

TENDER NOTICE

No. 03/2025 , dated 28.01.2025

Sealed quotations are invited from suitable reputed agencies for supplying of *following stationery items* of good quality for the Judgeship of Paschim Bardhaman . Interested parties are requested to submit their quotations in sealed envelope, mentioning rate and other important details before the Office of Judge-in-Charge, Nezarath, Paschim Bardhaman by **06.02.2025** within 5:00 pm.

The sealed quotations will be opened on **07.02.2025** at 4.00 pm.


The sealed quotations are to be submitted at the office of the Judge-in-Charge, Nezarath, Paschim Bardhaman, during office Hours from **11.00 a.m. to 5.00 p.m.**


Chairman

District Purchase Committee,
Paschim Bardhaman

Sr. No.	Item	Preferable Brand	Quantity
1.	Post Card Size Envelope (4 x 6.8) inch (Brown)	Good Quality	5000 pcs.
2.	Small Envelope (10 x 4) inch (Brown)	Good Quality	5000 pcs.
3.	Medium Envelope (11 x 5) inch (Brown)	Good Quality	5000 pcs.
4.	Medium Envelope (12 x6) inch (Brown)	Good Quality	1000 pcs.
5.	Big Size Envelope (16x 10) inch	Good Quality	1000 pcs.
6.	Big Size Envelope (16x 10) inch (cloth pasting)	Good Quality	1500 pcs.
7.	Big Size Envelope (16x 12) inch (cloth pasting)	Good Quality	1000 pcs.
8.	Scale (Plastic Body)18 inches	Good Quality	30 pcs.
9.	Tag	Good Quality	50 pkts.
10.	Bodkin	Good Quality	60 pcs.
11.	Knife	Good Quality	50 pcs.
12.	Thread Ball	Good Quality	500 pcs.
13.	Stapler (10-M)	KANGAROO	100 pcs.
14.	Whitener	CAMLIN	50 pcs.
15.	Celo Tape (1") One Inches	Good Quality	100 pcs.
16.	Gum (Fevi Gum)Small Bottle	Pidilite Fevi gum	200 pcs.
17.	Alpin	KISHAN	10 pkts.
18.	Use & Throw Pen (Red)	AGNI/AMIGO/UNIQUE CRISTAL	600 pcs.
19.	Use & Throw Pen (Blue)	AGNI/AMIGO/UNIQUE CRISTAL	600 pcs.
20.	Use & Throw Pen (Black)	AGNI/AMIGO/UNIQUE CRISTAL	600 pcs.
21.	Both Faces Pen	Good Quality	100 pcs.
22.	Thin Marker	FABER CASTELL	30 pcs.
23.	Permanent Marker Bold Black	FABER CASTELL	20 pcs.
24.	Highlighter Pen	FABER CASTELL	20 pcs.
25.	Paper Weight	Good Quality	200 pcs.
26.	Cloth Duster	Good Quality	60 pcs.
27.	Gems Clip	KISHAN	20 pcs.
28.	Big Stamp Pad (157 mm x 96 mm)	FABER CASTELL	100 pcs.
29.	Medium Stamp Pad (110 mm x 69 mm)	FABER CASTELL	100 pcs.
30.	Wood Pencil	APSARA	100 pcs.
31.	Eraser	APSARA	40 pcs.
32.	Emergency Charger Light	Good Quality	15 pcs.


Dated : the 28th Day of January , 2025.


Chairman 28/1/25
District Purchase Committee,
Paschim Bardhaman

TERMS & CONDITIONS:

- Quotations should be submitted in a sealed envelope along with photocopy of necessary documents i.e. **Trade License, IT Return, GST Registration , KYC Documents** and other relevant documents if any.
- The Undersigned reserves his right to accept reject any tender without showing any reason whatsoever.
- In no case, any tender submitted after the due date and / or beyond the stipulated time shall be entertained.
- Sealed quotations should be submitted in the office of the Judge, of Judge-in-Charge, Nezarath, Paschim Bardhaman during office Hours from 11.00 a.m. to 5.00 p.m. by **06.02.2025** only through physical mode.
- The sealed tender will be opened on **07.02.2025** at 4:00 pm. Or in case of any unforeseen exigency on next day i.e on **08.02.2025** at 11:00 am.
- 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.
- Payment will be made subject to allotment of fund from the Government.
- That all deductions will be made as per Government Rules.
- In case of any deviation from any terms and conditions of contract, authority shall reserve the right to cancel the contract with the supplier at any time during the execution period.
- .Rate should be quoted inclusive of all charges and taxes.
- No other claim/ allowance will be entertained.
- The bidder must have experience in executing similar type of jobs in any other court/ Govt. Sector or PSU and must have sufficient economic capability to execute the work and have successful proven track record to implement the work as prescribed.
- Payment for the above mentioned items will be released only after certification by the responsible Officer/ Staff.

Dated : the 28th Day of January , 2025.


Chairman 28/1/25
District Purchase Committee,
Paschim Bardhaman