

**IN THE HIGH COURT AT CALCUTTA**  
**APPELLATE SIDE**

**Notice Inviting Quotation**  
**(CM/59/18-19)**

Quotations are invited from all agencies for destruction and selling of papers of old files of the Criminal Section, A.S. of this Hon'ble Court. Willing concerns 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 31.10.18. Submissions of Quotations by willing suppliers / concerns will be construed as their acceptance of all such terms and conditions.

Sd/-

**Uttam Haldar**  
**Assistant Registrar**

**(Court Management), A.S.**

**Date: 09.10.2018**

NAME	PLACE	SPECIFICATION/JOB DESCRIPTION	QUANTITY
Destruction and selling of papers of old files	Criminal Section, A.S.	a. Rate should be quoted for per kg of papers to be destroyed, b. Weight of the paper will be measured in presence of Officers of this Hon'ble Court, c. Money to be deposited as per the guidelines of concerned officials of this Hon'ble Court	14,000 files

**TERMS AND CONDITIONS**

1. Quotations should be **submitted to the A. R. (C.M.), A.S. on or before 31.10.2018 (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 should be submitted in sealed envelope with **CM/59/18-19** superscripted in it.
3. Rates should be quoted indicating price / kg and should be inclusive of all additional charges.
4. Willing concerns submitting Quotations should know that the Hon'ble Court may sell **such quantity of listed articles** as it may consider necessary, and that, selling 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 (Admn.) 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. (Administration), High Court, A. S., Calcutta may direct.
6. Quotations submitted by such agencies who are reasonably believed to have engaged in irregular / unethical activities shall not be considered.
7. Conditional Quotations will not be considered.
8. Willing concerns 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 Quotations liable to cancellation summarily.
10. This Hon'ble Court may award the contract to the concern whose Quotation 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.**
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 agency will have to destruct and purchase 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 agency, the administration of this Hon'ble Court may take any or all such actions against the supplier as it may consider appropriate.

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