

IN THE HIGH COURT AT CALCUTTA
APPELLATE SIDE
Notice Inviting Quotation
(CM/40/25-26)

Memo no. 2986 CM

Dated: The 04th August, 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 Court Management Department of the Appellate Side Establishment following the **terms and conditions** appearing hereunder on or before **14.08.2025**. 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: 04.08.2025

WORK NAME	PLACE	SPECIFICATION/ DESCRIPTION OF WORK	QUANTITY
Thorough repairing of steel almirah	Court Room no. 446, Sesqui-Centenary Building, High Court, A.S., Calcutta.	<ul style="list-style-type: none">➤ <u>Thorough repairing of 01 (one) steel almirah at the Court Room No. 446, High Court, A.S., Calcutta.</u>➤ Vendors are requested to visit Court Room no. 446 (Aditi Ghosh, A.C.O.) to take stock of the work without creating any inconvenience to the Court's work.➤ Vendors are requested to strictly maintain the specifications of the work of the same quality as per specifications.➤ Successful vendor/ supplier/ concern (s) is/are required to execute the work within 07 (seven) days of issuance of the work order.➤ Vendors are requested to submit the total cost of the work including all taxes and charges.➤ Vendors are requested to submit the following documents along with the quotation: 1. Pan, 2. Trade License, 3. GST.	01 (one)
Rearranging/ refitting of curtains	Paper Book (Civil) Editorial Section, 06 th Floor, New Administrative Block, High Court, A.S., Calcutta.	<ul style="list-style-type: none">➤ <u>Rearranging/ refitting of curtains using necessary fittings and fixtures</u> at the Paper Book (Civil) Editorial Section, 06th Floor, New Administrative Block, High Court, A.S., Calcutta.➤ Vendors are informed to use very good quality materials for the task in question.➤ Vendors are requested to visit the Paper Book (Civil) Editorial Section to take stock of the work without creating any inconvenience to the Department.➤ Vendors are requested to strictly maintain the specifications and supply product/ service of the same quality as per specifications.➤ Successful vendor/ supplier/ concern (s) is/are required to execute the work within 07 (seven) days of issuance of the work order.➤ Vendors are requested to submit the total cost of the work including all taxes and charges.➤ Vendors are requested to submit the following documents along with the quotation: 1. Pan, 2. Trade License, 3. GST.	As specified
Supply of new small table with keyboard tray	Court Room no. 10, high Court, Calcutta.	<ul style="list-style-type: none">➤ Supply of 01 (one) new small wooden table (measurement: L x W x H: 2ft x 2ft x 2.5ft) with keyboard tray at Court Room no. 10, High Court, Calcutta.➤ Primary material: very good quality teak wood.➤ Very good quality teak polish.➤ Vendors are requested to visit Court Room no. 10 to take stock (measurement, colour of felt etc.) of the work without creating any inconvenience to Court.➤ Vendors are requested to strictly maintain the specifications and supply product of the same quality as per specifications.➤ Successful vendor/ supplier/ concern (s) is/are required to execute the work within 07 (seven) days of issuance of the work order.➤ Vendors are requested to submit the total cost of the work including all taxes and charges.➤ Vendors are requested to submit the following documents along with the quotation: 1. Pan, 2. Trade License, 3. GST.	01 (one)

TERMS AND CONDITIONS

1. Quotations should be **submitted to the Court Management Department, High Court, A.S., Calcutta on or before 14.08.2025 (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/40/25-26** 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.**

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