Office of Nazarat, Civil Court, Bojpur at Ara

Tender Notice No. .08.....

Dated. .12-06-25

Sealed Tenders/quotations along with sample of articles (tabulated below in annexure) are invited in favour of undersigned from bonafide and reputed registered Firms/Suppliers having requisite experience and financial capacity to execute the order for supply of Stationery and Miscellaneous items for use of the Court for the financial year 2025-26 within two weeks from the date of Publication. This advertisement can also be downloaded from the https://bhojpur.dcourts.gov.in/

The word/subject "QUOTATION FOR SUPPLY OF STATIONERY and MISCELLANEOUS ITEMS" along with Tender Notice Number should be superscribed on the top of the sealed envelope containing the quotation.

All received bids/tenders documents alongwith sample shall be opened by the Purchase Committee, Civil Court, Ara on 28.06.2025 at 10.00 PM.

Term and Conditions –

1. Tender /Quotation will not be accepted without samples.
2. Samples should be submitted in packed box mentioning their firms name and tender number. Name and serial number of the respective sample should also be written on the sample as mentioned in the tender document.
3. The items/material should be in good condition as per tender specification having the original packing intact.
4. All the tender proposal will have to be submitted in hard copy with all pages numbered and signed as mentioned in Check-List enclosed with this tender. Incomplete proposal will be summarily rejected.
5. The rate quoted in the tender should be inclusive of all taxes.
6. The tender/bid should contain item-wise price inclusive of all taxes.
7. The tender/bid should contain detail technical specification, as may be required in certain items.
8. No advance payment shall be made.
9. The firms shall submit their bill in triplicate at the time of/after the supply of materials.
10. The Court reserves the right to accept/reject any or all tenders including EMD /Bid security and samples.
11. Attested copies of latest Income Tax return for last three years and copy of turnover for the last three Financial Years, GST Registration Certificate, GST Number and PAN be furnished along with the tender.
12. Payment will be made through Bank Account, not in Cash, after delivery. In case any defect is found in any of the materials, the concerned firm shall replace it immediately free of cost.
13. EMD of Rs 50,000/- (Rupees Fifty Thousand) only must be deposited in the form of Demand Draft from Nationalized/Scheduled bank drawn in favour of "The Principal District and Sessions Judge, Bhojpur at Ara" payable at Ara Bidders are requested to

write their name and full address at the back of the Demand draft submitted. No interest will be paid on EMD.

14. The tenders without Earnest Money Deposit/Bid Security /Valid Registration Certificate will be summarily rejected.
15. If a bidder wants to withdraw or modify their bids then the EMD /Bid Security submitted by them, shall be forfeited.
16. The successful bidder is required to submit minimum 5% of value of first supply Order as performance security which shall be deposited by successful bidder(s) by way of Demand Draft from Nationalized/Scheduled bank drawn in favour of "The Principle District and Sessions Judge, Bhijpur at Ara" payable at Ara which will be refunded on either completion of the contract period or after two months from the payment of last bill. No interest will be paid on performance security.
17. No quotation received after due date and time shall be entertained and they will be summarily rejected.
18. The successful bidder shall supply the Items/articles for a minimum period of one year on the approved rate from the date of sign of agreement which may be extended for a further period of one year, if agreed bilaterally.
19. Colour & Essence of the items (wherever applicable) may be exchanged as per requirement of the Court.
20. The firms/bidders have to submit an affidavit to the effect that the firm has not been blacklisted/de-registered/barred by the Central/State Government/Society during their period of business.
21. Further, the bidder will also mention that their supply of aforesaid articles will be as per quality, quantity and time frame mentioned in terms of Tender.
22. Conditional Tenders/bids shall not be entertained. The quality and size of the tentative samples can be seen during office hours in the Purchase Cell of the Patna High Court.
23. The bid will be decided on the basis of quality / price or both of the articles/items. The Civil Court, Ara reserves the right to cancel the agreement with prior notice of one month with or without specifying any reasons thereof.
24. Quantities mentioned in tender document is tentative and it may increase or decrease as per requirement of the Court.
25. A rate agreement shall be executed between the successful bidder and Civil Court, Ara after the finalization of rate.
26. The interested firms/bidders may submit their quotations alongwith samples in the name of the undersigned as per above terms and conditions on or before the date mentioned above up to 5:00 P.M. to the Najir, Civil Court, Ara.
27. In the event of any dispute arising from this tender, the decision of Civil Court, Ara shall be final and binding on all parties.
28. Any dispute whatsoever shall be subject to the jurisdiction of Courts at Ara, Bihar only.

Judge-in-Charge, Nazarat
Civil Court, Bhojpur at Ara

ANNEXURE

Serial No.	Name of articles	Quantity
1.	Marker Pen (Black)	1350 Pcs
2.	Stappler Pin (Small and big)	2000 Pcs (S) and 100 Pcs (B)
3.	Cello Tape (1 inch)	2000 pcs
4.	Tape cutter	100 Pcs
5.	Fevistick Gum	1500 Pcs
6.	Sketch Pen (Red, Black, Green)	1350 Pcs
7.	Stapler (Small)	200 Pcs
8.	Stapler (Big)	50 Pcs
9.	Rubber eraser	1000 Pcs
10.	Pencil (HB)	1000 Pcs
11.	Paper Knife	55 Pcs
12.	Writing tabletop elevator desk	55 Pcs
13.	Sticky Flags	1300 Pcs
14.	Ribbon (Red, Green and Yellow)	100 Bundle Each
15.	Binder Clips	55 Pcs
16.	Highlighter (Neon)	200 Pcs
17.	Envelope (A4 size)	1500 Pcs
18.	Envelope (11 inch* 5 inch)	15000Pcs
19.	Single Punch Machine big and small	100 Pcs
20.	Camlin Gum Liquid	1300 Pcs
21.	Tag (Long & short)	1000 buch (S) 2500 bunch (L)
22.	Fly Leaf	5000 Pcs
23.	Paper weight	200 Pcs
24.	Pen Drive (32 GB) (Preferably USB 3.0)	55 Pcs
25.	Flat File folders	500 Pcs
26.	Steno Notebook	1200 Pcs
27.	Guard file	1000 Pcs
28.	White paper (taw wala)	100 Ream
29.	Steel scale	650 Pcs
30.	Tekua / Sua	1300 Pcs
31.	Red pen	3000 Pcs
32.	Black pen	3500 Pcs
33.	Pencil Cutter	1300 Pcs
34.	Stamp pad (medium)	1300 Pcs
35.	Stamp pad (Large)	150 Pcs
36.	Paper pin	1300 Pcs
37.	Hard file	10,000 Pcs
38.	Acquitance roll	24 Pcs
39.	Stamp Pad Ink	1000 Pcs
40.	Marker pen	1350 Pcs
41.	Envelop (9 inch-* 4 1/2)	50,000 Pcs

42.	Envelop (6 inch-* 4 1/2)	50,000 Pcs
43.	Packing paper (thin)	2 Ream
44.	Packing paper (thick)	3 Ream
45.	Permanant Marker	100 Pcs
46.	Punching Machine	100 Pcs
47.	Folder file	500 Pcs
48.	Trimax pen (Green and Black)	25 + 25 Pcs
49.	Carbon	50 Packet
50.	Sketch Pen	1350 Pcs

Judge (in-charge), Nazarat
Civil Court, Bhojpur at Ara