CITY CIVIL COURT AT CALCUTTA

2 & 3, Kiran Shankar Roy Road, Kolkata- 700001.

Notice Inviting Quotation (Tender no..02..)

Memo no.49 **Dated: 06.02.2026**

Quotations are invited from all reputed suppliers/concerns/ vendors for supplying of the article which is categorized and described in the below mentioned list. Willing suppliers / concerns/ vendors must submit their Quotations, in sealed envelopes, to the Office of the Registrar, City Civil Court, Calcutta of this Judgeship following the **terms and conditions** appearing herein under on or before **27.02.2026.** Submission of Quotations by willing suppliers / concerns/ vendors will be construed as their acceptance to all such terms and conditions.

Sd/-
Registrar,
City Civil Court, Calcutta.

Date:06.02.2026

WORK NAME	PLACE	SPECIFICATION/DESCRIPTIONOF WORK	QUANTITY
Supply of new chair for Judges Bench and Office	Office of the Registrar, City Civil Court, Calcutta	➢ Supply of 25(twenty Five) new chairs at the Office of the Registrar, City Civil Court, Calcutta ➢ **Features:** ➢ High-quality plastic construction for lasting durability ➢ Ergonomic design with cushioned seat and backrest ➢ The glossy lacquered finish resists UV rays and rust ➢ Soft-feel fabric adds a touch of comfort and beauty ➢ Easy to clean and maintain, Suitable for indoor and outdoor ➢ **Dimensions:** • Width (cm) 56 • Depth (cm) 58 • Height (cm) 80 • Weight (Kg) 5.2 ➢ Contact the Office of the Registrar, City Civil Court, Calcutta for details, ➢ Successful vendor/ supplier of Supreme /Nilkamal/ concern (s) is/are required to execute the work within 07 (seven) days of issuance of the work order. ➢ Willing vendors are requested to submit their quotations indicating the **Total amount including all the taxes and charges**. **2% T.D.S** will be deducted during final payment as per rules. ➢ Image is given below:	**25(twenty Five)**



TERMS AND CONDITIONS

1. Quotations should be **submitted to the** Office of the Registrar, City Civil Court, Calcutta **on or before 27.02.2026 (between11:00 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 **Tender No /02/25-26** super scripted 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 article** 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 City Civil Court, 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 Office of the Registrar, City Civil Court, 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 21 (Twenty One) 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.**
