

OFFICE OF THE CHIEF JUDGE, CITY SESSIONS COURT, CALCUTTA
CUM

CHAIRMAN, DISTRICT RECRUITMENT COMMITTEE,
CITY SESSIONS DIVISION, CALCUTTA

2&3, Bankshall Street, Bichar Bhawan, Kolkata – 700001

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No. 481

Dated 30.09.22

Notice Inviting Tender

On behalf of the Chief Judge, City Sessions Court, Calcutta cum Chairman, District Recruitment Committee, City Sessions Division, Calcutta, sealed quotations are invited from all willing service providers having Tender Specific Authorization from Original Equipment Manufacturer (OEM) for 3 (Three) nos. of **HP Slim Desktop PC S01-pF2369in** Desktop Computer alongwith separate UPS, 3 yrs. on-site warranty, 3 yrs. Antivirus for all the PC's, 3 (Three) nos. **HP Laserjet P1108 Printer**, 10 (Ten) nos. of **CC388AC Printer Cartridge** and 1 (One) no. **Document Scanner cum Printer (Flatbed Legal size)**.

Terms & Conditions

1. Quotations should be submitted in the **Office of the Chief Judge, City Sessions Court, Calcutta cum Chairman, District Recruitment Committee, City Sessions Division, Calcutta, 2&3, Bankshall Street, Kolkata-700001** by 4.00 pm on 01.11.2022 superscripting "**Tender for Computer, Printer, Cartridge & Scanner cum Printer**" along with photocopies of PAN, valid Trade License, valid VAT and Service Tax Registration(s)/GST Registration Certificate. Quotations should be properly signed and stamped and should reach the office of the undersigned by either registered post/courier/speed post/by hand. The office will not take any responsibility for delay, loss or non-receipt of quotations sent by courier, speed post or registered post. The sealed tender will be opened on 01.11.2022 at 4.30 pm.
2. Rates should be quoted taking into account of the description, make, type, specification and quantity of all articles for which quotations have been invited. **Rates quoted should be inclusive of all applicable charges, taxes, duties and levies.**
3. Conditional quotations will not be considered.
4. Willing service providers submitting quotations should specify the address of its office and phone/mobile number (and other contact numbers e.g. Fax, e-mail if available) for the purpose of quick communication in the event of urgency.
5. Canvassing on the part of a service provider submitting quotation will render its quotation liable to cancellation summarily.
6. The Chief Judge, City Sessions Court, Calcutta cum Chairman, District Recruitment Committee, City Sessions Division, Calcutta may award the contract to the service provider whose quotation has been determined to be substantially acceptable and who has quoted the lowest evaluated price. However, the Chief Judge is not bound to accept the lowest bid and 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.
7. On acceptance of the quotation, the service provider must supply the products as per quoted specification and rates as mentioned in the quotation **within 04.11.2022** along with bills in triplicate, necessary challan and payment mandet details in the name of the undersigned for payment.
8. Upon selection of quotation, concerned service provider would have to supply articles 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 service provider, the Chief Judge, City Sessions Court, Calcutta cum Chairman, District Recruitment Committee, City Sessions Division, Calcutta may take any or all such actions against the supplier as it may considered appropriate.

Sd/- (Siddhartha Kanjilal)
Chief Judge, City Sessions Court, Calcutta
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Chairman, District Recruitment Committee,
City Sessions Division, Calcutta

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