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

No.136/N

Quotation Notice for stationary articles.

Date – 16.05.2025

Notice Inviting Quotation for supply of stationery articles for Sadar Civil Court at Berhampore 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 the Item	Quantity
1	DFC White paper	05 Rims
2	Legal/FS Copier paper	70 Pkts
3	A-4 Copier Paper	80 Pkts
4	Judgement Paper F/S	10 Boxes
5	Tag	150 Pcs
6	Thread balls	150 Pcs
7	Gum	50 Pcs.
8	UT Pen (Blue+ Black+ Red)	300 Pcs.
9	Paper Weight	50 Pcs
10	Duster Small	50 Pcs.
11	Duster Big	30 Pcs
12	Cotton Envelope	100 Pcs
13	Envelope (Big)	1000 Pcs
14	Envelope (Medium)	500 Pcs
15	Cello Tape (1Inch)	60 Pcs
16	Knife	24 Pcs
17	Gel Pen	24 Pcs
18	Forna	36 Pcs
19	Pin Container	12 Pcs
20	Cello Tape Cutter	06 Pcs
21	Stapler (No.- 10)	36 Pcs
22	Stapler Pin (Small)	100 Pcs
23	Stapler (Big)	24 Pcs
24	Stapler Pin (Big)	50 Pcs
25	Cover File	60 Pcs
26	Board File	100 Pcs
27	Water Sponge	24 Pcs
28	Pencil	36 Pcs
29	Sharpener	24 Pcs
30	Eraser	24 Pcs
31	Whitener	36 Pcs
32	Stamp Pad (Big - Metal)	24 Pcs
33	Stamp Pad (Small)	36 Pcs
34	Double Side Pen	20 Pcs
35	Shorthand Book	60 Pcs
36	Ink for Stamp Pad	24 Pcs
37	Marker	24 Pcs

Schedule

Starting date of submission of quotation – **16.5.2025**

Last date of submission of quotation – **22.5.2025 till 4:30 p.m.**

The quotations will be opened at **5:00 p.m. on 22.05.2025** in presence of quotation bidders at the Chamber of the Addl. District & Sessions judge, 2nd 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 16.05.2025 to 22.05.2025.**

- 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

Sd/- A. Das.

Judge-in-Charge, Nezarath,
Civil Court, Berhampore, Msd.