IN THE HIGH COURT AT CALCUTTA
APPELLATE SIDE
Notice Inviting Quotation
(CM/55/25-26)

Memo no. 3661 CM **Dated: The 10th September, 2025.**

Quotations are invited from all reputed suppliers/concerns/ vendors for repairing/ polishing/ supplying etc. of the articles which are categorized and described in the below mentioned **list**. Willing suppliers / concerns/ vendors must submit their Quotations, in sealed envelopes, to the Assistant Registrar (Court Management) of the Appellate Side Establishment following the **terms and conditions** appearing hereunder on or before **19.09.2025.** Submission of Quotations by willing suppliers / concerns/ vendors will be construed as their acceptance to all such terms and conditions.

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

Date: 10.09.2025

WORK NAME	PLACE	SPECIFICATION/ DESCRIPTION OF WORK	QUANTITY
Supply of steel-made almirah	Court Management Department, High Court, A.S., Calcutta.	➢ Supply of **03 (three)** new steel-made almirah at Secretariat of the Hon'ble The Chief Justice, High Court, A.S., Calcutta. ➢ **Number, specifications and other details of steel almirah:** 1. Number of steel almirah: **03 (three),** 2. Size (H x W x D): 198.1 cm x 91.6 cm x 48.6cm (approx), 3. **Brand: Godrej (storwel plain)**, 4. Lock and key facility. ➢ Vendors are requested to contact the Addl. Court Keeper/ A.R. (Court Management)-I for details. ➢ Sample is lying with the Court Management Department. Vendors are requested to check the sample before submitting quotations. ➢ Successful vendor/ supplier/ concern (s) is/are required to execute the work within 07 (seven) days of issuance of the work order. ➢ Willing vendors are requested to submit their quotations along with **tender specific O.E.M certificate** indicating the total amount including all the taxes and charges.	**03 (three)**

TERMS AND CONDITIONS

1. Quotations should be **submitted to the A. R. (C.M.), A.S. on or before 19.09.2025 (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 **CM/55/25-26** 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 articles** as it may consider necessary, and that, supply of articles 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 (Court Management), High Court, A.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 D. R. (Court Management), High Court, A. S., Calcutta may direct.
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.
7. Conditional Quotations will not be considered.
8. Successful vendor/ agency is required to execute the work within 07 (seven) days of issuance of the work order.
9. 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.
10. Canvassing on the part of a supplier submitting Quotations will render its Quotations liable to cancellation summarily.
11. 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.**
12. 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.
13. **Upon selection of Quotations, concerned supplier will have to supply articles 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.
14. **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.**