

OFFICE OF THE CITY CIVIL COURT, CALCUTTA

2&3, Kiran Sankar Roy Road, Kolkata- 700001

Telephone No. (033)2254-3633/ Telefax No. (033)2243-0359

No. 74

Dated 21/02/2019



Notice Inviting Quotation

Sealed quotations are invited from all willing suppliers for supplying of one 24-Port Catalyst Switch for smooth running of CIS Software in the Copying Deptt. and the Accounts Deptt. of this Judgeship as per following terms & conditions appearing hereinbelow on or before 05/03/2019 addressed to the Ld. Chief Judge, City Civil Court, Calcutta superscribing 'Quotation vide Notification No. 74 dt. 21/02/2019'.

TERMS & CONDITIONS

- Quotations should be submitted by hand at the Receiving Section of the English Deptt. of this Judgeship situated at 2nd Floor, Office Block of this Court building or by post/courier service within stipulated time between 11.00 A.M. to 4.00 P.M. on any working day and should properly signed and stamped.
- This Judgeship will not take any responsibility for delay, loss or non- receipt of quotations by post/ courier service.
- The sealed quotations will be opened on 06/03/2019 at 12 Noon in presence of parties.
- Rates should be quoted taking into account the description, make, type, specification and quantity of the articles for which quotations have been invited.
- Rates quoted should be inclusive of all applicable charges, taxes, duties, levies etc.
- Conditional quotations will not be considered.
- Willing suppliers submitting their quotations should specify the address of its registered office and contact number for the purpose of quick communication in the event of urgency.
- Willing suppliers submitting their quotations should also furnish valid PAN issued by the IT Deptt., Govt. of India and valid 15-digit GSTIN under GST Act, 2017.
- Canvassing on the part of a supplier submitting quotation will render its quotation liable to be rejected.
- This Judgeship may award the contract to the supplier whose quotation is determined to be substantially responsive and who has quoted the lowest evaluated price. However, this Judgeship is not bound to accept the lowest quotation and reserves the right to accept, change/ modify or reject any and/or all quotations and to cancel the process at any time prior to the award of contract for any reason whatsoever.
- Willing suppliers submitting quotations should know that the switch may have to be, if necessary, delivered and/or installed to the Copying Deptt. of this Judgeship at 5th Floor, Office Block of this Court building as per instruction of the System Officer of this Judgeship without charging any extra cost.

(Ajay Kumar Gupta)

**Chief Judge
City Civil Court, Calcutta**