

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

Order No. 110 /N.

Dated: Howrah, 13.11.2024

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 **Forms and Stationary Department, Civil Court, Howrah.**

Stationary Articles

Serial No.	Nature of Item	Specifications	No of items required
1	PBI Ink Frankin Machine	MD 100i	02 Pcs
2	Wooden Scale	Camlin	30 Pcs
3	Toilet Cleaner	(For office use)	(500 Ml x 30 Pcs)
4	Big Towel	(For office use)	20 Pcs
5	Small Towel	(For office use)	20 Pcs
6	Sponge Water Cushion	(For office use)	30 Pcs
7	Paddle Bin	(For official use)	20 Pcs
8	Rubber /Eraser	Camlin	30 Pcs
9	Phenyl	(Bengal Chemical)	60 Ltr.
10	Fork, Stainless Steel	(For office use), Medium	30 Pcs
11	Bleaching Powder	Bengal Chemical	40 Pkt. x 500 gm.
12	Stapler Machine Big	(Kangaro HS-45P)	30 Pcs
13	Cover File (New Utility) (Multi Colour)	(For office use	(600 Pcs),
14	Cleaning Brush	(Toilet Cleaning)	30 Pcs
15	Cup Plate	(La Opala)	(10 Boxes each containing set of 6 Pcs cups and 6 Pcs Saucer)
16	Dustbin (Big Size)	(For office use)	10 Pcs
17	Dustbin (Small Size)	(For office use)	30 Pcs
18	Pen (Blue)	(Classmate Octane Gel)	30 Pcs
19	Two Headed pen stand	(For office use)	20 Pcs
20	Broom Stick	(For office use)	30 Kgs
21	Naphthalene	(Bengal Chemical)	(80 Pkt x 200 Gm.)
22	Steno Book	(For Office use)	60 Pcs
23	Mop Cloth without Stick	(For office use)	40 Pcs
24	Gamaxine Powder	(For office use)	30 Pkt x (250 Gm.)

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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 25th November, 2024** in sealed envelope and should be properly signed and stamped.
2. The sealed quotation will be opened on **26th November, 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. At the same time, the bidders will submit document showing status link of Aadhaar card and Pan card, as and when called 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.

Sdf

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

Memo No: **319** /N

Date: **13.11.2024**

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. Office Notice Board.



Registrar,
Cum Judge-In-charge
Nazarath Department
Judge-In-Charge
Nazarath Department
Civil Court, Howrah