

IN THE HIGH COURT AT CALCUTTA, ORIGINAL SIDE

Notice Inviting Quotation

No. C.A.G/Web/ 1464 /25

Dated 07.08.2025

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

12 nos. Plastic Sheets of 24' X 3' measurement

for use in department, Original Side, of this Hon'ble Court, following the Terms & Conditions appearing hereunder on or before 25th day of August, 2025.

Specification:- foldable plastic sheets, Main Material: plastic, Measurement 24' x 3'; thicker, stronger, durable, damp proof, good quality. Willing suppliers are requested to submit samples of the product measuring about 12" x 4" (Approx.) along with aforesaid sealed quotations .

Place of delivery:- Cash Department, Original Side, High Court ,Calcutta

Sd/-

Biswapriya Mukherjee

Deputy Registrar (Admn.), O.S.

TERMS AND CONDITIONS

1. Sealed quotations should be submitted to the A.R. (Cash Department), O.S. on or before **25.08.2025 (between 11:00 A.M. to 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.
2. Quotations should be submitted in sealed envelope with **C.A.G/Web/1464/25 Dated 07.08.2025** Superscripted in it.
3. Rates should be quoted indicating price/unit and should be inclusive of all additional taxes/charges.
4. Willing suppliers submitting Quotations should know that the Hon'ble Court may procure such quantity of listed article_as it may consider necessary, and that, supply of article is to be made within such date as the Hon'ble Court may consider convenient and to the different sections / offices of Original Side Establishment of the Hon'ble Court as per instruction of the Deputy Registrar (Administration), High Court, O.S. Calcutta.
5. Suppliers 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 Deputy Registrar (Administration-in-Charge), High Court, O.S. Calcutta.

6. Quotations submitted by such suppliers who are reasonably believed to have either supplied improper articles or engaged in irregular/unethical activities shall not be considered.

Conditional Quotations will not be considered.

7. Successful vendor/agency is required to execute the work within 07(seven) working days of issuance of the work order.

8. Willing suppliers 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.

9. Canvassing on the part of a supplier submitting Quotations will render its Quo -tation liable to cancellation summarily.

10. 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.**

11. The Hon'ble Court reserves the right to accept or reject any Quotations and to cancel the process and reject any or all Quotations at any time prior to the award of contract for any reason whatsoever.

12. **Upon selection of Quotations, concerned supplier will have to supply article 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 supplier, the administration of this Hon'ble Court may take any or all such actions including cancellation of the *work order* against the supplier as it may consider appropriate.

13. Vendors/suppliers are instructed to submit copy of valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017. Original copy may have to be produced if authority directs.
