

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

Order No. 06 /N.

Dated: Howrah, 01.02.2024

Quotations 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.

Serial No.	Nature of Item	Specifications	No of items required
1	Small Almirah (for official use)	6ft x 1.5ft x 2.5ft	5 Pcs
2	Steel Racks (for official use)	Measuring 7ft x 6ft	5 Pcs
3	Metal table with drawer on both side and plywood top (For official use)	4'2" x 2'8" x 2'1"	1 Pc
4	Use and Throw Pen	Agni Icy Gel	300 Pcs
5	Marker Pen	Kores Smooth line	100 Pcs
6	Bleaching Powder	Bengal Chemicals and Pharmaceuticals Ltd.	20 Kgs
7	Cloth Ribbon (Type Ribbon)	Kores (13mm x 10 mtrs)	5 Pkt
8	Jute String	For official use	20 Kgs
9	Large Khata	Classmate (172 pgs) (272mm x 167mm)	100 Pcs
10	National Flag (6ft x 4ft)	Satin	2 Pcs
11	Pin Cushion	For official use	100 Pcs
12	Stapler Machine	Kangaro (15L x 2.7W)	100 Pcs
13	Toilet Cleaner	For official use	30 Pcs
14	Whitener (Correction Pen)	Faber Castle	100 Pcs
15	Mop Stick	For official use	30 Pcs
16	PBI Ink. (Franking Machine)	Model No. DM100i	2 Pcs

TERMS & CONDITONS

1. The quotation must be submitted to the Office of the English Department, District Judge's Court, Howrah positively by **3 PM on or before 8th February, 2024** in sealed envelope and should be properly signed and stamped.
2. The sealed quotation will be opened on **8th February, 2024 at 5:00 PM.** before Purchase Committee.
3. Rates should be quoted indicating price per unit and should be inclusive of all applicable charges, taxes, duties and levies.
4. The rates quoted by the bidders shall remain fixed for entire duration of the contract and will not be changed / enhanced on any account.
5. Rates should be quoted taking into accounts the description, make type, specification and quantity of the articles for which quotations have been invited.
6. 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.
7. 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.
8. Canvassing on the part of a bidder submitting quotation will render its quotation liable to cancellation summararily.
9. The authority reserved the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time.

Jayati Saha
Registrar,

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

Judge-In-Charge
Nazarath Department
Civil Court, Howrah

MEMO NO: 33 /N

DATE: 01.02.2024

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.

J. Lal

Registrar,

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

Judge-In-Charge
Nazarath Department
Civil Court, Howrah