OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE MUZAFFARPUR

Tender Notice No 04 /2025

Sealed Tenders/quotations are invited from bonafide & reputed brands having requisite experience for providing stationery items with tender period of 21 days from the date of display of this notice on the website of District Court, Muzaffarpur. Quotations received after stipulated time/date shall not be entertained.

Important information

SL. No.	Activity	Date
01.	Date of Tender Publication on the official website	12.06.2025
02.	Date of commencement of Bids	12.06.2025
03.	Last Date of receipt of Bids	02.07.2025
04.	Place of submission of Bids	Nazarat, Civil Court, Muzaffarpur
05.	Date/Time/Place of opening of Bids	03.07.2025 at 4.35 P.M. in the presence of Purchase Committee and D.D.O., Civil Court, Muzaffarpur

Stationery Items

SL. No.	Stationery items	Number of items
01.	Yellow colour Flat File (thick base) with large tape	20,000 Pcs
02.	Blue colour Flat File (thick base) with large tape	20,000 Pcs
03.	Pen Stand	10 dozen
04.	Flap (wide) Colourful	500 Pcs
05.	14 feet high wall supporter ladder	01 Pc
06.	Table glass	30 Pcs.
07.	Stamp Pad	400 Pcs
08.	Paper Pin (T-Pin)	500 Packets
09.	Fly leaf Civil Court Printed	1500 Pcs.
10.	Envelope A-4 Size	500 Pcs.
11.	Envelope small	1000 Pcs.
12.	Paper Weight (Fiber)	300 Pcs.
13.	Stapler Large	25 Pcs
14.	Stapler large pin	100 Pcs
15.	Paper Clip	10 Packets
16.	Stapler small	100 Pcs.
17.	Stapler Pin Small	200 Packets

Terms & Conditions :

(i) Proof of Registration of firm/supplier as per Government Rules.

(ii) The firm must have GST and PAN number.

(iii) The articles supplied should be in good condition.

(iv) The rate of article must be quoted as per unit price.

(v) The rate quoted in Quotation should be inclusive of all taxes and other charges, if any.

(vi) No advance payment shall be made.

(vii) The Court reserves all right to minimise or maximise the quantity as well as right to accept or reject any or all quotations without assigning any reason.

(viii) The firm shall submit its bill in duplicate at the time of supply of articles.

(ix) Payment will be made in account of the firm after due verification of items supplied.

(x) Any dispute shall be subject to Muzaffarpur Jurisdiction.

Principal District & Sessions Judge
Muzaffarpur
11.06.25