

Office of the Learned District Judge
Cooch Behar, (Nezarat Section)

Order No. 13/N

Dated, Cooch Behar the 24th day of June, 2022

NOTICE: INVITING TENDER

As per the kind direction vide Order No. 905/E Dt. 21.05.2022 of Learned District Judge, Cooch Behar, on the basis of the Letter vide No. 102/ADJ 1st Dt. 20.05.2022 containing resolution Dt. 20.05.2022 of District Judge's Purchase Committee for supply of Stationery Articles, TENDER(s) are being invited from reputed Agencies/Firms/Co-operative Societies for supply of the same in proper and acceptable quality in respect of the articles mentioned below for day to day use of this Judgeship of Cooch Behar.

TENDER(S) must be submitted in the official TENDER BOX of the District Judge's Office, Cooch Behar, placed in the office room of the District Judge's Nezarat Section, Cooch Behar by 4:30 PM up-to 13.07.2022 and it will be opened subsequently before the Purchase Committee or the Judge-in-charge Nezarat, Sadar. For details may contact with the office of the undersigned.

Requisition being No. 17 F&S Dt. 11.05.2022 from Judge-in-charge Forms and Stationery Section, District Judge's Court, Sadar, Cooch Behar

1. Xerox Paper (FS)	10 Boxes (10X10)	21. Refill (Blue)	200 Pieces
2. Xerox Paper (A4)	05 Boxes (05X10)	22. Refill (Red)	200 Pieces
3. White Paper	05 Reams	23. Pencil Battery	100 Pieces
4. Towel (Big)	05 Pieces	24. Gel pen (Red)	100 Pieces
5. Pad Ink	02 Boxes (24 Pcs)	25. Gel Pen (Blue)	100 Pieces
6. Dettol Hand Wash	10 Bottles	26. Two-in-one pen	50 Pieces
7. Hand Wash Pouch	15 Pouches	27. Jute String	10 Kgs
8. Use and Throw Pen (Blue)	200 Pieces	28. Carbolic Acid	20 Bottle
9. Use and Throw Pen (Red)	100 Pieces	29. Cup Plate Set (6 Pcs)	05 Box
10. Use and Throw Pen (Black)	100 Pieces	30. Twin Ball	40 Pieces
11. File Cover	100 Pieces	31. Thread Ball	60 Pieces
12. File Board	100 Pieces	32. Fevi-gum (Small- 50ml)	50 Pieces
13. Four Folder File	50 Pieces	33. Fevi-gum (Big- 200ml)	10 Pieces
14. Room Freshener	05 Pieces	34. Bodkin	24 Pieces
15. Black Hit	05 Pieces	35. Office Knife	24 Pieces
16. Mosquito Oil	20 Pieces	36. Calcutātor	05 Pieces
17. Envelope (5 X 12)	2000 Pieces	37. Scissors (small)	12 Pieces
18. Tag	100 Bunches	38. Carbon Paper (Blue)	05 Pkt
19. Duster	100 Pieces	39. Polymer Stamp (35 items)	79 Pieces
20. Paper Weight	50 Pieces		

Terms and Conditions:-

- Certified/Attested copies of GST registration certificate & returns, income tax, professional tax, clearances certificate and Trade License (if any) should be furnished with the quotation/tender.
- The rates quoted must be inclusive of GST and incidental charges including transportation and carriage.
- The rates must be quoted in both figures and in words. If any discrepancy is found between the price given in words and figures, the price quoted in words shall be taken as correct.
- Bidders are to submit rates separately for the different groups/categories of items.
- If the envelope is not dropped in tender box properly, this judgeship will assume no responsibility for the misplacement or premature opening of the bid.
- No stipulation, deviation, terms & conditions, presumption, basis etc. shall be stipulated in the price bid. Any condition, if stipulated, shall be treated as null and void and shall render the bid liable for rejection.
- Ld. District Judge, Coochbehar reserves the right to accept or reject the Tender at any point of time without assigning any reason and to annul the bidding process and reject all bids at any time prior to award or making or grant of contract without assigning any reason, whatsoever, without thereby incurring any liability to the affected Bidder or Bidders or without any obligation to inform the affected Bidder or Bidders of the grounds or the reasons for the said action.
- The supplies, if bid is accepted, are to be made to this end within Seven (07) days from the date of issuing the supply order.
- Failure to furnish all information required as per the Tender notice may result in the rejection of the Bid.

Sd/-
Judge-in-Charge, Nezarat
District Judge's Court, Sadar, Cooch Behar

Copy forwarded for information and wide circulation:-

- The District Magistrate, Cooch Behar
- The Superintendent of Police, Cooch Behar
- The Sabhadhipati, Cooch Behar Zilla Parishad, Cooch Behar
- The Chairman, Cooch Behar Municipality
- The District Informational and Cultural Officer, Cooch Behar
- The Branch Manager, State Bank Of India, Main Branch, Cooch Behar
- NOTICE BOARD, District Judge's Office, Cooch Behar
- Let a copy of this TENDER be uploaded in the Official Website of this Judgeship of Cooch Behar, SO to comply accordingly


Office of the Learned District Judge,
Cooch Behar, (Nezarat Section)

Memo No. 129(08)

Dated, Cooch Behar the 24th day of June, 2022

Copy forwarded for information with request to display the same to the Office Notice Board for wide circulation.

- The District Magistrate, Cooch Behar
- The Superintendent of Police, Cooch Behar
- The Sabhadhipati, Cooch Behar Zilla Parishad, Cooch Behar
- The Chairman, Cooch Behar Municipality
- The District Informational and Cultural Officer, Cooch Behar
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Judge-in-Charge, Nezarat
District Judge's Court, Sadar, Cooch Behar
Judge - in - charge
Dist. Judge's Nezarat,
Cooch Behar