

**Office of the Judge-in-Charge, Nezarath, Civil Court  
Berhampore, Murshidabad**

**No -114/N** Quotation Notice for stationary articles.

Date – 21.04.2025

**Notice Inviting Quotation for supply of stationery articles for newly created court at  
Domkal under the Judgeship of Murshidabad.**

Quotations are invited in sealed envelope from the bona fide Vendors/Distributors/Sellers/  
Firms/Experienced Agencies (Government or Non-Government) for supply of stationery articles  
(stated below) in the office of the District Judge, Murshidabad.

**List of stationery articles :-**

Sl. No.	Name of stationery articles	Quantity
1	Wall Clock	3 pcs.
2	Drinking Glass with Lids	6 pcs
3	Lock & Key medium size	6 pcs
4	Lock & Key Big size	6 pcs
5	Pen Stand	2 pcs
6	Clip Board	2 pcs
7	Good Night Oil	6 pcs
8	Broom stick	5 kg
9	Pencil Battery	12 pcs
10	Poly Balti & mug	6 pcs
11	White Paper (DFC)	1 rim
12	Xerox Paper (A4)	6 pkt
13	Xerox Paper (Legal)	8 Pkt
14	Judgement Paper (Legal)	4 pkt
15	Tag	25 pcs.
16	Thread ball	20 pcs.
17	Board file	24 pcs.
18	Cover file	12 pcs.
19	Pencil	1 box
20	Use and throw pen (Black, Blue & Red)	36 pcs
21	Duster ( small)	12 pcs
22	Correction pen	6 pcs
23	Ink pad small	6 pcs
24	Gum	6 pcs.
25	Stapler No.10	6 pcs
26	Tape cutter	2 pcs
27	Envelop Big & small size	10 pkts (5 pkts each)
28	Pin 'T'	6 box
29	Eraser	10 pcs
30	Knife	6 pcs
31	Board file	12 pcs.
32	Cellotape	8 pcs.
33	Forna	6 pcs
34	Towel Big & small	6 pcs (3pcs each)
35	Cup plate	1 set ( 6 pcs)
36	Cotton envelop	20 pcs



### Schedule

Starting date of submission of quotation – 22.04.2025

Last date of submission of quotation – 29.04.2025 till 4:30 p.m.

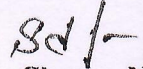
The quotations will be opened at 5:00 p.m. on 29.04.2025 in presence of quotation bidders at the Chamber of the Addl. District & Sessions judge, 2<sup>nd</sup> Court, Berhampore Murshidabad.

### Terms and Conditions:-

- Quotations should be dropped in the box available at the adjoining area in the English Office of the undersigned from 10.30 a.m. to 4.30 p.m. in the working day on and from 22.04.2025 to 29.04.2025.
- Rates should be quoted taking into account the description/make/Type/specification mentioned above in the table for total quantity of the peripherals for which quotations have been invited.
- Rates quoted should be inclusive of all applicable charges, taxes, duties, levies and GST etc.
- The intending participants shall have to submit his Trade Licence, PAN etc. along with his quotation.
- Conditional quotations will not be considered.
- The Intending participants shall have to quote his price both in figures as well as words in the Quotation.

The intending participants shall have to specify on the envelop “quotation for .....” along with the address of its office and its phone/mobile number, if available, for the purpose of quick communication in the event of urgency

- Canvassing on the part of the supplier submitting quotation will render its quotation liable to cancellation summarily.
- This Judgeship may award the contract to the supplier whose quotation has been resolved to be substantially responsive and who has quoted the lowest evaluated price. However, this Judgeship is not bound to accept the lowest bid. This Judgeship reserves the right to accept or reject any or all quotations and also cancel the process at any time prior to award the contract for any reason whatsoever.
- Upon selection of quotation, concerned supplier would have to supply the items strictly according to the description/make/type/specifications provided in this very notice. In case of any deviation or default, the Judgeship may take the matter seriously against the supplier which it may consider appropriate.
- The tender documents may be downloaded from the website [www.ecourts.gov.in/murshidabad](http://www.ecourts.gov.in/murshidabad)

  
Judge-in-Charge, Nezarath,  
Civil Court, Berhampore, Msd.  
*Judge-in-Charge*  
Nezarath, Sadar, Civil Court  
Berhampore, Murshidabad