

OFFICE OF THE PRESIDENCY SMALL CAUSE COURT, CALCUTTA.

2 & 3, Kiran Shankar Roy Road, Kolkata - 700 001.

NOTICE INVITING QUOTATION.

No. TEN/3/26

Dated: 20/06/2026

In terms of G. O. No. 4411-F(Y) dated 04/06/2015, scheme under provisions of item 25(c)(iv) to schedule 'A' under Rule 18 of Delegation of Financial Power Rules, 1977 and approval of Ld. Chief Judge of this Court dated 17/02/2026 on behalf of the Presidency Small Cause Court, Calcutta, sealed Tenders are invited for proper technical Annual Maintenance Contract (AMC) of Three (03) photocopier machines being model No. **KONICA MINOLTA Bizhub-195** of this Judgeship for the period of One Year under the "Comprehensive Operational Scheme" including all spares, parts, components, ancillary components facials/cosmetic items/plastic-parts/film-unit(s)/fuser-assembly/rollers/blades/lenses/glasses /lamps, tonner etc.

Photocopier Machine may be inspected by intending participants before 03/07/2026 between 11:00 A.M. to 4:30 P.M. during office working days for ascertaining present condition of above-mentioned photocopier Machines

Date: 20/06/2026

[Signature]
Registrar,
Presidency Small Cause Court,
Calcutta.

TERMS & CONDITIONS Registrar Presidency Small Causes Court Calcutta

- Quotations should be submitted along with a copy of PAN and GST registration addressed to the Registrar, Presidency Small Cause Court, Calcutta on or before 03/07/2026 between **11 AM and 4:30 PM** on any working day and should be properly signed and stamp in the office of the English Department, Presidency Small Cause Court, Calcutta on the Sixth floor of the City Civil Court Building. Authority will not take responsibility for delay, loss or non-received quotation send by the post. The envelopes will be opened on **04/07/2026** at 3:30 P.M. at the chamber of the Registrar of this Court.
- Rates should be quoted taking into account the description, make, type, specification and quantity of the articles for which quotations have been invited.
- **Rates quoted should be inclusive of all applicable charges, taxes, duties and levies.**
- If the quotation of any supplier, which is not enlisted with this authority, is selected, the concerned supplier, the concerned supplier may have to submit copies of such documents as Trade License and/or PAN etc. as and when the Registrar, Presidency Small Cause Court, Calcutta may direct.
- Conditional quotations will not be considered.
- Willing supplier submitting quotation should specify the address of its office and its Phone/Mobile number (and other contract numbers e. g. Fax, if available) for canvassing on the part, of a supplier submitting quotation will render its quotation liable to cancellation summarily.
- This Authority 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 Authority is not bound to accept the lowest bid. The Authority 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.

Willing suppliers submitting quotations should know that the articles supplied may have to be, delivered to the office of the Presidency Small Cause Court, Calcutta as per instruction of the Registrar, Presidency Small Cause Court, Calcutta.

Upon selection of quotation, concerned supplier would have to supply articles strictly according to the description / make / type / specification 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 Authority may take any or all such actions against the supplier as it may consider appropriate.