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

Tender No.- 15 /2026 (Purchase Cell) **F.Y.- 2026-2027,** **Date:- 12.05.2026**

Place of Receipt of Quotation :- Nazarat, Civil Court, Motihari, East Champaran.

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.	A-4 size paper (75 GSM)	---------	2000 packets
2.	Fly Leaf	---------	1000 pcs.
3.	Damper	---------	100 pcs
4.	Thread Ball	---------	1000 pcs
5.	Stapler (24/6-1M)	---------	50 pcs
6.	Stapler No. (10-1M)	---------	100 pcs
7.	Poker	---------	100 pcs.
8.	Paper Weight	---------	300 pcs
9.	Judgement Paper (Legal size Green)	---------	500 pkt.
10.	Stapler Pin (24/6-1M)	---------	100 Pcs.
11.	Stapler Pin (10-1M)	---------	100 pcs
12.	Pencil	---------	50 Pkt.
13.	Sharpner	---------	50 pcs
14.	Eraser	---------	50 Pkt.
15.	Judgement Paper (Legal size white)	---------	50 Pkt.
16.	Plain Register	200 pages	50 Pcs
17.	Pen Stand (big)	---------	60 Pcs
18.	Table Glass	---------	30 Pcs
19.	Pen (Red)	---------	500 Pcs
20.	Pen (Black)	---------	2000 Pcs
21.	Paper Weight (Plastic/Fibre)	---------	100 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, 12/5/26.
Civil Court, Motihari.

By Order,
12/5/26
Judge Incharge, Nazarat
Civil Court, Motihari.