

NOTICE FOR TENDER

Commercial Court, Rajarhat, North 24 Parganas New Town Kolkata-156

Quotations are invited from registered co-operatives/ reputed agencies in physical/scanned form for supply of stationery articles on the basis of need and requirement after physical verification of the same. The list of stationery articles is attached in Annexure I

Terms and Conditions:

1. Preference shall be given to an agency approved by the Central/ State Govt.
2. Payment shall be made on full satisfaction of this authority after delivery and installation of all the materials necessary, subject to the rates as permissible by the Govt. of West Bengal.
 - a. Quotations must be submitted along with copy of PAN, Bank Details and GST Registration.
3. The equipments supplied/ replaced/ repaired shall be in compliance to the specification and shall be competence or of best quality.
 - a. The supplier/ bidder will be responsible for any damage during transit.
 - b. The contract shall be deemed terminated if the quality of the supplied articles is not as per with the full satisfaction of this authority.
 - c. Warranty period, if applicable shall be mentioned in the quotations.
4. The bidder must have experience of at least 3 years in execution similar jobs in the Govt. Sector/ any PSU and must have sufficient economic capability to execute the work and also must have successful proven track record to implement the work as prescribed.
5. The quotation containing the lowest rate including GST shall be accepted.
6. Different taxes such as GST, IT, etc. will be deducted at source as per rule of the Government.
7. Payments will be made depending on the availability of allotment of fund.
8. The undersigned reserves the absolute right to accept or reject any or every quotation including the lowest one and without assigning any reason what so ever.
9. Quotation is to be submitted to the Office of the undersigned by **2 : 30 p.m.** on or before **20.02.2025** physically or through the following Email ID:

commercialcourtrajarhat@gmail.com
commercial.rajarhat@indiancourts.nic.in

Scope of Work

1. Supplying, fitting & fixing of Stationery articles.
2. Recycled/refilled items will not be accepted.
3. Delivery of stationery articles at Commercial Court, Rajarhat.

Date : 05/02/2025

Sd/-
Judge,
Commercial Court at Rajarhat
Judge
Commercial Court at Rajarhat

No. CC/R/2025/20 (6)

Dated: 05.02.2025

Copy forwarded with a request to kindly publish this order in the concerned websites and also the notice boards of the concerned offices to:-

1. The Ld. Registrar, Commercial Court Division, High Court at Calcutta,
2. The Ld. District Judge, North 24 Parganas, Barasat,
3. Treasury officer, Bidhannagar,
4. The District Magistrate, North 24 Parganas, Barasat.
5. Notice Board.
6. Office Copy.

Shekhar
Judge,
Commercial Court at Rajarhat
Judge
Commercial Court at Rajarhat

Annexure I

Sl No.	Items	Quantity
1.	Legal Paper	12 Box
2.	A4 Paper	10 Box
3.	Blue Pen	24 Pcs
4.	Red Pen	24 Pcs
5.	Black Pen	24 Pcs
6.	Marker Pen Red	1 Packet
7.	Marker Pen Blue	1 Packet
8.	Threads Ball	40 Pcs
9.	Sellotape Large	12 Pcs
10.	Gum	10 Pcs.
11.	Stapler Pin Big	1 Box
12.	Stapler Pin Small	1 Box.
13.	Pencil Battery (Small)	5 Packet
14.	Pencil Battery (Big)	5 Packet
15.	Sticky Notes	20 Packet
16.	Room Freshener	30 Pcs.
17.	Car Room Freshener	10 Pcs.
18.	Cover File	48 Pcs.
19.	Vim Bar	10 Pcs.
20.	Naphthalene	2 Packet
21.	Scissors	3 Pcs
22.	Knife	4 Pcs
23.	Stapler Big	3 Pcs
24.	Judgment Paper 90 GSM	2 Rim
25.	Wooden Phorh	10 Pcs
26.	Punching Machine	1 Pcs
27.	Screw Driver	1 Set
28.	Wood Pencil	5 Packet
29.	Sharpener	1 Box
30.	Rubber	1 Box
31.	Whitener	2 Packet
32.	Stamp pad Ink	10 Pcs
33.	Notice Pin	5 Packet

Cont'd...P/2

Sl No.	Items	Quantity
34	Highlighter Pen	1 Packet
35	Towel Large	10 Pcs
36	Water Pad	10 Pcs
37	Paper Eight	10 Pcs
38	Duster	20 Pcs
39	Paint Brush	2 Pcs
40	Basket	5 Pcs
41	Feather Mini Stick	5 Pcs
42	Steel Scale	1 Packet
43	Tag thread	10 Packet
44	Jug	3 Pcs
45	Steel Bottle	8 Pcs
46	Filing with Date Seal	2 Pcs
47	Content Not Verified Seal	2 Pcs
48	Received Without Verification Seal	2 Pcs