CIVIL COURT, KHAGARIA
TENDER NOTICE

Sealed Quotations with estimated price are invited from reputed firms/ suppliers/authorized dealers /vendors for the supply of items mentioned below from the date of publication of this notice on the Official Website of Civil Court, Khagaria i.e . https://khagaria.dcourts.gov.in Quotation with required documents indicated in the annexure to the notice, may be submitted in a sealed envelope to address Nazarat, Civil Court, Khagaria during the office hours.

Last date and time of Receipt of Bids.	24.01.2026/4.30 P.M
Place of Submissions of Bids.	Nazarat Dept. Civil Court, Khagaria
Date/Time/ Place of opening of Bids.	On 27.01.2026 at 4:30 P.M. In the Chamber of D.A.J-IInd, Khagaria.

The Description of items to be supplied are as follows:-

क्रम सं.	लेखन एवं प्रपत्र सामग्री का विवरण	मात्रा
1	FS साइज पेपर (हरा) 75 GSM	100 पैकेट
2	फ्लाई लीफ फाइल (**"व्यवहार न्यायालय, खगड़िया"** छपा हुआ)	500 पीस
3	चौबंधा फाइल	250 पीस
4	गार्ड फाइल	500 पीस
5	A4 लिफाफा	500 पीस
6	छोटा लिफाफा	1000 पीस
7	गत्ता	12000 पीस
8	स्टाम्प पैड (ब्लू/बैगनी)	50 पीस
9	इंक (स्टाम्प पैड)(ब्लू/बैगनी)	100 पीस
10	पेपर पिन	200 पीस

11	स्टेपलर (छोटा वाला)	50 पीस
12	स्टेपलर पिन (छोटा वाला)	500 पीस
13	टकला	50 पीस
14	धागा	200 पीस
15	कैलकुलेटर (मध्यम आकार)	10 पीस
16	सेलो टेप (बड़ा वाला)(पारदर्शी)	100 पीस
17	सुतली (~~जुट~~)	10 Kg
18	कोर्ट फी रजिस्टर (200 पन्ना)	100 पीस
19	प्राप्त पत्रों की पंजी रजिस्टर (200 पन्ना)	100 पीस
20	निर्गत पत्रों की पंजी रजिस्टर (200 पन्ना)	100 पीस
21	डाक बुक रजिस्टर (200 पन्ना)	100 पीस
22	सेशन ट्रायल रजिस्टर (500 पन्ना)	100 पीस
23	जी आर ट्रायल रजिस्टर (500 पन्ना)	100 पीस
24	एफ आई आर एंट्री रजिस्टर (500 पन्ना)	100 पीस
25	R-17 रजिस्टर (नक़ल खाना) (200 पन्ना)	100 पीस
26	पेपर वेट	100 पीस
27	कोर्ट डायरी रजिस्टर (300 पन्ना)	30 पीस

Terms and Conditions:-

1. The financial bid shall contain separate rates of all types as per the description in inclusive of all taxes, for each unit, in sealed envelopes, as well as the consolidated amount.

2. The technical bid shall contain a copy of registration/incorporation/ equivalent certificate, Aadhar, PAN and GST Registration certificate along with declaration of experience.

3. The bidder, who are distributors/retailers shall be preferred over entities dealing in the terms through other agencies.

4. Every bidder must deposit a demand draft drawn on Nationalized Bank/ Scheduled Bank for 10% of the maximum bidding price in favour of **Principal District & Sessions Judge, Khagaria** as earnest money deposit.

5. Validity of bid will be 15 days from the date of opening of the bid.

6. The earnest money of the bidder, whose quotations are not approved, shall be released after the award of the work to be successful tendered. The successful bidder shall be refunded earnest money deposit only after successful completion of the work, pending which the same shall be treated as performance Security.

7. The contractor shall be competent to deliver the items immediately after the issue of supply order failing which the office reserves the right to get any other authorized party to carry out the supply.

8. The contractors shall completely indemnify against liability, claims loses or damages, sustained by it or them by reason of delay in supply or any breach of agreement, wrongful act negligence by the contractor of any of its employees engaged in supply of the items.

9. In the event of failure to supply the required items by the contractor within reasonable time, Civil Court, Khagaria shall have the right to terminate the contract at any point during its continuance.

10. Payment shall be made upon satisfaction regarding the items supplied. The Contractors shall raise invoice only after full delivery and all endeavour shall be made for payment within reasonable time for the date of receipt of the invoice. The Civil Court, Khagaria shall have the right to scrutinise the bill before processing the payments.

11. The office shall be entitled to deduct in accordance with applicable laws, GST or other deductions (as the case may be), from any payments made to the contractor.

12. The notice inviting tender and conditions for tender shall form part of agreement.

13. The competent courts in Civil Court, Khagaria shall alone have jurisdiction in respect of any matters pertaining to the tender & contract.

By Order

05/01/2026

District & Additional Sessions Judge- IInd

Civil Court, Khagaria.