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 from 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 **20.12.2025** 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 : 05/12/2025

Judge,
Commercial Court at Rajarhat
Judge
Commercial Court at Rajarhat

No. CC/R/2025/171(6) **Dated: 05.12.2025**

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.

Judge,
Commercial Court at Rajarhat
Judge
Commercial Court at Rajarhat

Annexure I

Sl No.	Items	Quantity
1.	Thread Ball White	20 Pkt
2.	Tag Thread	10 Pkt
3.	Blue Pen	5 Pkt
4.	Red Pen	5 Pkt
5.	Black Pen	5 Pkt
6.	Marker Pen Red	2 Pkt
7.	Marker Pen Blue	2 Pkt
8.	Marker Pen Black	2 Pkt
9.	Sticky Note Small	20 Pcs
10.	Fevi Stick	10 Pcs
11.	Gum Liquid Big	10 Pcs
12.	Stapler Pin Big	1 Box
13.	Stapler Pic Small	1 Box
14.	Pencil Battery (Lithium) for wireless microphone (rechargeable)	8 Pcs
15.	Pencil Battery Small Duracell	20 Pcs
16.	Flat Files	24 Pcs
17.	Naphthalene	2 Pkt
18.	Wood Pencil	2 Pkt
19.	Envelope 24 x 11	30 Pcs
20.	Register No. 6	10 Pcs
21.	Stapler Small	2 Pcs
22.	Bill Register (200 Page)	1 Psc
23.	Hand Wash Dettol	10 Pcs
24.	Cartridge HP 88A Refilling	10 Pcs
25.	Canon IR 2206 Cartridge Original (Canon NPG 59)	1 Pcs

Judge
Commercial Court at Rajarhat

Judge
Commercial Court at Rajarhat