

OFFICE OF THE DISTRICT & SESSIONS JUDGE AT HOWRAH
NAZARATH DEPARTMENT
TENDER

Order No.

83/N.

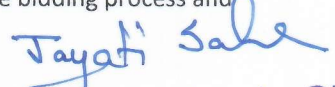
Dated: Howrah, 19-08-2023

Quotation are invited in sealed envelope from reputed OEMs/ Dealers/ suppliers/firms/ companies/S.S.I unit on the following terms and conditions for supply of the following items to the Stationary Department, Civil Court, Howrah.

Sl. No.	Nature of Item	Specifications	Number of Items Required	Proposed brand
1	Legal Paper	75 GSM	300 ream	JK copier
2	A4 Paper	75 GSM	300 Ream	JK copier
3	Big White Paper	42cmx69cm	5 Ream	Bilt graphic paper product limited
4	Toilet Cleaning brush	2 feet	25 pcs	
5	Envelop	6 inch x 4 inch (small)	1000 PCS	
6	Envelop	10 inch x 4.5 inch (Medium)	2000 PCS	
7	Envelop	11 inch x 5 inch (Large)	3000 PCS	
8	Febistik	15g	200 pcs	Febicol
9	Febigum	200 ml	200 pcs	Piditite
10	Harpic	500 ml	50 pcs	Harpic
11	Mosquito machine		100 pcs	Good night
12	Refill red		1000 pcs	Ozo +
13	Refill blue		1000 pcs	Ozo+
14	Room Spray	220 ml	100 pcs	Odonil
15	Rat cage	12 inch x 4 inch	15 pcs	
16	Stamp pad	159 mm x 95 mm	100 pcs	Kores
17	Stamp pad ink	50 ml	150 pcs	Kores
18	Stapler big	24/06	50 pcs	Kangaro HS. 45p
19	Stapler pin	24/06	50 pcs	Kangaro
20	Thread Ball		1000 pcs	
21	Binner clip	Medium	300 pcs	
22	Scissor	6.5 inch	50 pcs	For office use/ Paper cutting
23	Toner cartridge of photo copier Machine (Canon image RUNNER 2525w) Repairing of paper tray of Photo copier Machine(Canon image RUNNER 2525w)	New / Refilling Repairing	One	
24	Printer cartridge of Printer (HP Color Laser Jet pro M 154a)	New / Refilling	One	
25	Pencil battery charger with four rechargeable pencil batteries		One	Eveready / Sony
26	Scale	Plastic	30 pcs	OMEGA

TERMS & CONDITONS

- The quotation must be submitted to the Office of the English Department, District Judge's Court, Howrah positively by **3 PM on or before 4th September, 2023** in sealed envelope and should be properly signed and stamped.
- The sealed quotation will be opened on **5th September, 2023 at 5:00 PM.** before Purchase Committee.
- Rates should be quoted indicating price per unit and should be inclusive of all applicable charges, taxes, duties and levies.
- The rates quoted by the bidders shall remain fixed for entire duration of the contract and will not be changed / enhanced on any account.
- Rates should be quoted taking into accounts the description, make type, specification and quantity of the articles for which quotations have been invited.
- Willing suppliers submitting quotations should specify the address of its office and its Phone/Mobile number (and other contact numbers e.g. Fax if available) for the purposed of quick communication in the event of urgency.
- Bidders are instructed to mention PAN no. & GST no. in the quotation and copies of trade license and / or PAN etc are to be submitted as and when asked for.
- Canvassing on the part of a bidder submitting quotation will render its quotation liable to cancellation summarily.
- The authority reserved the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time.


 Registrar, **Judge-in-Charge**
 Cum Judge-In-charge
 Nazareth Department
 Civil Courts, Howrah.

MEMO NO: 228(12)/N

DATE: 19-08-2023

Copy forwarded for display in the notice board:

1. A copy published in the Web site No. <https://districts.ecourts.gov.in/india/wb/howrah/tender>
2. The Judge-In-Charge, Accounts Department, Civil Courts, Howrah
3. The District Magistrate, Howrah
4. The Commissioner of Police, Howrah
5. The Superintendent of Police, Howrah
6. The Sabhadhipati, Howrah Zila Parishad
7. The Commissioner, Howrah MC
8. The Assistant Engineer, PWD (Civil), Howrah
9. The Assistant Engineer, PWD (Electrical), Howrah
10. The CMOH, Howrah
11. The Post Master, Head Post Office, Howrah
12. Notice Board.

Jayati Saha

Registrar,
Cum Judge-In-charge
Nazarath Department
Civil Courts, Howrah.

**Judge-in-Charge
Nazarath Department
Civil Court, Howrah**