

IN THE HIGH COURT AT CALCUTTA
APPELLATE SIDE
Notice Inviting Quotation
(CM/69/23-24)

Memo no. 151 CM

Dated: the 11th January, 2024

Composite quotations/bids are invited from all interested agencies/concerns for both destruction of the old criminal misc. case files by shredding and buying shredded pieces of old criminal misc. case files in tune with Rule 10 (1), Chapter XV of the Appellate Side Rules of the High Court at Calcutta. Willing bidders must submit their Quotations/bids, in sealed envelopes, to the Assistant Registrar (Court Management) of the Appellate Side Establishment following the **terms and conditions** appearing hereunder on or before **29.01.2024**. Submission of bids by willing bidders will be construed as their acceptance of all such terms and conditions.

Sd/-

Biplab Haldar
Deputy Registrar

(Court Management), A.S.

Date: 11.01.2024

JOB NAME	PLACE	JOB DESCRIPTION
Destruction of Criminal Misc. Case files by paper shredder machine in tune with relevant rules of this Hon'ble Court and selling of the residual papers, created due to the destruction	Court Management Department, The High Court at Calcutta, A.S.	<ol style="list-style-type: none">1. <u>Destruction of approximately 18,000 (eighteen thousand) files by paper shredder machine of the successful agency and after destruction the agency will procure the residual papers,</u>2. <u>Destruction work will be done in presence of Officers and staff of this Hon'ble Court,</u>3. <u>Bid to be submitted for procurement of per kilogram of papers,</u>4. <u>Weighing of the papers will be done by the weighing machine of this Hon'ble Court in presence of Officers and staff members of this Hon'ble Court at the place and time as decided by the competent authority of this Hon'ble Court,</u>5. <u>After weighing of destructed papers, successful vendor needs to deposit requisite money through prescribed method of Accounts Section, High Court, Calcutta, AS.</u>6. <u>No transportation or any other assistance of same kind will be provided by this Hon'ble Court. Successful bidder is required to use its own vehicle and men for such works,</u>7. <u>Successful bidder is to follow time to time directions as given by the High Court at Calcutta authority regarding deposition of money and other formalities.</u>8. <u>Entire work to be completed within the stipulated time (preferably by 07 days of issuance of the work order) as determined by this Hon'ble Court and failing to which will attract appropriate action as per law.</u>

TERMS AND CONDITION

1. Quotations/bids should be **submitted to the A. R. (C.M.), A.S. on or before 29.01.2024 (between 11:00 A.M. to 16:30 P.M.)** and should be properly signed and stamped. The Hon'ble Court will not take any responsibility for delay, loss or non-receipt of Quotations sent by post.
2. Quotations/bids should be submitted in sealed envelope with **CM/69/23-24** superscripted in it.
3. Bids should be quoted indicating price / kg and should be inclusive of all additional charges.
4. Willing suppliers submitting Quotations should know that the Hon'ble Court may sell **such quantity of listed papers** as it may consider necessary, and that, selling of papers is to be made within such date as the Hon'ble Court may consider convenient and to the different sections / offices of Appellate Side Establishment of the Hon'ble Court as per instruction of the Deputy Registrar (Admn.) High Court, A.S. Calcutta.
5. Bidders are instructed to mention PAN no. in the quotation and copies of trade license and / or PAN etc is to be submitted as and when the D. R. (Administration), High Court, A. S., Calcutta may direct.
6. Quotations submitted by such bidders who are reasonably believed to have engaged in irregular / unethical activities shall not be considered.
7. Conditional Quotations/bids will not be considered.
8. Successful bidder is required to execute the work within stipulated time as given by the this Hon'ble Court.
9. Willing bidders submitting Quotations should specify the address of its office and its Phone / Mobile no. for the purpose of quick communications in the event of urgency.
10. Canvassing on the part of a bidder submitting Quotations will render its Quotations liable to cancellation summarily.
11. This Hon'ble Court may award the contract to the bidder whose bid has been determined to be substantially responsive and who has quoted the highest evaluated price. **However, the Hon'ble Court is not bound to accept the highest bid.**
12. The Hon'ble Court reserves the right to accept or reject any Quotation/ bid and to cancel the process and reject any or all Quotations at any time prior to the award of contract for any reason whatsoever.
13. **Upon selection of Quotation/bid, concerned bidder will have to procure papers strictly according to the description / make / type / specification / stipulated completion time (if any) provided in the instant notice.** In case of any deviation from this and any default regarding this on the part of a selected bidder, the administration of this Hon'ble Court may take any or all such actions including cancellation of the order against the bidder as it may consider appropriate.
