

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

Order No. 92/N

Dated, 01.08.25

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.

**Stationary Articles**

|    |                            |             |
|----|----------------------------|-------------|
| 1  | Paper Weight               | 200 Pieces  |
| 2  | Knife                      | 100 Pieces  |
| 3  | Hand Wash                  | 60 liters   |
| 4  | Harpic                     | 100 Pieces  |
| 5  | Drinking Glass             | 100         |
| 6  | Stamp Pad Ink              | 100 pieces  |
| 7  | Lock Small                 | 20 Pieces   |
| 8  | Locker Palam               | 30 pieces   |
| 9  | Novtel (Godrej)            | 30 Pieces   |
| 10 | Eraser                     | 300 Pieces  |
| 11 | Stapler Machine Big Size   | 200 Pieces  |
| 12 | Stapler Machine Small Size | 200 Pieces  |
| 13 | Sharpener                  | 200 Pieces  |
| 14 | Sponge Water               | 500 Pieces  |
| 15 | Soap                       | 100 Pieces  |
| 16 | Thread Ball                | 1000 Pieces |
| 17 | Scissor                    | 200 pieces  |
| 18 | Vim Liquid (Dish Wash)     | 20 Pieces   |
| 19 | Mop Cloth                  | 50 Pieces   |
| 20 | Mop Stick                  | 50 Pieces   |
| 21 | Al Pin                     | 200 Boxes   |
| 22 | White Phenyl               | 100 Liters  |
| 23 | Phore                      | 300 Pieces  |
| 24 | Binder Clip Small          | 500 Pieces  |
| 25 | Binder Clip Big            | 500 Pieces  |

**TERMS AND CONDITIONS**

1. The Quotation must be submitted to the Office of the English Department, District Judge's Court, Howrah positively by 3.00 pm on or before 11<sup>th</sup> August, 2025 in sealed envelope and should be properly signed and stamped.
2. The sealed quotation will be opened on 13<sup>th</sup> August, 2025 at about 5.00 pm before Purchase Committee or any other day subsequent thereto subject to availability of all the members of the 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 purpose 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 Court, Howrah

Nazarath Department

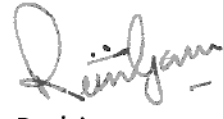
Civil Court, Howrah

Dated. 01.08.25

Memo No. 283/N

Copy forwarded for display in the notice board:

1. A copy be published in the Website namely <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

Civil Court, Howrah

Judge-in-Charge

Nazarath Department

Civil Court, Howrah