

**High Court At Calcutta**  
**In The Circuit Bench At Jalpaiguri**  
**Notice Inviting Quotation**

**PPC/CB/JPG/05/N/N.I.Q./ 10.04.2025**

**Quotations** are invited in sealed envelope from all willing suppliers on the following terms and conditions for binding of Criminal Paper Books for the Paper Book Section of this Hon'ble Court. After consultation with the said department such quotation be submitted to the office of the undersigned by 4.30 p.m. on or before 24.04.2025.

Date: 10.04.2025

Deputy Registrar (Admn.)

**TERMS & CONDITIONS**

1. Quotation should be submitted to The Deputy Registrar (Admn.) of Circuit Bench at Jalpaiguri in a sealed envelope on or before 24.04.2025 (between 11-00 and 4-30 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. The sealed envelopes will be opened on 25.04.2025 at 2.30 p.m.
2. The representatives are advised to visit this Department to inspect the sample.
3. Rates should be quoted taking into account the description, make, type, specification and quantity of the articles for which quotations have been invited.
4. Rates quoted should be inclusive of all applicable charges along with G.S.T.
5. If the quotation of any supplier, which is not enlisted with this Hon'ble Court, is selected, the concerned supplier may have to submit copies of such documents as Trade License and/or PAN etc as and when the Assistant Registrar may direct.
6. Conditional quotations will not be considered.
7. Willing suppliers submitting quotations should specify the address of its office and its Phone/Mobile number (and other contact numbers e.g. Fax, if available) for the purpose of quick communication in the event of urgency.
8. Canvassing on the part of a supplier submitting quotation will render its quotation liable to cancellation summarily.

This Hon'ble Court may award the contract to the supplier whose quotation has been determined to be substantially responsive and who has quoted the lowest evaluated price. However, the Hon'ble Court is not bound to accept the lowest bid. This Hon'ble Court reserves the right to accept or reject any or all quotations and to cancel the process at any time prior to the award of contract for any reason whatsoever.

Upon selection of quotation, concerned supplier would have to supply articles strictly according to the description/make/type/specifications provided in the instant notice. In case of any deviation from this and any default regarding this on the part of a selected supplier, the administration of this Hon'ble Court may take any or all such actions against the supplier as it may consider appropriate.

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