

## Notice Inviting Quotation

[No. COR./Web/ 209/2022]

**Quotations** are invited in sealed envelopes from all willing suppliers/firms on the following terms and conditions for the work, as tabulated hereunder. Quotations for the work are to be submitted to the Office of the undersigned by 4-30 p.m. on or before **14.03.2022**.

Date: 22/02 /2022

Sd/-  
Joint Registrar (Admn.),O.S./  
DeputyRegistrar(Admn.)-in-Charge, O.S.

### **Name of the Office/ Department and type of work required to be done:-**

Name of the Office/ Department	Work required
Office of the Deputy Registrar (Admin.) O.S.	Polishing and repairing of lock of one steel almirah.
Courtroom of the Ld. Master & Official Referee, O.S.	(a)Mending of leg of one computer table and one wooden almirah, (b)Polishing of nineteen chairs and seven tables, (c)Replacement of broken table top glass of one table.
Shri Pankaj Adak A.R.(C.R.), O.S. (Table No. 29)	Replacement of the locks of the drawer of Table No.29.
Shri Subrata Das, A.R.(C.R.), O.S (Table No. 10)	Replacement of the locks of the drawer of Table No.10.

### **B-TERMS & CONDITIONS.**

1) Quotations should be submitted to The Joint Registrar (Admn.), O.S./ The Deputy Registrar (Admn.)-in-Charge, O.S. in sealed envelopes mentioning the NIQ number on or before **14.03.2022** (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.

2) Rates in the quotations should be quoted after taking into account the description, make, type, and specification and number of different furniture that need to be polished, repaired, mended, or replaced, as the case may be.

Continued P-2.....

- 3) Rate quoted (both in figures and words) should be inclusive of all applicable charges along with G.ST. Any correction in the quotation is to be duly attested.
- 4) At the time of submission of quotations, the concerned suppliers/firms 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/firms submitting quotations should specify the address of their office and their 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 supplier/firm submitting quotation will render its quotation liable to cancellation summarily.
- 8) 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.
- 9) Upon selection of the quotation, the concerned supplier/firm would have to perform the entire work strictly according to the description/make/type/specifications/number 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.

.....