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

Tender No.- 26 /2026 (Purchase Cell) **F.Y.- 2026-2027,** **Date:- 15.10.2026**

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.

Serial No.	List of Stationary Articles	Quantity
1.	Carbon	10 Pkt.
2.	Steno Notebook	600 Pcs.
3.	Ink Pad	300 Pcs.
4.	Ink	500 Pcs.
5.	File for Record	500 Pcs.
6.	Call Bell	100 Pcs.
7.	Tag	1000 Pcs.
8.	Cello Tape - 2"	300 Pcs.
9.	Cello Tape - 1"	300 Pcs.
10.	Sutri (Thick Ribbon)	50 Kg
11.	Permanent Marker (Red)	100 Pcs.
12.	Permanent Marker (Black)	100 Pcs.
13.	Table Top	50 Pcs.
14.	Gum	500 Pcs.
15.	Paper Weight	600 Pcs.
16.	Stapler Big	100 Pcs.
17.	Stapler Small	200 Pcs.
18.	Stapler Pin (Big)	300 pcs.
19.	Stapler Pin (small)	600 Pcs.
20.	Pen (Red)	1500 Pcs.
21.	Pen (Black)	1000 Pcs.
22.	T-Pin	200 Pkt.
23.	Sticky Notes	100 Pkt.
24.	Highlighter	100 Pcs.
25.	A4 (85 GSM)	100 Cartoon
26.	A4 (75 GSM)	150 Cartoon
27.	Guard File	1000 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.

By Order,

15/10/26

Administration Incharge
Civil Court, Motihari.

15/10/2026

Nazir,
Civil Court, Motihari.