

HIGH COURT OF ORISSA: CUTTACK

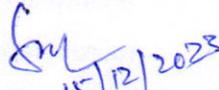
Notice No. PT14-OHC-COMP-PRCMNT-0001-2022 19690(2) , Dated: 15.12.2023

NOTICE FOR PROCUREMENT OF DUST COVERS AND MOUSEPADS.

High Court of Orissa, Cuttack invites quotations in sealed envelope addressed to The Registrar (Judicial) for supply of **200 sets** of dust covers (**grey in colour with red border**) for the items mentioned in **Annexure-A** and **200 customized mousepads** with **high court logo** and **OHC** (acronym of High Court of Orissa) imprinted on dust covers and mousepads, the exact sample is available in the I.T. Cell of the High Court of Orissa for inspection from 10 A.M – 4 P.M on the working days (for entry into the Court premises kindly contact Shri Arijit Sahoo, ASO , Mob-9692647249), under the following terms and conditions: -

1. Supply of items as per **Annexure – A** is to be made by the successful vendor within **seven days after award of the purchase-cum-work order.**
2. It is hereby notified that **1 set** of dust cover comprises **dust covers for monitor, CPU, keyboard, mouse, and printer** as mentioned in **Annexure-A**.
3. The vendor must provide the quotation for a set of dust cover (not for individual dust covers) and mousepad.
4. Conditions violating in any forms/ manner from the Agreement elicit penalty without assigning any reason thereof.
5. Timely rectification of defects: after having been notified of the defects/ service requirement for quality issues, vendor must complete the required Service / Rectification within 2-days' time limit. If the vendor fails to complete service / rectification with defined time limit, the vendor may be not allowed in future to participate.
6. Price quotations and specifications should be submitted only by hand/Registered Post in two sealed envelopes to the Registrar (Judicial), High Court of Orissa, Cuttack by **03.01.2024 till 11:30 AM.** Quotations received after last date and time of submission shall not be considered.
7. Important Dates/ Time: -
Start date: **15.12.2023.**
Last Date of submission of price quotations: **03.01.2024 till 11.30 AM.**
8. The Court shall take into consideration eligibility of a vendors while considering the price quotation.

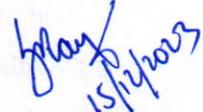
9. The price quotation of ineligible vendors shall not be opened/ considered.
10. The items to be provided shall match exactly with the sample as mentioned above and vendors shall be disqualified, or the order shall be cancelled if there is any mismatch in quality and appearance.
11. High Court of Orissa reserves the right to amend or withdraw any of the terms and conditions mentioned as above or to reject any or all tenders without giving any notice or assigning any reason thereof.
12. High Court of Orissa reserves the right to demand additional quantity as and when required with the same price and terms and conditions.


15/12/2023
Registrar (Judicial),
High Court of Orissa

Memo No. PT14-OHC-COMP-PRCMNT-0001-2022 19691 (2) Dated: 15.12.2023

Copy forwarded for publication in:

1. High Court of Orissa Notice Board for kind information
2. High Court of Orissa Website for kind information.


15/12/2023
Central Project Coordinator

ANNEXURE – A

SI No.	Item Name	Quantity
1.	Monitor (24 inches) dust cover	200
2.	CPU dust cover	200
3.	Keyboard (Standard size) dust cover	200
4.	Mouse (Standard size) dust cover	200
5.	Printer dust cover	100
6.	MFP Printer (Multi-function Printer) dust cover	100
7.	Customized Mousepad	200

N.B. It is to be noted that 200 sets of dust cover means dust covers for 200 units of monitor, CPU, keyboard, mouse each and 200 units of dust covers for printer (100 units of standard printer and 100 units of multi-functional printer).