

**IN THE HIGH COURT AT CALCUTTA**

**APPELLATE SIDE**

**Notice Inviting Quotation**

**(CM/91/25-26)**

**Memo no. 486 CM**

**Dated: the 07<sup>th</sup> February, 2026**

Quotations / bids are invited from all interested agencies/concerns as this Hon'ble Court is intending to sell old scrap matters / junk material (i.e. Scrap, rotten wood, iron bars, electrical goods etc.) of different kind as per the below mentioned **list**. Willing bidders must submit their Quotations / bids, in sealed envelopes, to the Deputy Registrar (Court Management) of the Appellate Side Establishment following the **terms and conditions** appearing hereunder on or before **25.02.2026**. Submission of bids by willing bidders will be construed as their acceptance of all such terms and conditions.

Sd/-

**Dibyendu Acherjee**

**Deputy Registrar**

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

**Date: 07.02.2026**

| NAME  | PLACE   | JOB DESCRIPTION   |
|---|---|---|
| <b>Selling of junk/scrap material ( different scrap, rotten wood, iron bars, electrical goods etc.)</b> | Various places of the Principal Bench of the Hon'ble High Court, Calcutta | <ol style="list-style-type: none"><li><b>Bid to be submitted for all scrap material as a whole,</b></li><li><b>Vendors are requested to visit the Hon'ble High Court to physically verify the work in question,</b></li><li><b>Vendors are requested to consult the Assistant Registrar (Court Keeper) for detail description of the work.</b></li><li><b>All interested / participating vendors are required to give quotation on all articles without any segregation / classification and segregated quotation will not be taken into consideration.</b></li><li><b>Successful vendor is required to take all the items mentioned herein the instant NIQ from the respective places within the High Court at Calcutta premises in presence of the committee members meant for the instant process or their authorised person with date and time of operation (taking away of items) being finalised through both side i.e., vendor and committee members. Assistant Registrar (Court Keeper) will be the person to play the role of linkman in the whole process. High Court authority will have the final say on the date and time as well as modalities.</b></li><li><b>No transportation or any other assistance of same kind will be provided by this Hon'ble Court. Successful bidder is required to use its own vehicle and personnel/labourer for such works,</b></li><li><b>Successful bidder will be bound to follow time to time directions as given by the High Court at Calcutta authority regarding deposition of money and other formalities.</b></li><li><b>Successful bidder after being awarded with the work order must procure all the scrap matters on its quoted rate following the terms and conditions mentioned here. This Hon'ble Court will take appropriate action as per rule in case of denial/ deviation from the part of the successful bidder.</b></li></ol> |

**TERMS AND CONDITIONS**

- Quotations should be **submitted to the Deputy Registrar (Court Management), A.S., on or before 25.02.2026 (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.
- Quotations/bids should be submitted in sealed envelope with **CM/91/25-26** superscripted in it.
- Willing bidder submitting Quotations should know that the Hon'ble Court may sell **such quantity of listed scrap material** as it may consider necessary, and that, selling of scrap material 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 and Original Side Establishment of the Hon'ble Court as per instruction of the Deputy Registrar (Admn.) High Court, A.S. Calcutta.
- Bidders 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.
- Quotations submitted by such bidders who are reasonably believed to have engaged in irregular / unethical activities shall not be considered.
- Conditional Quotations/bids will not be considered.
- Successful bidder is required to execute the work within stipulated time as given by this Hon'ble Court.
- Willing bidders 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.
- Canvassing on the part of a bidder submitting Quotations will render its Quotations liable to cancellation summarily.
- This Hon'ble Court may award the contract to the bidder whose bid 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.**
- The Hon'ble Court reserves the right to accept or reject any Quotation/ bid and to cancel the process and reject any or all Quotations at any time prior to the award of contract for any reason whatsoever.
- Upon selection of Quotation/bid, concerned bidder will have to procure scraps 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 bidder, the administration of this Hon'ble Court may take any or all such actions against the bidder as it may consider appropriate.