Notice of Inviting Quotation

OFFICE OF THE CITY CIVIL COURT, CALCUTTA

2&3, Kiran Sankar Roy Road, Kolkata- 1
Tel. No.(033)2254-3630/ Fax No. (033)2243-0359/

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Order No.: 80 **Date:** 12.02.2026

In view of the approval of Ld. Chief Judge, City Civil Court, Calcutta dated 12.02.2026, the quotations are hereby invited in sealed envelope from the reputed bona fide Superintendents / Registered Cooperative Societies for full contract of the running Xerox/ Copier Machine, set up at the Copying Department, Nezarath Department, Accounts Department of this establishment. Quotation is to be submitted physically to the office of the undersigned by **05.03.2026 at 2 P.M.**
Lowest rate with suitable terms for service will be accepted.
Last date of submission of tender is on 05.03.2026 at 2 P.M.
Sealed quotations shall be opened in the chamber of the Chairman of the Purchase Committee of this Judgeship in presence of the bidders / their representatives on **06.03.2026 at 4 P.M.**

Details of job to be executed is furnished hereunder:

Sl. No.	Particulars	Unit
1	Canon Image Runner 2925 / Kyocera Taskalfa 3212i/ HP Lazer Jet Pro MFP4104fdw	03

Terms and Conditions:

1. Preference shall be given to an agency approved by the Central / State Govt.
2. Payment shall be made on full satisfaction of this authority after delivery and installation of the material, if necessary, subject to the rates as permissible by Govt. of West Bengal.
3. Quotation must be submitted along with copy of PAN and GST registration.
4. The equipment supplied / replaced / repaired / installed shall be compliance to the specification and shall be of best quality.
    - Supplier / bidder will be responsible for any damage during transit.

- The contract shall be deemed terminated if the quality of the supplied equipment is not at par with the full satisfaction of this authority.
- Warranty period, if applicable, shall be mentioned in the quotations.
- The contractor shall be responsible to provide warranty repairing for 2 (two) years after replacement / installation.

5. The bidder must have experience of at least 3 years in execution of similar jobs in the Govt. Sector / any PSU and must have sufficient economic capability to execute the work and also must have successfully proven track record to implement the work.
6. The quotation containing the lowest rate including GST shall be accepted.
7. Different taxes such as GST, IT etc. will be deducted at source as per rule of the Govt.
8. Payments will be made depending on the availability of allotment of fund and also to the satisfaction of the concerned Treasury office.
9. The undersigned reserves the absolute right to accept or reject any or every quotation including the lowest one and without any reason whatsoever.
10. Transportation and other charges shall be borne by bidder itself.
11. No extra payment shall be made

Scope of Work:

1. For full contract of the running Xerox machine at Copying Department, Nezarat Department, Accounts Department City Civil Court, Calcutta.
2. Recycled / refilled item will not be accepted.
3. Supply / Installation of any necessary equipment's as may be required.

***The System Officer of City Civil Court, Calcutta is requested to publish this 'Notice Inviting Quotation' in the official website of the Judgeship of City Civil Court, Calcutta.

Sd/-

Registrar,

City Civil Court, Calcutta