OFFICE OF THE ADDITIONAL DISTRICT JUDGE, 2ND COURT,
DURGAPUR cum PURCHASE COMMITTEE OF DURGAPUR SUB DIVISION COURT

Order / Tender Notice No. 03/N/2025, Dated : 17.11.2025

Considering the necessity as well as on the basis of resolution dated 12.11.2025 of the Purchase Committee of Durgapur Sub Divisional Court, sealed quotations are hereby invited from the reputed concerns/firms/agencies/vendors having bonafide trade license for supplying the following stationery articles as per the brands and/or specifications mentioned corresponding to the items.

The items are to be supplied to the establishment of the **Additional Chief Judicial Magistrate Court, Durgapur** under the Judgeship of Paschim Bardhaman. No additional carrying cost will be provided for such supply. Willing suppliers /concerns/ vendors must submit their Quotations, in sealed envelopes, to the establishment of **Additional Chief Judicial Magistrate, Durgapur** following the terms and conditions appearing hereunder on or before **25.11.2025 till 4.00 pm.**

The rates, so submitted shall remain effective for the financial year 2025-2026 i.e from the date of issuance of the woke order till 31.03.2026 and during such period no escalation of rate, except any increase /decrease of Government Taxes and/or levies subject to production of Government orders, be permitted. Submission of Quotations by willing suppliers / concerns/ vendors will be construed as their acceptance to all such terms and conditions. The tenders will be opened in presence of all the bidders on **26.11.2025 at 4.30 P.M.**

Trade license, PAN card, credentials, IT Clearance Certificate must be attached with the sealed Tender.

Sl. No	SPECIFICATION / DESCRIPTION OF ITEM		Quantity of articles
	Details of Articles	Brand Name	
01.	XeroxPaper-A4	B2B/JK Copier (75 GSM)	36 Packet
02.	Xerox Paper-Legal	B2B/JK Copier (75 GSM)	70 Packet
03.	Judgement Paper	B2B/JK Copier /Good Quality (80GSM)	06 packets
04.	White paper	Good Quality (70GSM)	4 reams
05.	Green Paper	Good Quality(70GSM)	4 reams
06.	Alpin	Kissan/King/Bell	10Box
07..	James Clip	Kissan/King/Bell	10 Box
08.	Tag(Big Size)	Good Quality	30 bundle
09.	Scissor(Big Size)	Good Quality	05 Pieces
10.	Gum **(200 ml Bottle)**	Good Quality	15 pieces
11.	Stapler Pin(Steel)(Small)	Kangaro-10	05 boxes
12.	Stapler(small Size)10-1M	Kangaro-10	06 pieces
13.	Stapler(big)24/6-1M	Kangaro-10	02 pieces
14.	Stapler Pin(Steel) (Big)	Kangaro-10	02 boxes
15.	Stamp Pad(Big)	Camel	10 pieces
16.	Stamp Pad (Ink) **[50ml bottle]**	Camel	20 pieces
17.	Duster(24"x24")	Good Quality	01dozen
18.	Hand wash(Small Pouch)	Dettol	10 pieces
19.	Knife	Good Quality	06 pieces
20.	Cover File (Fourfold) (Multicolor)	Good Quality	42 pieces
21.	Envelop(Big Size)Cloth pasting (16x12)	Good Quality	50 pieces
22.	Envelop(Medium Size) (11x5)	Good Quality	06 bundle
23.	Correction Fluid Pen	KOREX	05 pieces
24.	Towel Big Size	Good Quality	10 pieces
25.	Calculator(12digit)	Casio/Orpat	02 pieces
26.	Pen Both (Red and Blue	Good Quality	05boxes
27.	Marker Pen	Good Quality	05 pieces
28.	Binder Clips(Medium25mm)	Good Quality	02 boxes
29.	Paper Weight	Good Quality	50 pieces
30.	Pin Cousin	Good Quality	15 pieces
31.	Guard File	Good Quality	01 dozen
32.	Room freshener	Godrej/ Good quality	03 pieces
33.	Brodkin	Good quality	24 pieces
34.	Thread Ball	Good Quality	10 dozen
35.	Steel Scale	Good Quality	05 pieces
36.	Wooden Pencil	Apsara	02 boxes
37.	Wax(for seal)	Good Quality	10 boxes
38.	Cellotape1inch	Good Quality	24 pieces
39.	Cello tape machine	Good Quality	05 pieces
40.	Wall clock(Big size)	Ajanta	10 pieces
41.	Water sponge	Good quality	02 dozen
42.	Short hand note book	Good quality	10 pieces
43.	Exercise book(big with hard cover) (Approx 400 Pages)	Classmate/ITC/ Good quality	04 pieces
44.	Exercise book (Normal)	Good quality	12 pieces
45	Battery for wall clock	Eveready	15 pieces
46	Water Bottle	Milton/Cello	40 pieces
47	Table Cloth	Cloth	15 miter

Additional District Judge, 2nd Court cum Chairman
of Purchase Committee, Durgapur Sub Division Court

Addl Dist. & Sees. Judge
2nd Court, Durgapur

TERMS AND CONDITIONS

1. Quotations should be submitted to the establishment of Additional Chief Judicial Magistrate, Durgapur on or before **25.11.2025 (between 11:00 A.M. to 4:30 P.M.)** and should be properly signed and stamped along with Self- Attested Photocopy of GST Registration Certificate, PAN Card. The Purchase Committee will not take any responsibility for delay, loss or non-receipt of Quotations sent by post.

2. Quotations should be submitted in sealed envelope.

3. Rates should be quoted indicating price / unit and should be inclusive of all additional Taxes / Charges.

4. Suppliers are instructed to mention PAN no. in the quotation and copies of trade license and / or PAN etc is to be submitted as and when the Purchase Committee, Durgapur Sub Division Court may direct.

5. Quotations submitted by such suppliers who are reasonably believed to have either supplied improper articles or engaged in irregular / unethical activities shall not be considered.

6. Conditional Quotations will not be considered.

7. Successful vendor/ agency is required to execute the work within 07 (seven) days of issuance of the work order.

8. Willing suppliers submitting Quotations should specify the address of its office and its Phone / Mobile no. for the purpose of quick communications in the event of urgency.

9. Canvassing on the part of a supplier submitting Quotations will render its Quotations liable to cancellation summarily.

10. This Purchase Committee, Durgapur Sub Division Court may award the contract to the supplier whose Quotation has been determined to be substantially responsive and who has quoted the lowest evaluated price. However, the Purchase Committee, Durgapur Sub Division Court is not bound to accept the lowest bid.

11. The Ld District Judge, Paschim Bardhaman as well as Purchase Committee, Durgapur Sub Division Court reserves the right to accept or reject any Quotations and to cancel the process and reject any or all Quotations at any time prior to the award of contract for any reason whatsoever.

12. Upon selection of Quotations, concerned supplier will have to supply articles strictly according to the description / make / type / specification / stipulated completion time (if any) provided in the instant notice. In case of any deviation from this and any default regarding this on the part of a selected supplier, the administration of this Court may take any or all such actions including cancellation of the work order against the supplier as it may consider appropriate.

13. Vendors/suppliers are instructed to submit copy of valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017. Original copy may have to be produced if authority directs.

14. For administrative convenience, the work may be divided amongst the bidders at the lowest accepted rate. The decision of the authority shall be final.

15. All the deductions will be made as per existing Government Rules.

16. For the administrative convenience, the supply order may be issued in phase manner as per requirement.

17. Sample of stationary articles (non-branded) must be produced & submitted at the time of opening of tender.

Additional District Judge,2nd Court cum Chairman
of Purchase Committee, Durgapur Sub Division Court

Addl Dist. & Sees. Judg
2nd Court, Durgapur

No.- 2136 **/ Dated, Durgapur the 17th day of November, 2025.**

Copy forwarded for information and wide publication to :

1) Ld. District Judge, Paschim Bardhaman.

2) Ld. Chief Judicial Magistrate, Paschim Bardhaman.

3) Judge-in-Charge, Nezarath, Durgapur Sub Divisional Court with a request to display the same on the Nazirkhana Notice Board.

4) Ld. Additional Chief Judicial Magistrate, Durgapur.

5) Ld. Civil Judge(Jr Division), 1st Court, Durgapur.

6) System Officer, Paschim Bardhaman with a request to upload the Notice Board in Official Website of this Judgeship.

7) Notice Board.

Additional District & Sessions Judge, 2nd Court
cum Chairman, Purchase Committee, Durgapur

Addl Dist. & Sees. Judg
2nd Court, Durgapur