

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE, SUPAUL

NOTICE INVITING QUOTATIONS

Quotation Notice No.: 03

Date: 07.10.2026

Sealed quotations are hereby invited from reputed and eligible firms/suppliers for the supply of various stationery items required for the office of the Principal District & Sessions Judge, Supaul, as per the requirements and specifications mentioned below.

The firms/suppliers interested in supplying the stationery items are requested to submit their quotations in the prescribed manner within the stipulated time.

1. List of Stationery Items

Sl. No.	Name of Item	Specification/Size	Unit	Tentative Quantity
1	Plain Paper	Good quality	Rim	20 Rim
2	A4 Size Paper	70/75 GSM	500 sheet/Pkt.	200 Pkt
3	Judgement Paper/Legal Size Green Colour Paper	75/80/90 GSM, Good quality	500 sheet/Pkt.	200 Pkt
4	Stapler	HP 45 Kangaroo	Per piece	10 Pcs
5	Stapler	HD 10 D Kangaroo	Per piece	20 Pcs
6	Stapler Pin Big	Good Quality	Per pkt.	100 Pkt
7	Stapler Pin Small	Good Quality	Per pkt.	200 Pkt
8	Stamp-Pad	Good Quality	Per piece	100 Pcs
9	Flap Sticker (Adhesive)	Good Quality	Per piece	50 Pcs
10	H.B Pencil	Apsara platinum/Natraj	Per Box/piece	100 Pcs
11	Pen Use & Throw	Blue/Black/Red, Good Quality	20 pcs/Pkt	30 Pkt
12	Cello Tape (Big)	2" Good quality	Per piece	25 Pcs
13	Cello Tape (Small)	0.5" Good quality	Per piece	100 pcs
14	Dhaga	Good Quality	Per pola	100 Pola

15	Steno Note Book	Good Quality	Per piece	200 Pcs
16	Meeting Pad General	Good Quality	Per piece	100 Pcs
17	Paper Weight	Floral, Round-Glass	Per piece	50 Pcs
18	Scale	Steel	Per piece	10 Pcs
19	Scissors	7" (Good Quality)	Per piece	10 Pcs
20	Rope	Good Quality	Per Kg.	10 Kg
21	Envelope	Brown/White (11" x 5")	Per piece	1000 Pcs
22	Gum	200 ml/Good quality	Each tube	50 Pkt
23	Punching Machine	Two hole/Good quality	Per piece	10 Pcs
24	Register- 3 Q General	Good Quality	Per piece	100 Pcs
25	Paper Pin	Good Quality	Per pkt.	100 Pkt
26	Printed Fly Leaf Brown	Good Quality	Per piece	1000 Pcs
27	Flat File Board	14"/9.5"	Per piece	500 Pcs
28	Paper Shredder	Good Quality	Per piece	05 Pcs

Note: The exact quantity of each item may be specified/ordered by the office as per actual requirement.

2. Terms and Conditions

1. The quotation shall be submitted by reputed and eligible firms/suppliers having experience in supply of stationery items.
2. The supplier shall quote item-wise rates, clearly mentioning the applicable GST and other taxes/charges, if any.
3. The rates quoted should preferably be inclusive of all costs, including packing, transportation and delivery at the office of the Principal District & Sessions Judge, Supaul.
4. The quoted rates shall remain valid for a minimum period of 90 days from the last date of submission of quotation.
5. The stationery items supplied shall be of good quality and conform to the specifications/requirements of the office.

6. The successful supplier shall supply the items within the period specified by the office after issuance of the supply order.
7. Payment shall be made after satisfactory supply, verification and acceptance of the materials by the competent authority, subject to availability of funds and applicable rules.
8. The firm/supplier shall furnish GST Registration Certificate, PAN, bank details and other relevant documents, wherever applicable.
9. The quotation shall be submitted in a sealed envelope, duly signed and stamped by the authorised person of the firm/supplier.
10. The sealed envelope shall be superscribed:

“QUOTATION FOR SUPPLY OF STATIONERY ITEMS FOR THE OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE, SUPAUL.”

11. The sealed quotation shall reach in Nazarat of the Civil Court, Supaul on or before 14.10.2026 at 04 PM.
12. Quotations received after the stipulated date and time shall not ordinarily be considered.
13. The Purchase Committee/competent authority reserves the right to accept or reject any or all quotations, wholly or partly, without assigning any reason, and to accept the quotation/item-wise as considered appropriate in accordance with the applicable rules.
14. The competent authority reserves the right to seek clarification from any bidder regarding the rates, specifications or documents submitted.
15. The decision of the competent authority regarding acceptance of quotation shall be final and binding.

Qudeep
D.D.O, 07110126

Civil Court, Supaul

D. P. No. 191493 Dated 07.10.2026

Copy to:

1. The Nazirs, Supaul/Birpur/Nirmali, for affixing to the Notice Board of the Civil Court, Supaul/Birpur/Nirmali respectively.
2. The Nodal Officer, D.C.C, Civil Court, Supaul, for uploading to the Official Website of Supaul Judgeship, for wide publicity.