

**IN THE HIGH COURT AT CALCUTTA**  
**Appellate Side**

**NOTICE INVITING QUOTATION**

[PPC/18/Misc./23.12.20/20-21]

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 **06.01.2021**.

Date: 23.12.2020

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

**ARTCILE WITH DESCRIPTION/ SPECIFICATION**

<b>Srl. No.</b>	<b><u>Item Type</u></b>	<b><u>Brand</u></b>
1	Pen drive 8 GB	HP/Sandisk etc
2	Pen drive 16 GB	HP/Sandisk etc
3	Pen drive 32 GB	HP/ Sandisk etc
4	Pen drive 64 GB	HP/ Sandisk etc
5	Room freshener 125 gm	Premium etc
6	Room freshener 300 ml	Godrej etc
7	Room freshener 125 gm	Lovin etc
8	Room freshener 125gm	Odonil etc
9	Toilet air freshener 75 gm,	Odonil etc
10	Channel file, FS size	Good quality
11	Channel file, A4	Good quality
12	Plastic button file, FS size	Good quality
13	Towel, 75x150 cm	Bombay dyeing TULIP
14	Towel, 40x60 cm	Bombay dyeing TULIP
15	Towel, 75x150 cm	Wellspan etc
16	Liquid soap with dispenser 200 ml	Dettol etc
17	Liquid soap with dispenser 200 ml	Lifebouy etc
18	Saop, 125 gm	Lux / Lifebouy
19	Soap, 30 gm	Lux/Lifebouy
20	Flask, 1 lit,	Milton/Eagle etc
21	Electric kettle, 1 lit	Bajaj/ Prestige etc
22	Electric kettle, 1.5 lit	Bajaj/ Prestige etc
23	Cup-plate set, (6+6) pcs, standard size	Laopala etc
24	Cup plate set, (6+6) pcs, standard size	Clay craft etc
25	Dinner plate (6 pcs set),	Laopala Diva etc
26	Tiffin plate (6pcs set),	Laopala Diva etc
27	Glass for drinking water, 350 ml	Borosil etc
28	Spoon, medium	V.I.P etc
29	Spoon, big	V.I.P. etc
30	Fork, big	V.I.P. etc
31	Glass lid & mat,	Melamine etc
32	Floor cleaner 500 ml	Lizol/etc
33	Cleaning liquid 500 ml	Collin /etc

34	Toilet cleaner 500 ml	Harpic /etc
35	Dish wash 250 ml	Vim liquid etc
36	Scorch brite	Good quality
37	Battery	AA, Eveready /etc
38	Battery	AAA, Eveready/etc
39	Coat brush	Good quality
40	Cloth duster, 3x3 ft,	Good quality
41	Mosquito repellent machine with oil	Good Knight/ All Out
42	Mosquito repellent oil, 45 ml	Good knight/ All out
43	Mosquito/insect repellent oil,	HIT 400 ml etc
44	Wooden hanger	Good quality
45	Jute ball	Good quality
46	Lock & key 7 lever,	Godrej etc
47	Lock & key, medium size	Good quality
48	Naphthalene 200 gm pkt	BCPL etc
49	Whit tape, 12 mm width & 50 meter long	Good quality
50	Red tape, 12 mm width & 50 meter long	Good quality
51	Waste paper basket, 12" height, Taj/etc	Good quality
52	Water bottle, 1 lit plastic , Milton/ etc	Good quality
53	Wall clock, Ajanta 397 etc	Good quality

**N:B: Quotations will be opened on 07.01.2021 at 12.00 Noon and the participants are requested to be present at the mentioned time AND if anyone remain absent at the time of opening quotations and his quotation is accepted, he will be bound to supply the articles at the quoted rates.**

### **TERMS & CONDITIONS**

#### **Supply**

Supply should be made within 3(three) working days from the date of receipt of work order.

#### **SUBMISSION OF QUOTATION:**

- a) Quotation must be submitted in the Office of the **Assistant Registrar VI, 4<sup>th</sup> floor, Sesqui-centenary building** on or before **16-00 hours of 06.01.2021**. No quotation, even if complete, irrespective of whether hand delivered or sent by post etc., will be received after 16-00 hours of 06.01.2021.
- 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 (Land line/ Mobile).
- d) Rate(s) may be quoted in the following format:

<i>Srl</i>	<i>Item Type</i>	<i>Brand Offered</i>	<i>Unit Rate including G.S.T. (Rate per unit)</i>
		Brand a) Brand b) (for more than one brand)	

**PAYMENT:**

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

**GENERAL:**

- a) Canvassing in any form, will result in disqualification of the participant.
- 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/brand** 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 (**one year from the date of acceptance**).
- 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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