

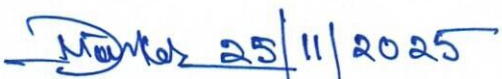
Calcutta High Court
In The Circuit Bench At Jalpaiguri
NOTICE

[PPC/CB/JPG/15/N/N.I.Q./25.11.2025]

Sealed Quotations are invited from all willing suppliers for supply of the item stated below:-

Name of the Article	Quantity	Purpose
Procurement of Two folded Yellow File Cover & White File Cover. (Printed according to the prescribed heading)	Yellow File Cover 9000 PCS White File Cover 12000 PCS	For use of the various department of the Hon'ble Circuit Bench at Jalpaiguri.

Date: 25.11.2025


Deputy Registrar (Admn.)
Circuit Bench of Calcutta
High Court at Jalpaiguri

TERMS & CONDITIONS

- Quotations should be submitted along with a copy of PAN and GST registration addressed to the "Deputy Registrar (Admn.), Circuit Bench of Calcutta High Court at Jalpaiguri" on or before of 25.11.2025 between 10.00 a.m. to 4.45 p.m. on any working day and should be properly signed and stamped. The Hon'ble Court will not take responsibility for any delay, loss or non-receipt of quotation sent by the post. The sealed envelopes will be opened on 18.12.2025 at 2.30 p.m.
- Rates should be quoted taking into account the description, make, type, specification and quantity of the articles for which quotations have been invited.
- **Rates quoted should be inclusive of all applicable charges, taxes, duties , levies and GST Charges.**
- If the quotation of any supplier, which is not enlisted with this Hon'ble Court, is selected, the concerned supplier may have to submit copies of documents such as Trade License and/or PAN etc. as and when the Deputy Registrar, Circuit Bench of Calcutta High Court at Jalpaiguri may direct.
- Conditional quotations will not be considered.
- Willing supplier submitting quotation should specify the address of its office and its Phone/Mobile number (and other contract numbers e.g. Fax, if available) for the purpose of quick communication in the event of urgency.

*See
25/11/25*

- Canvassing on the part of a supplier submitting quotation will render to cancellation of his/her quotation.
- 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. The Hon'ble Court 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.
- Willing suppliers submitting quotations should know that the articles supplied may have to be, delivered to the office of Circuit Bench of Calcutta High Court at Jalpaiguri as per instruction of the Deputy Registrar, Circuit Bench of Calcutta High Court at Jalpaiguri.
- Upon selection of quotation, **concerned supplier would have to supply articles 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 supplier, the administration of this Hon'ble Court may take any or all such actions against the supplier as it may consider appropriate.

Seen & office to do the needful.
25/11/25

25/11/25