

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

Order No. **57**/N.

Dated: Howrah, 17.05.2024

Quotations are invited in sealed envelope from reputed **OEMs/ Dealers/ suppliers/firms/ companies/S.S.I** uniton 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	Broom Stick	For official use	30 kg
2	Pencil Battery	Eveready AA	150 Pcs
3	Both side Pen	Morison	200 Pcs
4	Cello Tape	1 inch	150 Pcs
5	Colour Flag Tag	3inch x 3 inch (76mm x 76mm)	100 Packet
6	Naphthalene	Bengal Chemical 250 grms	80 Pkt.
7	Paper Weight (Flat)	For official use	60 Pcs
8	Cloth Duster	For official use	100 Pcs
9	Vim Liquid,	250ml	10 Pcs
10	Black Hit	400 ml	50 Pcs
11	Drinking Glass	For P.O.	20 Pcs
12	Cover File	Multi-colour	150 Pcs
13	Mop Cloth	For official use	24 Pcs

**TERMS & CONDITIONS**

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 4<sup>th</sup> June, 2024** in sealed envelope and should be properly signed and stamped.
2. The sealed quotation will be opened on **5<sup>th</sup> June, 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 notbe 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 summarily.
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.

  
Registrar,

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

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

MEMO NO: 148(8)/N

DATE: 17.05.2024

Copy forwarded for display in the notice board:

1. A copy published in the Web site No. <https://howrah.dcourts.gov.in/>
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. Office Notice Board.



Registrar,

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

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