

**OFFICE OF THE CHIEF JUDGE, CITY SESSIONS COURT,  
CALCUTTA**

**2 & 3, Bankshall Street, Bichar Bhawan, Kolkata – 700 001**

Phone : 033-2262-7732 / 2213-9347

Website: [www.ecourts.gov.in/citysessionscourcalcutta](http://www.ecourts.gov.in/citysessionscourcalcutta) ;E-mail: [cj.citysessions@indiancourts.nic.in](mailto:cj.citysessions@indiancourts.nic.in)

No- 277 / Dated: 23.08.2021

**Notice Inviting Quotation Dated. 23.08.2021**

Sealed quotations are invited from all willing suppliers/vendors for **supply of one Canon Document Scanner (Model No. DR-F120)** for smooth functioning of this Judgeship, City Sessions Court, Calcutta to avoid inconvenience of Official work as per the following terms & conditions. **Such quotations have to be submitted in the tender box placed in front of Office of the Nazareth Department, City Sessions Court, Bichar Bhawan, Calcutta, 2 & 3, Bankshall Street, Kolkata-700001 by 4.00 P.M. on 07.09.2021**

Terms & Conditions

1. Tenders must be addressed to the "Judge-In-Charge of Nazareth Department, City Sessions Court, Calcutta" and superscribed '[TN/S/277-S/2021]' and submitted **in the tender box placed in front of Office of the Nazareth Department, City Sessions Court, Bichar Bhawan, Calcutta, 2 & 3, Bankshall Street, Kolkata-700001 by 04.00 P.M. on 07.09.2021**. The quotation should be properly signed and stamped. **No quotation, even if complete, irrespective of whether hand-delivered or sent by Post etc., will be received after 16:00 hours of 07.09.2021.** 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.**
2. **The bidders who have already submitted their quotations vide Notice Inviting Quotation no-223 Dated. 02.07.2021 need not to apply/submit quotations again.**
3. Rates should be quoted taking into account the description, make, type, specification and quantity of the scanner for which quotations have been invited.
4. Rates quoted should be inclusive of all applicable charges, taxes, duties and levies.
5. **Conditional quotations will not be considered.**
6. Willing suppliers/vendors 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.
7. **Canvassing** on the part of a supplier/vendor submitting quotation will render its quotation liable to cancellation summarily.
8. The Chief Judge, City Sessions Court, Calcutta may award the contract to the supplier/vendor 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. The Chief Judge, City Sessions Court, Calcutta 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.
9. Upon Selection of quotation, concerned supplier/ vendor would have to supply articles strictly according to the description/ make/ type/ specifications provided in the instant notice. In case of any deviation from this and any default regarding this on the part of a selected supplier/vendor, the administration of this Court may take any or all such actions against the supplier as it may consider appropriate.
10. The scanner machine to be delivered at City Sessions Court, Calcutta and submit the received photocopy of those articles with original voucher bill to the Nazareth Department, City Sessions Court, Calcutta

Sd/-

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

(2)

*PA to JG (P)*  
*Pl. upload it in the*  
*Departmental website*

Memo No.: 3812(10)-S

Dated: 23.08.2021

*Copy of Tender Notice forwarded to:*

- i) Secretary to the Government of West Bengal. Judicial Department, Writers' Buildings, Kolkata – with request to take steps for displaying this Tender Notice in conspicuous part of his department.
- ii) Secretary to the Government of West Bengal, Department of Information & Cultural Affairs, Nabanna, 325, Sarat Chatterjee Road, Howrah-711102 – with request to take steps for displaying/uploading this Tender Notice on website of the Government.
- iii) Deputy Secretary to the Government of West Bengal, P.W.D., Khadya Bhawan, Kolkata, with request to take steps for displaying this Tender Notice in conspicuous part of his department.
- iv) Ld. Chief Judge, City Civil Court, Calcutta – with request to take steps for displaying this Tender Notice in conspicuous part of his establishment.
- v) Ld. Chief Judge, Presidency Small Cause Court, Calcutta – with request to take steps for displaying this Tender Notice in conspicuous part of his establishment.
- vi) Commissioner of Police, Kolkata – with request to take steps for displaying this Tender Notice in conspicuous part of his department.
- vii) Ld. Chief Metropolitan Magistrate, Calcutta – with request to take steps for displaying this Tender Notice in conspicuous part of his establishment.
- viii) Ld. Senior Municipal Magistrate, Calcutta – with request to take steps for displaying this Tender Notice in conspicuous part of his establishment.
- ix) Nazir-in-Charge of this establishment – with direction to take steps for displaying this Tender Notice in conspicuous part of this establishment.
- x) System Assistant of this establishment – with direction to take steps for uploading this Tender Notice on official website of this Court.

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Judge-In-Charge of Nazareth Department,  
City Sessions Court, Calcutta.  
*Judge in-charge, Nazareth*  
City Sessions Court, Calcutta

*23/08/2021*