

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

Order No. 01/N.

Dated: Howrah, 17.01.2025

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	Cloth Duster	(For Official Use)	2000 Pcs
2	Room Freshener	(Odonil-220 ML)	144 Pcs
3	Legal Page	(JK Copier 75 GSM)	300 Reams
4	A4 Page	(JK Copier 75 GSM)	200 Reams
5	Large Khata	(Classmate ITC)	500 Pcs
6	Stamp Pad	(Kores-95mm x 159mm)	100 Pcs
7	Sealing Wax	(For official use)	200 Pcs
8	Whitener	(Faber Castell)	100 Pcs
9	Red Refill	(Ozo+)	1200 Pcs
10	Blue Refill	(Ozo+)	1500 Pcs
11	Stapler Pin (Big)	(Kangaro HS-45P)	400 Pcs (20 large boxes each containing 20 small box stapler pin)
12	Fevicol Gum	(100g each)	100 Pcs
13	Cello Tape 1 Inch.	(Wonder-555)	200 Pcs
14	Candle Stick	(For Official Use, Medium)	200 Pcs
15	Small Envelope Brown	(size 4 inch x 6 inch)	5000 Pcs
16	Use & throw Pen Blue	(Agni Icy Gel)	500 Pcs
17	Use & throw Pen Red	(Agni Icy Gel)	500 Pcs
18	Use & throw Pen Black	(Agni Icy Gel)	500 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 27<sup>th</sup> January, 2025** in sealed envelope and should be properly signed and stamped.
2. The sealed quotation will be opened on **28<sup>th</sup> January, 2025 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*

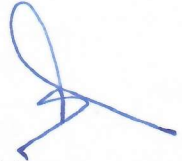
Registrar,  
Cum Judge-In-charge  
Nazarath Department  
Civil Courts, Howrah.

Date: 17.01.2025

Memo No: *15(5)/N*

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. Office Notice Board.



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

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