

**OFFICE OF THE JUDGE, FAMILY COURT-cum-CHAIRMAN,  
PURCHASE COMMITTEE, CIVIL COURTS, DEOGARH.**

Order No. 04 /dtd.27.06.2023

**NOTICE INVITING QUOTATION**

Quotations are invited from the intending Agencies / Dealer/Publishers for supply of following Stationary articles. The Quotation should reach to the undersigned on or before 05.07.2023 by 4.00 P.M. either by hand or by registered post. The Quotationers are required to submit their GSTIN No. along with their quotations. Any quotation received after the specified date shall be entertained and the undersigned reserves the right to reject or cancel or modify the quantum of articles inviting quotation without assigning any reason thereof. The total price of the articles shall include GST and delivery Charges. Specification of latest edition be furnished along with the quotations.

Details of requirements are mentioned as follows:-

**LIST OF STATIONARY ARTICLES REQUIRED BY DIFFERENT  
COURTS OF THE JUDGESHIP, DEOGARH .**

Sl.No	Name of the Stationay Articles	No. of Stationary Articles required to be purchased
1	Fly Leaf (Big size) A3	380
2	Fly Leaf (Small size) A4	630
3	Cover File	160
4	Guard File	29
5	Envelop (A4 size)	255
6	Envelop (A3 size)	75
7	Envelop (Small size)	2914
8	Envelop -21 cm	1035
9	Gum	32 bottle
10	Highligher (Green + Yellow)	17+16
11	Stamp Pad (Small + Big)	14+30
12	Stapler (Big size-24)	18
13	Stapler (small size-10)	23
14	Stapler Pin (small No.10)	127
15	Stapler Pin (Big No.24)	85
16	Stamp pad Ink	25
17	Whitener	59
18	Cello Tape (Big- 2 inch)	36
19	Cello Tape (Small - 1 inch)	18
20	Foot stand	1



21	Hanger	2
22	Cotton Tag	98
23	Punch Machine	19
24	Desk Knife	12
25	Binding Book (Long Rolling)	12
26	Binding Book (Long Plain)	10
27	A, B, C Seal	2 piece each
28	Paper Flag	29
29	Marker (black/ red/ blue)	13+13+13
30	Pin assorted	17Pkt
31	U Clips	58
32	Paper weight	66
33	Cotton thread (Sutuli)	91
34	Jute thread	4.5
35	Scissors (Big)	18
36	Budkins (Phodani)	29
37	Dust Bin	25
38	Colour Pencils	4
39	Pen & Pencils	17
40	Eraser (Rubber)	34
41	Sharpener	18
42	Calculator	9
43	Wall Clock	8
44	Pencil Battery (Clock)	26
45	Remote Battery	22
46	Stick file	4
47	Sorthand notebook	10
48	Dfc paper	42
49	writing board	3
50	Table Glass	4
51	Scale	11
52	Hard board	100
53	Triangular Punch	2
54	Removed Seal	2
55	Disinfect / Bleaching	6
56	Folder file	30
57	Cobra file	10
58	Pen stand	7
59	Carbon paper	10
60	Needle & Thread	4
61	Plain note book	5



61	Plain note book	5
62	Hand Towel	18
63	Calling Bell	2
64	Cup Set	4
65	Dinner Set	3
66	Glass Set	4
67	Distilled Water	20

Address:-

To

The Registrar,

Civil Courts, Deogarh.

At/P.O- Purunagarh.

Dist-Deogarh

PIN-768119

*Sd/*  
Judge, Family Court,  
Deogarh.

Memo No. 192 (B) Dtd. 27.6.23

Copy forwarded to the Registrar, Civil Courts, Deogarh/ System Asst.Civil Courts, Deogarh/Notice Board for kind information .

*Sd/*  
27.6.23  
Judge, Family Court,  
Deogarh.