OFFICE OF THE PURCHASE COMMITTEE,

CIVIL COURT, BHAGALPUR

NOTICE INVITING QUOTATION

FOR PROCUREMENT OF STATIONERY

Notice No.: 03/2026 **Date:** 31.10.2026

Sealed quotations are hereby invited from reputed, experienced and eligible suppliers, dealers and firms for the supply of stationery and office items required for the official use of this office. Interested suppliers are requested to submit their quotations in accordance with the specifications, quantities, terms and conditions mentioned below.

1. Schedule of Items and Specifications

Sl. No.	Description of Article/ Specifications	Quantity
1	Fine Cheque Book (each book contains 100 pages)	100 Book

Note: All quantity mentioned above are approximate requirements for procurement. Actual supply shall be made as per the purchase order issued by the competent authority.

2. Last Date and Time for Submission of Quotation

The last date and time for submission of sealed quotations shall be **03.11.2026 up to 4:30 PM**. Quotations received after the prescribed date and time shall not be considered.

The quotation shall be submitted in a sealed envelope addressed to the Purchase Committee, Civil Court, Bhagalpur, clearly superscribed: **"QUOTATION FOR SUPPLY OF STATIONERY AND OFFICE ITEMS"**. It may be submitted by hand during working hours or through registered post / speed post, provided it reaches the office before the stipulated deadline.

3. Terms and Conditions

a) **Eligibility of Suppliers:** The quotation shall be submitted by a registered firm, authorized dealer, supplier or business entity engaged in the supply of stationery and office items.

b) **Submission of Quotation:** The quotation shall be submitted in a sealed envelope containing the duly signed and stamped quotation along with necessary supporting documents.

c) **Rate Quotation:** Rates shall be quoted clearly against each item in Indian Rupees (Rs.), in figures and words wherever applicable.

d) **GST and Other Taxes:** The supplier shall clearly mention applicable GST, taxes, duties and other charges, if any, and indicate whether these are included in or excluded from the quoted rates.

e) **Transportation and Delivery Charges:** Quoted rates shall be inclusive of transportation, packing, loading, unloading and delivery charges up to the designated office premises, unless specifically stated otherwise.

f) **Quality and Specifications:** Fine Cheque Book supplied must conform to the specifications and quality standards mentioned in the schedule. Materials shall be new, unused and free from manufacturing defects.

g) **Inspection and Verification:** Page of Fine Cheque Book shall be subject to physical verification and inspection by the authorized officer / Purchase Committee or any person nominated by the competent authority.

h) **Rejection of Materials:** Materials found defective, damaged, substandard or not conforming to specifications shall be liable to rejection. The supplier shall replace them at its own cost without additional financial liability to the office.

i) **Delivery Period:** The successful supplier shall complete the supply within the period stipulated in the purchase order. The delivery schedule shall be communicated with the supply order.

j) **Payment Terms:** Payment shall be made only after satisfactory delivery, physical verification, acceptance of materials and submission of a proper bill / invoice with required documents. No advance payment shall ordinarily be made.

k) **Validity of Quotation:** Quoted rates shall remain valid for a minimum period of 90 days from the last date of submission of the quotation.

l) **Documents to be Submitted:** The supplier shall submit: (a) GST Registration Certificate, wherever applicable; (b) PAN Card of the firm / proprietor; (c) valid trade licence / registration certificate, wherever applicable; (d) bank account details; (e) contact number, email address and complete business address; and (f) declaration accepting the terms and conditions.

m) **Evaluation of Quotations:** Quotations received within the prescribed time shall be examined by the Purchase Committee on the

basis of rates, quality, specifications, suitability, delivery conditions and overall financial advantage to the office.

n) **Lowest Quotation:** The lowest rate shall not automatically confer any right to receive the purchase order. Quality, specifications, suitability and reasonableness of rates shall be considered before recommendation.

o) **Right to Accept or Reject:** The Purchase Committee, Civil Court, Bhagalpur / competent authority reserves the right to accept or reject any or all quotations, wholly or partially, without assigning any reason, subject to applicable procurement rules and financial regulations.

p) **Cancellation of Procurement:** The competent authority reserves the right to cancel or modify the procurement process at any stage, if considered necessary in the interest of the office.

q) **No Commitment:** Issuance of this notice shall not be construed as a commitment to purchase any particular quantity or to award a supply order to any particular supplier.

r) **Compliance with Rules:** The procurement shall be subject to applicable government procurement rules, financial regulations and instructions issued by the competent authority from time to time.

4. Submission of Quotation

Interested suppliers are advised to carefully examine the specifications, quantities and terms and conditions before submitting their quotations. Incomplete quotations, quotations without required documents or quotations containing ambiguous / conditional rates may be rejected.

The decision of the competent authority regarding evaluation and acceptance of quotations shall be final and binding, subject to applicable rules. The quotation notice may also be displayed on the office notice board for wider publicity.

27.10.25

District & Additional Sessions Judge-I-cum-Chairman
Purchase Committee,
Civil Court, Bhagalpur

CIVIL COURT, BHAGALPUR

NOTICE INVITING QUOTATION

FOR PROCUREMENT OF STATIONERY AND OFFICE CONSUMABLES

Notice No.: 04/2026 **Date:** 31.10.2026

Sealed quotations are hereby invited from reputed, experienced and eligible suppliers, dealers and firms for the supply of stationery and office consumable items required for the official use of this office. Interested suppliers are requested to submit their quotations in accordance with the specifications, quantities, terms and conditions mentioned below.

1. Schedule of Items and Specifications

Sl. No.	Description of Articles / Specifications	Quantity
1	A4 Size Paper (70 GSM), JK Sparkle	1,040 Reams
2	Judgement Paper (90 GSM)	250 Reams
3	Legal Size Paper (70 GSM)	100 Reams
4	Stapler Machine (Big Size)	25 Pcs.
5	Stamp Pad (Red), 12.6 cm × 7.7 cm	25 Pcs.
6	Stamp Pad (Blue), 15.7 cm × 9.6 cm	50 Pcs.
7	Basic Calculator (12 Digits)	20 Pcs.
8	Scissors (Large Size)	20 Pcs.
9	Cello Tape (2 Inch)	100 Pcs.
10	Cello Tape (1 Inch)	150 Pcs.
11	Sutli / Sutri	51 Kg
12	Thread (White)	25 Kg
13	Pen (Black)	1,000 Pcs.
14	Pen (Red)	600 Pcs.
15	Pen (Blue)	200 Pcs.
16	Eraser (20 Pcs. per Packet, i.e. 5 Packets)	5 Packets
17	Sharpener	50 Pcs.
18	Punching Machine	10 Pcs.
19	Gum (200 ml)	300 Pcs.
20	Stapler Pin (No. 10-1M)	400 Boxes
21	Stapler Pin (No. 24/6-1M)	30 Boxes
22	T-Pin	500 Boxes
23	Guard File	300 Pcs.
24	Stapler (Small)	25 Pcs.
25	Steno Notebook (Medium Size)	200 Pcs.
26	Paper Flag (15 mm × 75 mm, 5 Colours)	80 Packets
27	Paper Weight	100 Pcs.
28	Carbon Paper (Blue), 210 mm × 330 mm, 100 Sheets	15 Packets
29	Whitener	50 Pcs.
30	Highlighter (Hauser)	200 Pcs.

Sl. No.	Description of Articles / Specifications	Quantity
31	Fly Leaf (Sulekha No. 180)	1,000 Pcs.
32	Cover File	150 Pcs.
33	Button Folder	200 Pcs.
34	Stick File	25 Pcs.
35	Envelope (40 × 30 cm) / A4 Envelope	1,800 Pcs.
36	Envelope (25 × 12 cm) / Chhota Lifafa	9,000 Pcs.
37	Wall Clock	1 Pc.

Note: All quantities mentioned above are approximate requirements for procurement. Actual supply shall be made as per the purchase order issued by the competent authority.

2. Last Date and Time for Submission of Quotation

The last date and time for submission of sealed quotations shall be **03.11.2026 up to 4:30 PM**. Quotations received after the prescribed date and time shall not be considered.

The quotation shall be submitted in a sealed envelope addressed to the Purchase Committee, Civil Court, Bhagalpur, clearly superscribed: **"QUOTATION FOR SUPPLY OF STATIONERY AND OFFICE CONSUMABLE ITEMS"**. It may be submitted by hand during working hours or through registered post / speed post, provided it reaches the office before the stipulated deadline.

3. Terms and Conditions

a) **Eligibility of Suppliers:** The quotation shall be submitted by a registered firm, authorized dealer, supplier or business entity engaged in the supply of stationery and office consumable items.

b) **Submission of Quotation:** The quotation shall be submitted in a sealed envelope containing the duly signed and stamped quotation along with necessary supporting documents.

c) **Rate Quotation:** Rates shall be quoted clearly against each item in Indian Rupees (Rs.), in figures and words wherever applicable.

d) **Item-wise Quotation:** The supplier shall quote rates for each individual item. The Purchase Committee reserves the right to accept quotations for all items or selected items, depending upon requirements and financial interest of the office.

e) **GST and Other Taxes:** The supplier shall clearly mention applicable GST, taxes, duties and other charges, if any, and indicate whether these are included in or excluded from the quoted rates.

f) **Transportation and Delivery Charges:** Quoted rates shall be inclusive of transportation, packing, loading, unloading and delivery charges up to the designated office premises, unless specifically stated otherwise.

g) **Quality and Specifications:** All materials supplied must conform to the specifications and quality standards mentioned in the schedule. Materials shall be new, unused and free from manufacturing defects.

h) **Brand and Quality:** Where a particular brand or specification is mentioned, the supplier shall supply the same brand or an equivalent product of comparable or superior quality, subject to approval of the competent authority.

i) **Inspection and Verification:** Supplied materials shall be subject to physical verification and inspection by the authorized officer / Purchase Committee or any person nominated by the competent authority.

j) **Rejection of Materials:** Materials found defective, damaged, substandard or not conforming to specifications shall be liable to rejection. The supplier shall replace them at its own cost without additional financial liability to the office.

k) **Delivery Period:** The successful supplier shall complete the supply within the period stipulated in the purchase order. The delivery schedule shall be communicated with the supply order.

l) **Payment Terms:** Payment shall be made only after satisfactory delivery, physical verification, acceptance of materials and submission of a proper bill / invoice with required documents. No advance payment shall ordinarily be made.

m) **Validity of Quotation:** Quoted rates shall remain valid for a minimum period of 90 days from the last date of submission of the quotation.

n) **Documents to be Submitted:** The supplier shall submit: (a) GST Registration Certificate, wherever applicable; (b) PAN Card of the firm / proprietor; (c) valid trade licence / registration certificate, wherever applicable; (d) bank account details; (e) contact number, email address and complete business address; and (f) declaration accepting the terms and conditions.

o) **Evaluation of Quotations:** Quotations received within the prescribed time shall be examined by the Purchase Committee on the basis of rates, quality, specifications, suitability, delivery conditions and overall financial advantage to the office.

p) **Lowest Quotation:** The lowest rate shall not automatically confer any right to receive the purchase order. Quality, specifications, suitability and reasonableness of rates shall be considered before recommendation.

q) **Right to Accept or Reject:** The Purchase Committee, Civil Court, Bhagalpur / competent authority reserves the right to accept or reject any or all quotations, wholly or partially, without assigning any reason, subject to applicable procurement rules and financial regulations.

r) **Cancellation of Procurement:** The competent authority reserves the right to cancel or modify the procurement process at any stage, if considered necessary in the interest of the office.

s) **No Commitment:** Issuance of this notice shall not be construed as a commitment to purchase any particular quantity or to award a supply order to any particular supplier.

t) **Compliance with Rules:** The procurement shall be subject to applicable government procurement rules, financial regulations and instructions issued by the competent authority from time to time.

4. Submission of Quotation

Interested suppliers are advised to carefully examine the specifications, quantities and terms and conditions before submitting their quotations. Incomplete quotations, quotations without required documents or quotations containing ambiguous / conditional rates may be rejected.

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27.10.26

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