NATIONAL COMPANY LAW TRIBUNAL (Mumbai Bench)
4th Floor of the MTNL Exchange Building
G.D. Somani Marg, Cuffe Parade, Mumbai-400 005
E-mail : *registrar-mum@nclt.gov.in*

File No-NCLT/MB/Workstation/2026-27 Date: 23/10/2026

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CALL FOR QUOTATION FOR FABRICATION AND INSTALLATION OF CUSTOM-MADE WORKSTATION AT NCLT MUMBAI BENCH

Sir/Madam,

1. National Company Law Tribunal, Mumbai Bench hereinafter referred to as the 'Buyer' is interested in undertaking for work of toilet & plastering at NCLT Mumbai Bench and invites quotations as per format given at Appendix 'A'.

2. The following points may please be adhered to while submitting the quotation: -

(a) Quotation must be as per format provided in Appendix A on official letter head/stationery. All sheets will be submitted duly affixed with company stamp and signature of the authorized signatory of the company/firm. Additional sheets, duly authenticated, may be attached to elucidate or clarify issues.

(b) Cost indicated on offer for item should be the landed cost of item, giving breakdown of basic cost of item/service. **Taxes at applicable rates must be given separately, failing which the buyer shall not be liable to reimburse taxes paid by the successful bidder**.

(c) Total cost of the full quantity to be supplied will be indicated.

(d) **Quotation is to be submitted along with detailed drawings of the workstation and cupboard, including proper layout and all relevant dimensions for accurate understanding and execution.**

(e) Incomplete quotations are liable to be rejected.

3. **Bid Validity.** Bids must be valid for a period of 90 days beyond last date for submission bids.

4. **Delivery and Acceptable Schedule**. Details of implementation for successful bidders shall be as per this Call for Quotation and Supply Order. Successful bidder shall mandatory complete the work earlier but not later than **21 days** commencing from the next date of signing of work order or such time as may be permitted by Competent Authority, in cases of extension granted by the said Competent Authority.

5. **Subletting of Contract**. The contractor should not sublet, transfer or assign the contract of any part thereof.

6. **Payment Terms**. 100% payment shall be made on successful completion of work through PAO, MCA, Mumbai.

7. **Bid Security.**

(a) Bidders are required to submit Earnest Money Deposit (EMD) for amount equal to 5% of bid amount along with their bids. MSE bidders are required to mandatorily submit Bid Security Declaration (format given at **Appendix B** to this document) for bids to be considered valid.

(b) The EMD/may be submitted in the form of an Account Payee Demand Draft, Fixed Deposit Receipt or Banker's Cheque from any of the Commercial Banks authorized to conduct government business.

(c) EMD is to remain valid for a period of forty-five days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.

(d) The Bid Security of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract.

(e) EMD is not required to be submitted by those Bidders who are Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organization (e.g. DGS&D), NSIC or Ministry of Corporate Affairs. However, Valid MSE Registration Certificate must be submitted to avail of this exemption.

8. **Liquidated Damaged (LD)**. If the vendor fails to complete delivery in full within the stipulated time, the vendor shall pay to buyer liquidated damages at the rate of 2% of the total value of the supply order, for each complete week or part thereof of delay up to a maximum of 10% of the total value of supply order. Thereafter the buyer will have the right to terminate the supply order.

9. **Method of Deduction/Payment of Liquidated Damages**. The amount charged as liquidated damages should be deducted by the buyer from the amount due for payment to vendor.

10. **Submission of Offer**. Sample of items (wherever applicable) should be enclosed with your quotation. The approved sample will remain with the Buyer till such time the complete consignment of the order is not delivered.

11: **Bidders are advised to visit and inspect the site to ascertain requirements before submitting bids, as no claim whatsoever will be entertained subsequently for any alleged ignorance thereof**. Such inspection can be sought on any working day between Monday to Friday (1400 to 1600 Hrs). Bidders desirous of such inspection may contact on 8960227098 (Mr. Saksham Kumar Trivedi).

12. An offer received incomplete or ambiguous is likely to be rejected at the discretion of the buyer, without recourse to further clarifications. The buyer reserves the rights to seek clarification from one or more vendors if considered necessary and also may not accept any offer at all in case they are not reasonably priced.

13. Terms and conditions for the supply, delivery, testing and acceptance, payment and penalty will be as given in the Call for Quotation and Supply Order and no change in any terms or conditions by vendor will be acceptable.

14. Withdrawal of offer by vendor after opening of quotation shall render the vendor unreliable and out rightly debar him from attending any transaction/ negotiations without giving any reason thereof. Proceedings shall also be initiated by buyer to black list the vendor on this account.

15. By submitting bids against this Call for Quotation, the Vendor/Bidder confirms his acceptance of all Terms and Conditions listed herein.

16. Quotations will be addressed to The Joint/Assistant Registrar, National Company Law Tribunal, 4th Floor, MTNL Exchange Building, G.D. Somani Marg, Cuffe Parade, Mumbai – 400 005 and should be submitted in a **sealed envelope** earlier, but not later than **09th November 2026** with the word **"CALL FOR QUOTATION FOR FABRICATION AND INSTALLATION OF CUSTOM-MADE WORKSTATION AT NCLT MUMBAI BENCH"** written boldly on the face of envelope.

17. NCLT, Mumbai Bench reserves the right to reject any or all quotations at any time without assigning any reason for the same.

18. Please quote this letter No and subject in all correspondence regarding this Call for Quotation.

19. Please ensure that this is your best and final offer.

राष्ट्रीय कम्पनी विधि अधिकरण NATIONAL COMPANY LAW TRIBUNAL मुंबई न्यायपीठ MUMBAI BENCH

Assistant Registrar
NCLT, Mumbai Bench