

IN THE HIGH COURT AT CALCUTTA
APPELLATE SIDE

Notice Inviting Quotation
(CM/51/25-26)

Memo no. 3201 CM

Dated: the 19th August, 2025

Quotations/bids are invited from all interested agencies/concerns as this Hon'ble Court is intending to sell old cause lists/ papers of different kinds as per the below mentioned **list**. 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 **01.09.2025**. Submission of bids by willing bidders will be construed as their acceptance of all such terms and conditions.

Sd/-
Dibyendu Acherjee
Deputy Registrar
(Court Management), A.S.

Date: 19.08.2025

NAME	PLACE	JOB DESCRIPTION
Selling of old cause lists/waste papers etc.	Court Management Department, The High Court at Calcutta	1. <u>Bid to be submitted for per kilogram of papers.</u> 2. <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> 3. <u>All sacks full of cause lists/ papers will be individually weighed.</u> 4. <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> 5. <u>Successful bidder will be bound to follow time to time directions as given by the High Court at Calcutta authority regarding deposition of money and other formalities.</u> 6. <u>Successful bidder after being awarded with the work order must procure papers on its quoted rate following the terms and conditions mentioned here. This Hon'ble Court will take appropriate action as per rule in case of denial/ deviation from the part of the successful bidder.</u> 7. <u>For more details contact the Additional Court Keeper, High Court, Calcutta.</u>

TERMS AND CONDITIONS

1. Quotations should be **submitted to the A. R. (C.M.), A.S. on or before 01.09.2025 (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/51/24-25** superscripted in it.
3. Bids should be quoted indicating price / kg and should be inclusive of all additional charges.
4. Willing bidder 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 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 against the bidder as it may consider appropriate.
