Office of the Principal District & Sessions Judge, East Champaran, Motihari.

Tender No.- 18 /2025(Purchase Cell) **F.Y.- 2025-2026,** **Date:- 15.07.2025**

Place of Receipt of Quotation :- ***Office of the Administration Incharge, Nazarat, Civil Court, East Champaran, Motihari***

As directed, quotations are invited from the reputed firms / suppliers for supply of stationery articles mentioned below for its use in the different Courts and Offices of the Civil Court, Motihari.

Sl No.	List of Stationery Articles	No of Jista/ Page	Quantity
1.	Judgment Paper (Legal size Green)	---------	500 packets
2.	Gum	---------	400 pcs.
3.	Ink Pad	---------	200 pcs
4.	Steno notebook	---------	500 pcs
5.	Ink	---------	200 pcs
6.	Stapler No. 10	---------	200 pcs
7.	Paper Pin (T pin)	---------	500 pkt
8.	Paper Weight	---------	300 pcs
9.	Envelope (A4 size) (10"x14")	---------	1000 pcs
10.	Envelope (Medium) (12"x6")	---------	1000 pcs.
11.	Envelope (Small) (10"x5")	---------	5000 pcs
12.	Carbon (Blue)	---------	05 Pkt.
13.	Sticky Notes	---------	100 pcs
14.	A-4 size Paper	---------	500 Pkt.
15.	Poker (Sua)	---------	200 Pcs
16.	Highlighter	---------	100 Pcs
17.	Transparent Tape	2 inches	200 Pcs
18.	Register Court Fee (R-7)	300 Page	200 Pcs
19.	GR Register (R-2)	500 Page	20 Pcs
20.	Decided Register (R-18)	300 Page	100 Pcs
21.	Register	220 Page	20 Pcs

The firm/ supplier must have the financial capacity to execute the supply of aforesaid article. The Quotations must reach this office within three weeks (21 Days) from the date of display of this notice on the website of Civil Court, Motihari. Quotation received after stipulated time/date shall not be entertained. This tender notice can be downloaded from the website of Civil Court, Motihari:- "https://motihari.dcourts.gov.in/". The formats of the above mentioned registers may be obtained from the Office of the Administration Incharge, Civil Court, Motihari.

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 the 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.

Nazir,
Civil Court, Motihari.

By Order,
Administration Incharge,
Civil Court, Motihari.