

High Court At Calcutta
In The Circuit Bench At Jalpaiguri

TENDER NOTICE

[PPC/CB/JPG/08/N/N.I.Q/05.05.2025]

Sealed Tender/ Quotations are invited from all willing suppliers for supply of the items stated below:-

02 (Two) High Speed Photo Copier Machines [Model: Canon image RUNNER 2945i]

Item Name	Quantity	Specifications	
Potocopier Machine [Model: Canon imageRUNNER 2945i]	02	Machine Type	A3 Monochrome Laser Multifunctional
		Core Functions	Print, Copy, Scan
		Supported Media Sizes	Indian Legal, A3, A4, etc
		Print Speed	Up to 45 ppm (A4), Up to 22 ppm (A3, Legal)
		Print Resolution (dpi)	Up to 1200 x 1200
		Double-Sided Printing	Yes
		Color Output	Black & White
		Direct Print	PDF, EPS, TIFF/JPEG, XPS
		Compatible Operating Systems	Windows 10 or later
		Scan Resolution (dpi)	Scan for Copy: 600 x 600
		Document Feeder Paper Capacity (80 gsm)	up to 100 sheets
		Copy Speed	Up to 45 ppm (A4), Up to 22 ppm (A3, Legal)
		Multiple Copies	up to 999 copies
		Warranty	01(one) Year

for office use in all Departments and Courts at the Circuit Bench of Calcutta High Court at Jalpaiguri. All willing participants are advised to carefully read, and strictly follow, the “Terms & Conditions” of the Tender Notice before submitting Tender(s).

The Last Date for submission of Tenders, in the manner prescribed hereunder, is 21.05.2025 at 04.30 p.m.

Date: 05.05.2025

Sd/-
Deputy Registrar (Accounts),
Circuit Bench of Calcutta High Court
at Jalpaiguri

TERMS & CONDITIONS

- Quotations should be submitted along with a copy of PAN Card, GST Registration and Trade License addressed to the "Deputy Registrar(Accounts), Circuit Bench of Calcutta High Court at Jalpaiguri, Near Jalpaiguri Town Railway Station, Post-Jalpaiguri (Sadar), Pin-735101, West Bengal" before 21.05.2025 upto 4.30 p.m. on any working day and should be properly signed and stamp. The Hon'ble Court will not take responsibility for delay, loss or non receiving of quotation sent by the post. The sealed envelopes will be opened on 22.05.2025 at 02:00 p.m.
- Quotations should be submitted in sealed envelope with “PPC/CB/JPG/08 /N/N.I.Q/05.05.2025” superscribed on it.
- Rates should be quoted taking into account the description, Model, specification and quantity of the articles for which quotations have been invited.
- Rates quoted should be inclusive of all applicable charges, taxes, duties and levies.

(Contd.)

- Suppliers are instructed to submit the copy of the PAN, GST Registration Certificate, Trade License along with the quotation.
- Conditional quotations will not be considered.
- 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. The 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.
- Willing bidders submitting quotation should specify the address of its office and its Phone/Mobile number (and other contract numbers e.g. Fax, if available) for the purpose of quick communication in the event of urgency.
- Willing suppliers submitting quotations should know that the articles supplied may have to be delivered to the Office of Circuit Bench of Calcutta High Court at Jalpaiguri as per instruction of the Deputy Registrar (Accounts), Circuit Bench of Calcutta High Court at Jalpaiguri.
- Upon selection of quotation, concerned supplier would have to supply articles strictly according to the description / make / type / specification 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.
- **Bidders with Authorization from Original Equipment Manufacturer (OEM) would be given Preference.**