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

Tender No.- 07 /2026(Purchase Cell) **F.Y.- 2025-2026,** **Date:- 24.02.2026**

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 their use in the Permanent Lok Adalat (PLA) East Champaran, Motihari.

Sl No.	List of Stationery Articles	Quantity
1.	Photostat Paper (Century star A4 size)	03 cartoons
2.	Fly leaf	200 pcs.
3.	Black pen	04 packets
4.	Red pen	02 packets
5.	Big size envelop	50 pcs.
6.	Medium size envelop	50 pcs.
7.	Small size envelop	100 pcs.
8.	Green colour Highlighter	09 pcs.
9.	Marker (Blue+Green) (3+3)	02 pcs.
10.	Black sketch	01 packet
11.	Red sketch	01 packet
12.	Small stapler	01 pc.
13.	Big stapler	01 pc.
14.	Small stapler pin	10 packets
15.	Big stapler pin	05 packets
16.	Big Mirror	01 pc.
17.	Poker	02 pcs.
18.	Stamp pad ink	02 pcs.
19.	Plain Register	05 pcs.
20.	Register (with Line)	10 pcs.
21.	Gum (500ml)	02 pcs.
22.	Issue Register	01 pc.
23.	Receipt Register	01 pc.
24.	File Tag	10 bunch
25.	Room Freshner	01 pc.
26.	Pen Stand	01 pc.
27.	Hand Wash	01 pc.
28.	Tissue Paper	01 packet
29.	Paper Weight	05 pcs.
30.	Foot rest	02 pcs.

The firm/ supplier must have the financial capacity to execute the supply of aforesaid article. The Quotations must reach this office within ten days (10 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.

24/2/2026

Nazir,
Civil Court, Motihari.

By Order,

24/2/26

Administration Incharge,
Civil Court, Motihari.