

OFFICE OF THE DISTRICT JUDGE, KALIMPONG
NAZARETH DEPARTMENT

TENDER NOTICE NO. 01/2025

Dated 11.02.2025

In view of Order No. 05/E/DJ/KPG Dated 11.02.2025 of the Office of the District Judge, Kalimpong sealed tenders are hereby invited from the reputed firms/agencies having bonafide trade license for supply of the following stationery articles as mentioned in the proforma herein below. No additional carrying cost will be provided for the articles.

The Bidders are further requested to submit their rates in sealed envelope and submit the same to the office of the undersigned addressed to the undersigned on any working day within 15.02.2025 by 12:30 pm. The sealed Tender will be opened on 15.02.2025 at 1:30 pm or in case of any unforeseen exigency on next working day i.e. 17.02.2025 at 1:30 pm at the Chamber of the undersigned in the presence of intending bidders. It is pertinent to mention here that rate should be given including all taxes and charges as per government rule.

Be it mentioned here that specification in the Column No. 4, rate should be given in the following proforma as desired by this office. The rates should be submitted only of the requirements mentioned herein.

PROFORMA

Sl. No.	Details of Articles with specification	Quantity	Rate offer in Rs.
01.	Paper (A4) - 75 gsm	50 packets	
02.	Paper (Legal) - 75 gsm	50 packets	
03.	Ball Pen (Blue)	200 pieces	
04.	Ball Pen (Black)	100 pieces	
05.	Ball Pen (Red)	50 pieces	
06.	Cover File	60 pieces	
07.	Note Pad	10 pieces	
08.	Binder Clip (Big)	50 pieces	
09.	Binder Clip (Small)	50 pieces	
10.	Cello tape (Big)	30 pieces	
11.	Correction Pen	30 pieces	
12.	Ink Pad (Small)	10 pieces	
13.	Poker	10 pieces	
14.	Paper Punch (Small)	10 pieces	
15.	Scissor (Medium size)	10 pieces	
16.	Pencil Sharpener	30 pieces	

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Terms & conditions:-

01. In no case, any tender submitted after the due date and /or beyond the stipulated time shall be entertained.
02. The undersigned reserves his right to accept and/or reject the tender without showing any reason whatsoever.
03. Sealed tender should be sent in the office of the District Judge's Office at Kalimpong within 15.02.2025 up to 12:30 pm.
04. The sealed Tender will be opened on 15.02.2025 at 1:30 pm or in case of any unforeseen exigency on next working day i.e. 17.02.2025 at 1:30 pm at the Chamber of the undersigned in the presence of intending bidders. Intending bidders will have to attend along with original copies of documents.
05. Only one representative of each bidder shall be allowed to attend at the time of tender opening subject to presentation of authorization letter from the Tenderer.
06. In case of any deviation from any terms and condition of order authority shall reserve the right to cancel the order with the supplier at any time during the aforementioned period.
07. All deductions will be made as per Government Rules.
08. Payment will be made subject to allotment of fund from the Government.
09. Rate should be quoted inclusive of all charges and taxes.
10. No other claim/allowances will be entertained.

The rates are to be quoted inclusive of all taxes including G.S.T & delivery charges, etc. The quoted rate must be in conformity with the specification as mentioned above.

Inform all concerned.

Sd/-
District Judge
Nazareth Department, District Court
Kalimpong
**DISTRICT JUDGE
KALIMPONG**

Memo No. 08 (5) / Dated 11/02/2025.

Copy forwarded for information and necessary action to :-

1. The District Magistrate, Kalimpong.
2. The Superintendent of Police, Kalimpong.
3. The C.M.O.H, Kalimpong.
4. The Chairman, Kalimpong Municipality.
- ✓ 5. Court's Notice Board and Kalimpong District Court Website
<https://kalimpong.dcourts.gov.in/>


District Judge
Nazareth Department, District Court
Kalimpong
**DISTRICT JUDGE
KALIMPONG**