

OFFICE OF THE DISTRICT JUDGE, CUTTACK

Tender Invitation Notice

No. 05 dated 10/09/25

Sealed tenders from intending bidders are invited for supply of following Copier Paper. The sealed Tenders will be received latest by 2.00 pm on 17.09.25 and will be opened at 4.30 P.M on 17.09.25 in presence of the available Tenderers or their authorised agent. The Bidders should super-scribe the words "Tender for supply of Copier Paper" on the sealed cover.

1. A4 Copier Paper 75 GSM JK (Red Coloured packet) - 1500 Pkts

The price offered shall be **inclusive of all taxes and charges** if any. All bid offers must be accompanied by an **earnest money deposit of Rs.5,000/-** by way of Demand Draft favouring **"Registrar, Civil Courts, Cuttack"** payable at "Cuttack". The tender received without the deposit of earnest money and beyond the stipulated time frame will not be taken into consideration.

For detailed Term & Conditions of the Tender, the Tenderers are requested to visit Court's Notice Board or log on to District Court, Cuttack website **<https://cuttack.dcourts.gov.in/>**

The Authority reserves the right to accept or reject any or all Tenders without assigning any reason thereof.

By order of District Judge, Cuttack

Sd/-

Registrar

Civil Courts, Cuttack

TERMS AND CONDITIONS FOR SUPPLY OF COPIER PAPER

1. The tenderer should super-scribe the words "TENDER FOR SUPPLY OF COPIER PAPER" on the sealed cover.
2. All Tenders must be accompanied by an earnest money deposit (EMD) of Rs.5,000/- (Rupees Five Thousand) only by way of Demand Draft favouring "**Registrar, Civil Courts, Cuttack**" payable at "Cuttack" otherwise bid offer shall be rejected.
3. The sealed tenders along with Copies of Valid GST Registration certificate with caption super-scribed on it "**Tender for supply of Copier Paper**" should reach the office of the undersigned by **2.00 P.M on 17.09.25** addressed to the undersigned.
4. The received sealed tenders will be opened on **17.09.25 at 04.30 P.M** in presence of the available tenderers or their authorised agents.
5. The offered purchase price should be written clearly, both in figures and words.
6. The bidder shall have valid GST registration certificate and latest GST filing report if any.
7. The bidder shall have a firm registration certificate.
8. The bidder shall have valid PAN card under Income Tax Act.
9. Rate quoted shall be inclusive of all taxes and charges if any and deliverable at Registrar, Civil Courts, Cuttack. The Authority will not pay any extra charge for transportation of the products to its campus.
13. The selection shall be on basis of price quoted for the same subject to verification of required documents as called for. Any deviation in quality of supplied item from the approved sample shall lead to penalty or termination of the rate contract or both.

(B) Documents to be submitted along with the Tender :

1. Self attested copy of GST Registration Number of the firm and latest GST filing report, if available.
2. Self attested copy of PAN card of the firm/bidder issued under Income Tax Act.
3. Incomplete and late bids shall be rejected summarily.
4. The tender form is non-transferable.
5. Copy of this Tender being self-attested on each and every page shall be submitted along with all the above mentioned documents.
6. The Bids shall be rejected if information given therein is found to be false, incorrect or incomplete in any manner whatsoever at any stage prescribed in the tender. Should any ineligibility detected, then no correspondence thereof shall be entertained.
- 7) The Authority shall not be responsible for any delay in submission of bids and late bids shall summarily be rejected.



Registrar,
Civil Courts, Cuttack

PROFORMA FOR OFFERING RATES FOR SUPPLY OF COPIER PAPER.

AMOUNT OF EARNEST MONEY	Rs. Rupees
PARTICULARS OF DEMAND DRAFT	No.
	Date.
	Bank.
	Branch.
NAME OF THE BIDDER	
ADDRESS*	
CONTACT NO	

*(Address should be complete and supported with proof). The bidder should always be available for necessary communications at the given address.

1. I/We submit my/our quotation for the **"Tender for Supply of Copier Paper"** .

01. A4 Copier Paper 75 GSM JK (Red Coloured packet) : Rs. _____

2. I/We have very carefully read the terms and conditions of the offer, particularly, regarding earnest money and agree to abide by these in letter and spirit. The decision of the District Judge, Cuttack on any dispute arising out of the offer shall be binding on me/us.

3. I/We agree to the forfeiture of the earnest money if I/We fail to comply with all or any of the terms and conditions in whole or in part as laid down in **Annexure-I** in the tender invitation which would constitute and have force of a contract between me/us and the establishment of District Judge, Cuttack if I/We am/are declared a successful bidder.

Place: _____

Date: _____

Name: _____

Signature of bidder