OFFICE OF THE DISTRICT JUDGE OF PURBA BARDHAMAN

NEZARATH DEPARTMENT

TENDER NOTICE NO. 02/2026 dated Burdwan the 21st Day of January, 2026

Name of the work : Purchase of various Stationery & Non stationery articles time to time for different Courts and Department in the Judgeship of Purba Bardhaman.

Sealed tenders are hereby invited from the reputed firms/agencies having bonafide trade license for supplying the stationery & Non-stationery articles mentioned in the list **ANNEXURE - A**. The items are to be supplied throughout the Judgeship of Purba Bardhaman i.e. in different Courts and departments of Burdwan (Sadar), Kalna and Katwa sub-divisions and for such supply no additional carrying cost will be provided.

Terms & Conditions

1. The Bids must be submitted in sealed envelope addressing to the Chairman, District Purchase Committee, Purba Bardhaman and the same must be dropped in the Tender Box kept at the Nezarath Department, District Judge's Court, Court Compound, Burdwan on any working day within 02.02.2026 by 5.00 P.M.
2. Bids received after the due date and time and the incomplete ones shall be rejected out rightly.
3. The Agency / Vendors must have GST Registration, PAN and Bank Account. Supporting documents must be enclosed.
4. The intending tenderer(s) must furnish copies of Income Tax return for the last three years & other documents to show turnover of the said period.
5. Conditional quotations will not be considered.
6. Participating Vendors must specify the address of its office and its phone/mobile number (and other contact numbers e.g. ***Fax, e-mail*** if available) for the purpose of quick communication in the event of urgency.
7. Canvassing on the part of Vendors submitting quotation will render its quotation liable to cancellation summarily.
8. As a general rule the contract will be awarded to the authorized service providers who has quoted the lowest price and whose quotation is otherwise acceptable being in conformity with the terms and conditions. However, the District Judge, Purba Bardhaman is not bound to accept the lowest bid and he reserves the right to accept any quotation or reject any or all quotations without assigning any reason and also to cancel the entire process at any time prior to awarding the contract for any reason whatsoever.
9. Upon selection concerned vendors would have to supply the required quantity of original products as per the specification mentioned above. In case of any deviation/default on part of the Vendor the concerned authority may pursue any or all such actions against it as it may deem fit and proper.
10. In all matter of any dispute the decision of the Learned District Judge, Purba Bardhaman shall be final.
11. Properly received quotations will be opened on 02.02.2026 at 5.30 PM or any date thereby to be intimated at Burdwan Sadar Court premises before the Purchase Committee in the presence of intending bidders. Tenderers will have to attend along with original copies of documents. In case of inability of the tenderer only one representative will be allowed to attend subject to presentation of authorisation letter.
12. All deduction will be made as per Government Rules.
13. Rate should be quoted taking into account the description, make, type, specification etc. Vendors must provide the **original product of the respective Brand** and it should be inclusive of all charges and taxes such as G.S.T. delivery charges e.t.c. any duplicate, fake or similar product made by any other brand will not be accepted.
14. No other claim/allowances will be entertained / paid.
15. **Rates must be quoted in the Column No. 6 of the following proforma. The rates of specified brand must be mentioned and rates of any alternative brand will not be taken into consideration.**
16. **Selected vendor(s) must supply products of well known brands and also to ensure / ascertain warranty of the supplied products/articles etc.**
17. **Selected vendor(s) must have local branch office / franchise in the district of the Purba Bardhaman.**
18. **Selected vendor(s) must deliver the goods /articles during the office hours and or after office hours, depending upon the exigency, as per direction of the concerned authority.**
19. **If selected vendor(s) failed to supply good(s) / articles/ service(s) as per work order, the next lowest bidder will be given opportunity for supplying the said good(s) /article(s)/ service(s) in the rate quoted by the selected vendor.**

Circulate this tender-notice for display on the notice boards at all Sub-divisions including Sadar and circulate among the various Government offices for wide publicity.

Upload this notice on the official website of the Judgeship of Purba Bardhaman.

Inform all concerned accordingly.

Additional District & Sessions Judge
2nd Court, Purba Bardhaman

ANNEXURE – A

Description/ Brand Name/ specification etc :-

Sl. No	Details of Articles	Brand Name	Specification	Unit of Articles	Offered price (in Rs.)
1	2	3	4	5	6
01	Xerox Paper - A4	J.K. COPIER	(75 G.S.M.)		
02	Xerox Paper – Legal	J.K. COPIER	(75 G.S.M.)		
03	Judgement Paper	STAR	17" x 27 " (10.4 Kg)		
04	White Paper	West Coast	17" x 27 " (8.6 Kg)		
05	Exercise Books	Class Mate	160 Pages (33cm x 21cm)		
06	Envelope (Big Size) Brown	Good Quality	16" x 12"		
07	Envelope (Small Size) Brown	Good Quality	13" x 9"		
08	Envelope (Medium) Brown	Good Quality	16" x 9"		
09	Envelope (Big Size) White	Good Quality	11" x 5"		
10	Envelope (Small Size) White	Good Quality	6" x 4"		
11	Envelope (With cloth pasting)	Good Quality	With Cloth pasting (16" x 12")		
12	Alpin	King	Steel		
13	James Clip	Bell	Steel		
14	Stapler Pin (Steel)	Kangaroo -10	No. – 10 - 1M		
15	Stapler Pin (Big Size)	Kangaroo -10	24/6 1-M		
16	Stapler (Steel)	Kangaroo -10	No. – 10 - 1M		
17	Stapler (Steel)	Kangaroo -10	24/6 1-M		
18	Short Hand note Book	Eagle	GOOD QUALITY		
19	Page Marker	Good Quality	Small		
20	Calculator	ORPAT	(12 digit)		
21	Stamp Pad (Big)	Camel	Metal		
22	Stamp Pad (Small)	Faber Castle	8.8Cm. x 5.4Cm.		
23	Plastic Folder	Bengal Extra Strong	GOOD QUALITY		
24	Cover File (Four fold)	Bengal Extra Strong	Bengal Extra Strong		
25	Folder File	Jupiter Special Quality	Two Fold		
26	Flap	Good Quality	Special Cloth Pasted		
27	Pin Cushion	Good Quality	Magnetic		
28	Paper Weight	Good Quality	Glass Made		
29	Tag (Big Size)	Good Quality	Big Size (12")		
30	Thread Ball	Good Quality	BIG SIZE- 50 gm		
31	Scissor (Big Size)	K-905 (Good Quality	Big Size		
32	Knife	Royal	Good Quality		
33	FEVI GUM	Pidilite	200 ml		
34	Cello Tape	Good Quality	2" (Transparent)		
35	Cello Tape	Good Quality	1" (Transparent)		
36	Cello Tape Cutter	Good Quality	Good Quality		
37	Pen Both side (Red and Blue)	MORISON-Fantasy	Good Quality		
38	Ball Pen (Red)	Doms	Use and Throw		
39	Ball Pen (Blue)	Doms	Use and Throw		
40	Refill Blue /Red	Morison	Good Quality		
41	Refill (Red)	Morison	Good Quality		
42	Refill (Blue)	Morison	Good Quality		
43	Permanent Marker (Bold) (Black, Blue, Green, Red)	Camlin	Good Quality		
44	High lighter Pen	Faber Castle	Good Quality		

Sl. No	Details of Articles	Brand Name	Specification	Unit of Articles	Offered price (in Rs.)
45	Wood Pencil	APSARA	Extra Dark		
46	Short Hand Pencil	APSARA	Extra Dark		
47	Eraser – Ex(Whitener)	Camel	Good Quality		
48	Steel Scale -12"	Ajanta	Good Quality		
49	Water Sponge	Good Quality			
50	Bodkin	Good Quality			
51	Soap	Lifebuoy	Good Quality		
52	Mosquito repellent Machine + oil	Good Knight	Good Quality		
53	Duster (24" x 24")	Good Quality	24" x 24"		
54	Wall Clock	Ajanta	Good Quality		
55	Cup – plate set	(La-opala)	Good Quality		
56	Drinking Water Glass	YEARA	10 OUNS Good Quality		
57	Candle Stick	Good Quality	Big Size		
58	Sealing Wax	Royal	Round		
59	Pencil Battery	Everady	Good Quality		
60	Brown Tape	Good Quality	2"		
61	Extension Cord	Havells	5 Mtr.		
62	Towel Big Size	Bombay Dying	30" x 60"		
63	Hand Towel	Bombay Dying	Good Quality		
64	Type machine oil	Good Quality	Good Quality		
65	Table Calendar	Good Quality	Good Quality		
66	Pencil Carbon	Korex	Blue		
67	Type Ribbon	Korex	Good Quality		
68	Coconut Broom	Good Quality	Good Quality		
69	Black Phenyle	Bengal Chemical	Good Quality		
70	Pad Ink	Korex	Good Quality		
71	Toilet Cleaner	Harpic	(500ml)		
72	Room Freshener	Godrej	(300 ML)		
73	Bucket (Medium Size)	CELLO	Good Quality		
74	Mug (Medium Size)	CELLO	Good Quality		
75	Eraser	Doms	Good Quality		
76	Hand Wash	Dettol	200 ml		
77	Hand Glove	Good Quality	Good Quality		
78	Phool Jharu	Good Quality	Good Quality		
79	Odonil	Good Quality	Good Quality		
80	Dry mop	Good Quality	Good Quality		
81	Brush (Toilet cleaner)	Good Quality	Good Quality		
82	Muriatic Acid (Toilet cleaner)	Good Quality	Good Quality		
83	Plastic Belcha	Good Quality	Good Quality		
84	Glass with lid	Good Quality	Good Quality		
85	Table spoon	Good Quality	Good Quality		
86	Dust bin (Big)	Good Quality	65 Ltr.		
87	Dust bin (Small)	Good Quality	25 Ltr.		
88	Naphthalene	Good Quality	Good Quality		
89	Gamaxin powder	Good Quality	Good Quality		
90	Bleaching powder	Bengal Chemical	Good Quality		

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Additional District & Sessions Judge
2nd Court, Purba Bardhaman

Memo No. 45 (19) /N dated Burdwan the 21st day of January, 2026

Copy forwarded for information and wide publication to:-.

1. The District Magistrate, Purba Bardhaman
2. The Superintendent of Police, Purba Bardhaman.
3. The C.M.O.H. Purba Bardhaman.
4. The Executive Officer, Purba Bardhaman Municipality.
5. The S.D.O, North / Sourth, Purba Bardhaman.
6. The S.D.O. Kalna/ Katwa.
7. The Sabahadhipati, Zilla Parishad, Purba Bardhaman.
8. The Registrar, District Judge's Court, Purba Bardhaman.
9. The Registrar-in-Charge of Accounts, Civil Courts, Purba Bardhaman.
10. The Chief Judicial Magistrate, Purba Bardhaman.
11. The A.C.J.M, Kalna / Katwa.
12. The Nodal Officer, e-Court Project, Burdwan/Katwa/Kalna.
13. The System Officer of e-Court Project, Purba Bardhaman, for uploading the Tender on the official Website.
14. The Judge-in-Charge of Nezarath Dept., Civil Court, Kalna / Katwa with a request to display the memo of "Notice Inviting Tender" on the notice board.

By order of the District Judge,

Asis Kr Sain

Nazir,
District Judge's Court,
Purba Bardhaman

Nazir
District Judge's Court
Purba Bardhaman