

## Office of the Judge-in-Charge, Nezarath, Sadar Civil Court, Berhampore

No. 15

Inviting Quotation for repairing of two xerox machines

Date 01.04.2025

Quotations are invited in sealed envelope from the bona fide Vendors/Distributors/Sellers/ Firms/Experienced Agencies (Government or Non-Government) for **repairing of two Xerox machines installed at the Judge-in-Charge, Copying Section, Berhampore under the Judgeship of Murshidabad** which are detailed below :-

Sl. No.	Xerox machine specification	Location	No. of Xerox machine
1	Toshiba DP-3572	Installed at the J/C, Copying Section, Berhampore	1
2	CANON Photocopier IR 2625	Do	1

### Schedule

Starting date of submission of quotation – 02.04.2025

Last date of submission of quotation – 10.04.2025 till 4:30 p.m.

The quotations will be opened at 5:00 p.m. on 10.04.2025 in presence of quotation bidders at the Chamber of the Addl. Dist. & Sessions Judge, 2<sup>nd</sup> Court, Berhampore -cum-Chairman, Purchasing Committee under the Judgeship of Murshidabad

### Terms and Conditions:-

- Quotations should be dropped in the box available at the adjoining area in the English Office of the undersigned from 10.30 a.m. to 4.30 p.m. in the working day till 10.04.2025.
- Rates should be quoted taking into account the description/make/Type/specification mentioned above in the table for total quantity of work for which quotations have been invited.
- Rates quoted should be inclusive of all applicable charges, taxes, duties, levies and GST etc. if any.
- The intending participants shall have to submit his Trade Licence, PAN etc. along with his quotation.
- Conditional quotations will not be considered.
- The Intending participants shall have to quote his price both in figures as well as words in the Quotation.

The intending participants shall have to specify on the envelop “**quotation for .....**” along with the address of its office and its phone/mobile number, if available, for the purpose of quick communication in the event of urgency

- Canvassing on the part of the supplier submitting quotation will render its quotation liable to cancellation summarily.

- This Judgeship may award the contract to the supplier whose quotation has been resolved to be substantially responsive and who has quoted the lowest evaluated price. However, this Judgeship is not bound to accept the lowest bid. This Judgeship reserves the right to accept or reject any or all quotations and also cancel the process at any time prior to award the contract for any reason whatsoever.
- Upon selection of quotation, concerned supplier would have to execute the works as per quotation notice. After completion of work, the vendor should submit bills with credit voucher and necessary bank details etc. for its payments. Payments will be made as per availability of allotment or from the allotment received time to time from the Government.
- The tender documents may be downloaded from the website [www.ecourts.gov.in/murshidabad](http://www.ecourts.gov.in/murshidabad)

*Annesha Das*

**Judge-in-Charge, Nezarath,  
Sadar Civil Court, Berhampore,  
Judge-in-Charge,  
Nezarath, Sadar, Civil Court  
Berhampore, Murshidabad**

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- 3-6. The Judge-in-Charge, Nezarath Department , Civil Courts  
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7. The Sabhadhipati, Murshidabad Zilla Parishad.
8. The C.M.O.H Murshidabad.
9. The Chairman, Berhampore Municipality.
10. The District Registrar, Murshidabad.
11. The Secretary, Berhampore Bar Association.
12. The Chief Judicial Magistrate, Murshidabad.
- 13-14. The Executive Engineer, PWD Civil-I & II.
15. The Executive Engineer, PWD (Electrical), Murshidabad Division.
16. The Station Master, Berhampore Court Railway Station.
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Judgeship.

*Annesha Das*

**Judge-in-Charge, Nezarath,  
Sadar Civil Court, Berhampore,  
Judge-in-Charge,  
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