



**HIGH COURT CALCUTTA  
MEDIATION CENTER**

5, Council House Street, Ground Floor, Kolkata – 700 001  
Ph: 033-2262-8768, Email: [calhc.ms.mcc@gmail.com](mailto:calhc.ms.mcc@gmail.com)

**No. Med/MS/386(Tender)/25**

**Date : 20.08.2025**

**NOTICE INVITING QUOTATION**

Name of Works: Monthly hiring of LMV Car (INNOVA/SUV) for use as Office Vehicle for The Mediation Centre, High Court, Calcutta

Sealed Quotation are invited by the Member Secretary, Mediation and Conciliation Committee, High Court, Calcutta, from bona fide Contractors/Vendors/Suppliers, who have satisfactorily executed similar nature of works during at least 02(two) financial years in any Government and/or Statutory bodies at the competitive rate as per Government of West Bengal Transport Department notification No. 3564-WT/3M-81/98 Date: 24.11.2008 for supplying of monthly hiring basis, one LMV Car (INNOVA/SUV) with “Commercial Registration” for use as Office Vehicle for The Mediation Centre, High Court, Calcutta.

**General Terms and Conditions**

1. The intending participant will have to produce –  
Certificate of Bona fide from resourceful agency having 2 year experience of similar type of work in Govt./PSU Sector organization. P. Tax Registration no. & Current Challan, I. Tax Return for last 2 years, PAN, Trade License, P.T. Clearance Certificate, GST Regn. No and Credentials. All the above to be attached in the paper to be submitted by the bidders with their application.
2. “Rate” should be clearly manifested for each item mentioned including all taxes etc.
3. All rate quoted must be firm and no revision in the price quoted is allowed after quotations are opened.
4. Payment will be made after successful completion of work in favour of the successful Quotationer as per extant Government Rules and Orders.
5. Regarding the work/terms of payment and all other Terms and Conditions relating to the whole works, the decision of the Registrar General, High Court, Calcutta, is final and to be abide by.
6. Quotations in sealed envelope super-scribing as follows Name of Work- Monthly hiring of LMV Car (INNOVA/SUV) for use as official Vehicle for Mediation Center, High Court, Calcutta as per notice bearing no.

Med/MS/386(Tender)/25 Date: 20.08.2025 – To The Member Secretary,  
Mediation and Conciliation Committee, High Court, Calcutta, 5, Council  
House Street, Ground Floor, Kolkata – 700 001 and should reach on or  
before **27<sup>th</sup> August, 2025 upto 04.00 P.M. and will be opened on 27<sup>th</sup>  
August, 2025 at 05.00 P.M.**

7. The Mediation Committee, High Court, Calcutta reserves the right to accept and/or reject any quotation without assigning any reason and in this connection no change can be made including necessary drawing of the quotation.
8. No work order will be given unless there is placement of fund.

**Sd/- Sudeep Banerjee**

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Member Secretary  
Mediation and Conciliation Committee  
High Court, Calcutta  
20.08.2025