## OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE
## MUZAFFARPUR

**Tender Notice No 02 /2026**

Sealed Tenders/quotations are invited from bonafide & reputed brands having requisite experience for providing the following Stationery items for their use in different courts and offices of Civil Court, Muzaffarpur, with tender period of 15 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.

**Name of the items:**

| SL. No. | Name of items | SL. No. | Name of items |
|---|---|---|---|
| 01. | Thread (Dhaga)- 100 dozen | 13. | Steno Note books- 500 Pieces |
| 02. | Pen Stand – 20 Dozen | 14. | Paper Weight- 10 dozen |
| 03. | Stamp Pad- 500 Pieces | 15. | Cover File- 500 Pieces |
| 04. | Stamp Pad ink- 500 Pieces | 16. | Glue ( 200 ML)- 500 pieces |
| 05. | Calculator- 06 pieces | 17. | Large Staplers- 25 Pieces |
| 06. | Stapler Pins- 100 dozen | 18. | General Note Book- 100 Pieces |
| 07. | Envelopes (10X4)- 2000 pieces | 19. | Paper Pins- 100 Packets |
| 08. | Colour flags- 20 Dozen | 20. | Large Paper- 20 Reams |
| 09. | Carbon - 10 Packets | 21. | Large Stapler Pins- 10 dozen |
| 10. | Pencils – 10 Packets | 22. | Small Stapler Pins- 10 dozen |
| 11. | Erasers ( Rubber) – 05 Packets | 23. | Guard File- 500 Pieces |
| 12. | Cutter- 100 Pieces | | |

**Important information**

| SL. No. | Activity | Date |
|---|---|---|
| 01. | Date of Tender Publication on the official Website | 27.02.2026 |
| 02. | Date of commencement of Bids | 27.02.2026 |
| 03. | Last Date of receipt of Bids | 13.03.2026 |
| 04. | Place of submission of Bids | Nazarat, Civil Court, Muzaffarpur |
| 05. | Date/Time/Place of opening of Bids | 16.03.2026 at 4.35 P.M. in the presence of Purchase Committee and D.D.O., Civil Court, Muzaffarpur |

**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.

I/C. ( Administration)
Civil Court, Muzaffarpur
27.02.2026