

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. 86

Dated 13/03/2018

Notice Inviting Quotation

Sealed quotations are invited from willing reputed companies for the **Annual Maintenance contract of LAN** of this Judgeship for a period from 01/04/2018 up to 31/03/2019 as per following schedule and terms & conditions appearing hereinbelow on or before 20/03/2018 addressed to the Ld. Chief Judge, City Civil Court, Calcutta superscribing 'Quotation vide Notification No. _____ dt. ____/____/2017'.

SCHEDULE

1. **Duration:** The duration of the contract will be for one year starting from 01/04/2018 to 31/03/2018.
2. **Breakdown and Corrective Maintenance:** The selected company to attend all breakdown and to take corrective measures as and when requested by this authority during 10 A.M. to 6 P.M. on all working days during the contract period.
3. **Preventive Maintenance:** In addition to breakdown/ corrective maintenance, the selected company to carry out preventive maintenance at least once in every month during the contract period.
4. **Spare:** All the damaged/ defective spares/ wire except network switch(s) to be supplied free of cost by the selected company during the contract period.
5. **AMC Charges:** This authority will pay the entire AMC Charges in advance to the selected company. No other charge(s) to be levied within the contract period.

TERMS & CONDITIONS

1. 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.
2. Willing companies may verify the LAN of this Judgeship on any working day during 13/03/2018 to 20/03/2018 in between 11.00 A.M. to 4.00 P.M. before submitting quotation.
3. This Judgeship will not take any responsibility for delay, loss or non- receipt of quotations by post/ courier service.
4. The sealed quotations will be opened on 21/03/2018 at 12 Noon.
5. Rates quoted should be inclusive of all applicable charges, taxes, duties, levies etc.
6. Conditional quotations will not be considered.
7. Willing companies 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.
8. Willing companies 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.
9. Canvassing on the part of a supplier submitting quotation will render its quotation liable to be rejected.
10. This Judgeship may award the contract to the company 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.

(Sudip Niyogi)
Chief Judge,
City Civil Court,
Calcutta