

OFFICE OF THE CHIEF JUDGE, CITY SESSIONS COURT, CALCUTTA

2 & 3, Bankshall Street, Bichar Bhawan, Kolkata – 700001

Phone : 033-2262-7732 / 2213-9347

Website: <https://districts.ecourts.gov.in/kolkata-city-sessions-court> E-mail: chiefjudgesessions@gmail.com

No. **413**

Dated **31.07.2025**

Notice Inviting Quotation

Sealed quotations are invited from all willing Vendors cum Service providers for **supplying and installation of six (06) numbers of automatic sanitary pad dispenser (with capacity of holding 200 sanitary pads at a time), six (06) numbers of napkin dispenser (with capacity of holding 200 or more napkins at a time) and six (06) numbers of toilet paper dispenser at the Judgeship of City Sessions Division, Calcutta.** All the machine will be delivered to the Bichar Bhawan, 2 & 3, Bankshall Street, Kolkata- 700 001 and will be installed at different washrooms situated within the establishment of Ld. Chief Judge, City Sessions Court, Calcutta, Ld. Chief Judicial Magistrate, Calcutta (both are at 2 & 3, Bankshall Street, Kolkata- 700 001) and the establishment of Ld. Senior Menicipal Magistrate, Calcutta (situated at 15N, Nellie Sengupta Sarani, New Market Area, Kolkata- 700087). The service provider will carry out all the breakdown calls as and when made by the office of Ld. Chief Judge, City Sessions Court, Calcutta.

Such quotations have to be submitted in the tender box placed in front of Office of Ld. Chief Judge, City Sessions Court, Bichar Bhawan, Calcutta, 2 & 3, Bankshall Street, Kolkata-700001 by 4.00 P.M. on 18.08.2025.

Terms & Conditions

1. Tender must be addressed to the Judge-In-Charge, Nazareth Department, City Sessions Court, Calcutta and should be submitted in the **Office of the City Sessions Court, Calcutta, 2 & 3, Bankshall Street, Kolkata-700001 by 4.00 pm on 18.08.2025** and should be properly signed and stamped. The office of the City Sessions Court, Calcutta will not take any responsibility for delay, loss or non-receipt of quotations sent by post. The office of the City Sessions Court, Calcutta will not take any quotation through speed post, courier post or registered post. The sealed tender will be opened **on 18.08.2025 at 4.30 pm.**
2. Rates should be quoted taking into account the description, make, type and specification of the machine for which quotation has been invited.
3. **Rate quoted should be inclusive of all applicable charges, taxes, duties and levies including delivery & installation charges.**
4. Conditional quotations will not be considered.
5. Willing vendors cum service providers submitting quotations should specify the address of its office and its phone/mobile number (and other contact numbers e.g. Fax, e-mail if available) for the purpose of quick communication in the event of urgency.
6. Canvassing on the part of a service provider submitting quotation will render its quotation liable to cancellation summarily.
7. The Chief Judge, City Sessions Court, Calcutta may award the contract to the service provider whose quotation has been determined to be substantially acceptable and who has quoted the lowest evaluated price. However, the Chief Judge, City Sessions Court, Calcutta is not bound to accept the lowest bid and reserves the right to accept or reject any or all quotations and to cancel the process at any time prior to the award of contract for any reason whatsoever.
8. Upon Selection of quotation, concerned service provider would have to supply articles strictly according to the description/make/type/specifications mentioned in their quotation. In case of any deviation from this and any default regarding this on the part of a selected service provider, the administration of this Court may take any or all such actions against the supplier as it may considered appropriate.

Sd/-

Judge-In-Charge of Nazareth Department
City Sessions Court, Calcutta

**Judge-in-Charge, Nazareth
City Sessions Court, Calcutta**

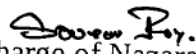
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Memo No. 4212(11)-S

Dated 31.07.2025.

Copy of Tender Notice forwarded to:

1. Secretary to the Government of West Bengal, Judicial Department, Writers' Buildings, Kolkata – with a request to take steps for displaying this Tender Notice in conspicuous part of his department.
2. Secretary to the Government of West Bengal, Department of Information & Cultural Affairs, Nabanna, 325, Sarat Chatterjee Road, Howrah-711102 – with a request to take steps for displaying / uploading this Tender Notice on website of the Government.
3. Deputy Secretary to the Government of West Bengal, P.W.D., Khadya Bhawan, Kolkata – with a request to take steps for displaying this Tender Notice in conspicuous part of his department.
4. Registrar (IT), High Court, Calcutta - with a request to take steps for uploading this Tender Notice on official website of the Hon'ble High Court, Calcutta.
5. Ld. Chief Judge, City Civil Court, Calcutta – with a request to take steps for displaying this Tender Notice in conspicuous part of his establishment.
6. Ld. Chief Judge, Presidency Small Causes Court, Calcutta – with a request to take steps for displaying this Tender Notice in conspicuous part of his establishment.
7. Commissioner of Police, Kolkata – with a request to take steps for displaying this Tender Notice in conspicuous part of his department.
8. Ld. Chief Judicial Magistrate, Calcutta – with a request to take steps for displaying this Tender Notice in conspicuous part of his establishment.
9. Ld. Senior Municipal Magistrate, Calcutta – with a request to take steps for displaying this Tender Notice in conspicuous part of his establishment.
10. Nazir of this establishment – with a direction to take steps for displaying this Tender Notice in conspicuous part of this establishment.
11. System Assistant of this establishment – with a direction to take steps for uploading this Tender Notice on official website of this Court.


Judge-In-Charge of Nazareth Department
City Sessions Court, Calcutta

**Judge-In-Charge, Nazareth
City Sessions Court, Calcutta**