

TENDER NOTICE

Sealed tenders are hereby invited from the reputed firms/agencies having bonafide trade license for supplying the following stationery articles as per the brands and /or specifications mentioned corresponding to the items. The items are to be supplied through out the Judgeship of Burdwan i.e in different courts and departments of Burdwan (Sadar) Asansol, Durgapur, Kalna and Katwa and for such supply no additional carrying cost will be provided.

The rate, so submitted shall remain effective for the financial year 2016-2017 i.e from 01.05.2016 till 31.03.2017 and during such period no escalation of rate, except any increase: /decrease of Government Taxes and /or levies subject to production of Government orders, be permitted. The Bidders are further requested to submit their rates in sealed envelop and submit the same in the office of the undersigned addressing to the undersigned on any working day within 18.04.2016 by 2.30 P.M. The tenders will be opened in presence of all the bidders on 18.04.2016 at 4.30 P.M.

PAN Card, IT Clearance Certificate must be attached with the sealed Tender.

Sl. No	Details of Articles	Brand Name	Unit of Articles	Requirement
01	Xerox Paper-A4	Copy Power	Per Box (5 Rim each box)	As per requirement
02	Xerox Paper – Legal	Copy Power	Per Box	As per requirement
03	Alpin	Gripex/Kissan	Per Box	As per requirement
04	James Clip	Gripex/Kissan	100 Bundle	As per requirement
05	Tag (Big Size)	Good Quality	Per Piece	As per requirement
06	Scissor (Big Size)	Good Quality	Per Piece	As per requirement
07	Gum/(Tube/Bottle)	Good Quality	Per Piece	As per requirement
08	Stapler Pin (Steel) (Small)	Kangaro-10	Per Box	As per requirement
09	Stapler (Big Size)	Kangaro-10	Per Box	As per requirement
10	Stapler Pin (Steel) (Small)	Kangaro-10	Per Box	As per requirement
11	Stamp Pad (Medium)	Camel	Per Piece	As per requirement
12	Jotter Pen	Good Quality	Per piece	As per requirement
13	Vim Power	500gam pack	Per packet	As per requirement
14	Soap – 75 gm	Lux	Per piece	As per requirement
15	Mosquito repellent Machine+ oil	Good Night	Per piece	As per requirement
16	Duster (24” x 24”)	Good Quality	Per Dozen	As per requirement
17	Liquid Soap	Dettol	Per Bottle	As per requirement
18	Knife	Good Quality	Per Dozen	As per requirement
19	Plastic Folder	File Max	Per Dozen	As per requirement
20	Signature Pad	Good Quality	Per piece	As per requirement
21	Cover File (Printing)	Good Quality	Per piece	As per requirement
22	Envelop (Big Size) Brown	Good Quality	Per 100 pieces packet	As per requirement
23	Envelop (Small Size (Brown	Good Quality	Per 100 pieces packet	As per requirement
24	Page Marker (Post –IT)	Good Quality	Per piece	As per requirement
25	Correction Fluid Pen	COREX	Per piece	As per requirement
26	Towel (Car) Big Size	Bombay Dying	Per piece	As per requirement
27	Eraser – Ex	Oval	Per piece	As per requirement
28	Calculator (12 digit)	Casio/orpat	Per piece	As per requirement
29	Pen Both (Red and Blue)	Good Quality	Per piece	As per requirement
30	Markar Pen	Good Quality	Per piece	As per requirement
31	Drinking Water Glass	Good Quality	Per piece	As per requirement
32	Envelop(With cloth pasting)	Good Quality	Per piece	As per requirement
33	Fevistick	Good Quality	Per piece	As per requirement
34	Feviquick one drop instant Addhesive	Good Quality	Per piece	As per requirement
35	Permanent Marker (Bold (Black, Blue, Green, Red)	Good Quality	Per piece	As per requirement
36	Generic U shape clip colour.	Good Quality	Per piece	As per requirement
37	Binder Clips (Small/Medium/Big)	Good Quality	Per piece	As per requirement
38	Paper Weight	Good Quality	Per piece	As per requirement
39	Pin Cousin	Good Quality	Per piece	As per requirement
40	Flat File with folder	Good Quality	Per dozen	As per requirement
41	Guard File	Good Quality	Per dozen	As per requirement
42	Judgement Paper	Good Quality	Per rim	As per requirement
43	Printer Cartridge (Laser HP-1108/1020/1020 PLUS	Good Quality	Per piece	As per requirement
44	Hand Towel	Good Quality	Per dozen	As per requirement

45	Thread Ball	Good Quality	Per dozen	As per requirement
46	Refill Blue /Red	Good Quality	Per dozen	As per requirement
47	Refill Red/Blue (Jotter)	Good Quality	Per dozen	As per requirement
48	Steel Scale	Good Quality	Per dozen	As per requirement
49	Cover File	Good Quality	Per dozen	As per requirement
50	Wood Pencil	Apsra	Per dozen	As per requirement
51	Stamp Pad (Medium Size)	Camel	Per piece	As per requirement
52	Cup & Plate (Bone China) /La-opala	Good Quality	Per box	As per requirement
53	Half Plate (Bone Chine)	Good Quality	Per box	As per requirement
54	TVSMSP455/Prodot Cartridge for Dot Matrix Printer	Good Quality	Per piece	As per requirement

Terms & Conditions:

1. In no case, any tender submitted after the due date and /or beyond the stipulated time shall be entertained.
 2. The undersigned reserves his right to accept and /or reject any tender without showing any reason whatsoever.
 3. Sealed tender should be submitted in the office of the District Judges Office at Burdwan within 18.04.2016 up to 2.30 P.M..
 4. Sealed Tender will be opened on 18.04.2016 at 4.30 P.M at the same place in presence of intending tenderers . Intending tenderers will have to attend along with original copies of documents
 5. For administrative convenience and on the basis of technical specification, the work may be divided amongst the bidders at the lowest accepted rate. The decision of the authority shall be final.
 6. The All deductions will be made as per Government Rules.
 7. Only one representative of each tenderer shall be allowed to attend at time of tender opening subject to presentation of authorization latter from the Tenderer.
 8. The Tenderer will submit the sample of the above material well in advance to the office of the undersigned and the supply will and the supply will be given on the satisfactory of the quality of the sample supplied.
 - 9 The rate should remain valid for the financial year 2016-2017.
 10. The supply order will be issued in phase manner as per requirement.
- The rate are to be quoted inclusive of all taxes including VAT & delivery charges etc. the quoted rate must be in conformity with the specification as mentioned above.**
11. Sample of stationary articles (non- branded) must be produced & submitted at the time of opening of tender.
 12. In case of any deviation of quality of the articles the authority shall reserve the right to cancel the contract with the supplier at any time during the aforementioned period.

Inform all concerned.

Sd/
District Judge, Burdwan.

Memo.No. 280 (14)/A dated Burdwan, 1st April, 2016

Copy forwarded for information and necessary action to :-

- 1) The District Magistrate, Burdwan
- 2) The Superintendent of Police, Burdwan
- 3) The C.M.O. H. Burdwan.
- 4) The Chairman, Burdwan Municipality.
- 5) The S.D.O (North/South) Burdwan.
- 6) The S.D.O, Asansol/Durgapur/Kalna/Katwa
- 7) The Sabahadhipati, Zilla Parishad, Burdwan
- 8) The Secretary Zilla Parishad, Burdwan
- 9) The System Officer, Burdwan Court, he is requested to upload the entire tender document in the official web site of Burdwan District Judges Court.
- 10) The Registrar-in-Charge of Nezarath, Civil Courts, Burdwan with a request display the Notice inviting Tender in the Notice Board
- 11) The Registrar-in-Charge of Accounts, Civil Courts, Burdwan.
- 12) The Judge in-Charge of Nezarath, Civil Court, Asansol/Durgapur/Kalna/Katwa with a request display the memo of "Notice Inviting Tender" in the notice board.
- 13) The Chief Judicial Magistrate, Burdwan.
- 14) The A.C.J.M, Asansol/Durgapur/Kalna/Katwa

Sd/
District Judge, Burdwan

18/04/16