OFFICE OF THE CITY CIVIL COURT AT CALCUTTA

2 & 3, Kiran Sankar Roy Road, Kolkata-700001

Notice Inviting Quotation

Notice No. 04 **Dated: 06.03.2026**

Order No. 130

Sealed Quotation is invited for supply of the following Books to the Library, City Civil Court at Calcutta from reputed vendors having valid up to date Trade License, PAN., GST and Professional Tax clearance certificate and experience for last five years for supplying similar type of items.

Quotation documents may be downloaded from the website https://citycivilcourtcalcutta.dcourts.gov.in/ and the same after filled up must be submitted in a sealed envelope addressed to:

Chief Judge,
City Civil Court, Calcutta,
English Department,
2 & 3, K.S. Roy Road, Kolkata- 700001.

Last date of receiving quotation document: 21.03.2026 up to 2 p.m.

- For specifications of the above items please refer Annexure-A of the Quotation Documents.
- For furnishing basic information about the bidder, please refer Annexure- B of the Quotation Document.
- For submission of Quotation, Bidder must follow the Price Bid Format vide Annexure – C of the Quotation Document.
- Bidders must comply the Terms and Conditions as mentioned in the Annexure-D of the Quotation Document.

By order
Registrar,
City Civil Court, Calcutta,
Date: 06.03.2026

ANNEXURE-A

Sl. No.	Book Name	Author/Publisher	Quantity
1)	Arbitration and Conciliation Act, 1996	Lexis Nexis Law relating to Arbitration and Conciliation	3
2)	Bharatiya Sakshya Adhiniyam 2023	Bare Act	3
3)	Public Premises (Eviction of Unauthorized Occupants) Act, 1971	Bare Act	3
4)	Indian Partnership Act	Lexis Nexis	3
5)	West Bengal Premises Tenancy Act, 1997	Bare Act	3
6)	Transfer of Property Act, 1882	By Mulla (Lexis Nexis)	3
7)	Kolkata Municipal Corporation Act, 1980 (2000)	Bare Act	3
8)	Motor Vehicles Act, 1939	M.L Singhal (Vinod Publication 2026)	3
9)	Hindu Law,	Mulla (Lexis Nexis)	3
10)	Indian Trust Act, 1882	Goyel (Eastern Law House)	3
11)	Mahomedan Law	Mulla	3
12)	Hindu Religious and Charitable Trust	(Eastern Law House)	3
13)	Unified Waqf Management Act	Bare Act	3
14)	The West Bengal Thika Tenancy (Acquisition and Regulation) Act 2001	Bare Act	3
15)	Indian Succession Act, 1925	(Eastern Law House) Annoted book	3
16)	SARFASI Act	Bare Act	3
17)	The Bankers' Book Evidence Act 1891	Bare Act	3
18)	Negotiable Instruments Act	By Orient Publication	3
19)	Prohibition of Benami Property Transaction Act	Bare Act	3
20)	Commercial Courts Act	Bare Act	3
21)	Arbitration & Conciliation Act	Bare Act	3
22)	C.P.C	Bare Act	3
23)	Practical Approach to Law of Judgment, Decree and Execution	By All India Reporter, Nagpur	2
24)	K.S. Gopalakrishnan's Law of Execution	By ALT Publication, Hyderabad	1

ANNEXURE – B

BASIC INFORMATION FOR BIDDER
(To be furnished in the Company's official letter pad)

1.	Name of the Bidder	
2.	Address for Communication	
3.	Contact Number(s)	
4.	E-mail ID	
5.	Trade License No. (Please enclose copy of Trade License)	
6.	PAN (Please enclose copy of PAN Card)	
7.	GST Registration No. (Please enclose copy of GST Registration Certificate)	
8.	Do you have previous experience for doing similar nature of Items at Courts (Please enclose copy of Purchase order, if yes)	: Yes/No (Please put tick mark)
9.	Full Address of the Office in Kolkata or its surrounding area with contact person & contact no.	

I hereby declare that the above information is true and correct to the best of my Knowledge and belief. In case of any false/wrong/misleading information, I shall be bound to take the decision taken by the Purchase Committee of City Civil Court.

Signature of the Bidder
(With Seal)

ANNEXURE-C

PRICE BID FORMAT (To be prepared in Letter Head/Official Pad of the bidder

Sl. No.	**Book Name**	**Author/ Publisher**	**Quantity**	Basic Cost Total (Rs.)	Total Discount (if any) (Rs.)	Net Cost Total (Rs.)	GST Total (Rs.)	Other Costs& Charges Total, If any (Rs.)	Total quoted price Rs.
				1	2	3=1-2	4	5	6=3+4+5
1.	Arbitration and Conciliation Act, 1996	Lexis Nexis Law relating to Arbitration and Conciliation	3						
2.	Bharatiya Sakshya Adhiniyam 2023	Bare Act	3						
3.	Public Premises (Eviction of Unauthorized Occupants) Act, 1971	Bare Act	3						
4.	Indian Partnership Act	Lexis Nexis	3						
5.	West Bengal Premises Tenancy Act, 1997	Bare Act	3						
6.	Transfer of Property Act, 1882	By Mulla (Lexis Nexis)	3						
7.	Kolkata Municipal Corporation Act, 1980 (2000)	Bare Act	3						
8.	Motor Vehicles Act, 1939	M.L Singhal (Vinod Publication 2026)	3						
9.	Hindu Law,	Mulla (Lexis Nexis)	3						
10.	Indian Trust Act, 1882	Goyel (Eastern Law	3						

		House)							
11.	Mahomedan Law	Mulla	3						
12.	Hindu Religious and Charitable Trust	(Eastern Law House)	3						
13.	Unified Waqf Management Act	Bare Act	3						
14.	The West Bengal Thika Tenancy (Acquisition and Regulation) Act 2001	Bare Act	3						
15	Indian Succession Act, 1925	(Eastern Law House) Annoted book	3						
16.	SARFASI Act	Bare Act	3						
17.	The Bankers' Book Evidence Act 1891	Bare Act	3						
18.	Negotiable Instruments Act	By Orient Publicatio n	3						
19.	Prohibition of Benami Property Transaction Act	Bare Act	3						
20.	Commercial Courts Act	Bare Act	3						
21.	Arbitration & Conciliation Act	Bare Act	3						
22.	C.P.C	Bare Act	3						
23.	Practical Approach to Law of Judgment, Decree and Execution	By All India Reporter, Nagpur	2						
24.	K.S. Gopalakrish nan's Law of Execution	By ALT Publicatio n, Hyderaba d	1						

ANNEXURE-D

TERMS AND CONDITIONS

1. Bid Information:

a) Bidder must quote in INR.

b) The rate quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.

c) Bidder must follow the format for submission of Price Bid as per Annexure-C.

d) Partial Quotation/Incomplete Quotation within the Item both for Technical and Commercial aspects may subject to cancellation of tender. However, City Civil Court Authority will define the Partial Quotation/Incomplete Quotation based on the tender evaluation status.

e) Quoted Price must be inclusive of all taxes and charges for door delivery to the office of City Civil Court, 2 & 3, K.S. Roy Road, Kolkata- 700001.

2. Evaluation of Quotation: The Purchaser will evaluate and compare the quotations determined to be substantially responsive stage wise. Firstly, Technical Bid will be evaluated and thereafter Price Bid for technically qualified bidders will be evaluated for selection of vendor.

3. Award of Contract: The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive both technically and commercially for both the equipment. Purchaser reserves the right to reject any or all the tender, wholly or partly, without assigning any reason thereof and shall not be bound to accept the lowest bid.

4. All the books should be according to the details given in the tender and should be of **latest edition** (unless specific edition is mentioned), new and good in condition and as per the required quantity.

5. In case any defect and dispute are found in any book, the same has to be replaced at the earliest without any cost.

6. Discount rates offered by the bidder shall not be linked with the quantum of the purchase order.

7. All Books/Annual Reviews/ Monographs shall be supplied with an authentic price proof.

8. Any Supplier found to have cheated by supplying old and remaindered books and defaulted in supplying books even on extended time limit without reasonable grounds, will be liable for blacklisting besides imposition of penalty to the tune authority concern may deem fit.

9. In case of cheating by charging more than actual Publisher's Price, the Firm can be punished by blacklisting/forfeiting the Performance Security deposit or both.

10. Bidder should submit copy of updated Trade Licence, PAN, GST, updated GST Return and Income Tax Return submission document.

11. Validity of offer: A bidder should spell out in the tender that it shall remain valid for a minimum period of 120 days from the date of opening of the tender and during this period, the bidder shall not be entitled to revoke or cancel its offer.

12. Purchase Committee, City Civil Court reserves the discretion to issue Purchase Order either in full or phase wise depending upon the requirement and selected vendor will not charge any extra amount for such supply and delivery.

13. Place of delivery: Office, City Civil Court Building, 2 & 3, K.S. Roy Road, Kolkata-700001.

14. **Payment Information:** Payment be made after satisfactory delivery of the books.

15. **Quantity Changeability:** Quantity as stated in the tender document may subject to change at the time of issuing purchase order due to the fund crunch or for other valid reasons.

16. **Disposal of Disputes:** In case of any dispute, the Purchase Committee's decision will be treated as the final and conclusive. All legal actions are subject to Kolkata jurisdiction only.

17. Purchase Committee, City Civil Court may take decision about non-purchase of the said item even after selection of vendor due to its fund constraints and/or for other valid reasons.

18. Purchase Committee, City Civil Court may seek documents from the bidder in addition to the documents, sent by them at the time of submission of bid, for verification and evaluation of tender.

19. Purchase Committee, City Civil Court reserves the right to relax any clause as stated hereinabove for selection of responsive vendor.

20. During the scrutiny, if it comes to the notice to tender inviting authority that the credential or any other paper found incorrect/ manufactured/ fabricated, that bidder would not allowed to participate in the tender and that application will be rejected outright without any prejudice.

24. The Tender Selection Committee reserves to right to cancel the N.I.Q. due to unavoidable Circumstances and no claim in this respect will be entertained.

By order
Registrar,
City Civil Court, Calcutta.
06.03.2026