

IN THE HIGH COURT AT CALCUTTA

ORIGINAL SIDE

Notice Inviting Quotation

[No. COR./Web/1408 / 2021]

**Quotations** are invited in sealed envelopes from all willing suppliers/firms on the following terms and conditions for various repairing and polishing work, as tabulated below, in the Stamp Reporters' Department, O.S. (Punching Section, O.S.) of this Hon'ble Court. After inspection, quotation is to be submitted to the office of the undersigned by 4-30 p.m. on or before **13.12.2021**.

Sd/-

Deputy Registrar (Admn.), O.S.

Date : 30.11.2021

List of work is tabulated below-

Sl. No.	Furniture	Nature of work
1.	6 nos. of wooden chairs	Required to be repaired and polished
2.	2 nos. of wooden tables for the Stamp Reporters	Required to be repaired and polished
3.	2 nos. of wooden tables for the punching assistants	Required to be repaired
4.	4 nos. of non wood chair	Required to be repaired
5.	3 nos. of wooden stool	Required to be polished
6.	1 no. of computer table with a cabinet	Required to be repaired and polished

TERMS & CONDITIONS.

1)Quotation should be submitted to The Deputy Registrar (Admn.), O.S. in a sealed envelope mentioning the NIQ number on or before **13.12.2021** (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 taking into account the description, make, type, specification and quantity of the articles relating to the said repairing and polishing work for which quotations have been invited.

3) Rates quoted (both in figures and words) should be inclusive of all applicable charges along with G.ST. Corrections, if any, in the quotation is to be duly attested.

4) Willing suppliers/ firms submitting quotations should know that the articles supplied for repairing work may have to be, if necessary, delivered to the said section/office of Original Side Establishment of the Hon'ble Court as per instruction of the Deputy Registrar (Admn.), High Court, O.S. Calcutta.

5) At the time of submission of quotation, the concerned supplier/ firm will have to submit copies of such documents as Trade Licence and/or PAN etc.

6) Conditional quotations will not be considered.

7) Willing suppliers/ firms 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.

8) Canvassing on the part of a supplier/firm submitting quotation will render its quotation liable to cancellation summarily.

9) This Hon'ble Court may award the contract to the supplier/firm 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.

10) Upon selection of quotation, concerned supplier/firm would have to supply/ execute the repairing and polishing work strictly according to the description /make /type / specifications provided in the instant notice. In case of any deviation from this and any default regarding this on the part of a selected supplier/firm, the administration of this Hon'ble Court may take any or all such actions against the supplier/firm as it may consider appropriate.