department	2

B-TERMS & CONDITIONS.

1)Quotation should be submitted to The Joint Registrar (Admn.), O.S. in a sealed envelope mentioning the NIQ number on or before **03.02.2020** (between 11-00 and 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.

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2) Rates should be quoted after thorough inspection of the repairing job as mentioned in the notice.

3) Rates quoted (both in figures and words) should be inclusive of all applicable charges along with G.ST. Any corrections in the rate is to be duly attested.

4) At the time of submission of quotation the concerned willing suppliers will have to submit copies of such documents as Trade License and/or PAN etc.

5) Conditional quotations will not be considered.

6) Willing suppliers submitting quotations should specify the address of its office and its Phone/Mobile number (and other contact numbers e.g. Fax, if available) for the purpose of quick communication in the event of urgency.

7) Canvassing on the part of a service provider submitting quotation will render its quotation liable to cancellation summarily.

8) This Hon'ble Court may award the contract to the willing suppliers 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. This Hon'ble Court reserves the right to accept or reject any or all quotations and to cancel the process at any time prior to the award of contract for any reason whatsoever.

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