

OFFICE OF THE DISTRICT & SESSIONS JUDGE AT HOWRAH
NAZARATH DEPARTMENT

TENDER

Order No. 129/N.

Dated: Howrah, 20.12.25.

Quotations are invited in sealed envelopes from reputed OEMs/ Dealers/ Suppliers on the following terms and conditions for supply of the following items to the Stationary Department, Civil Court, Howrah.

Stationery Articles

Sl. No.	Names and specifications of the items required	Quantities required
1	Paper Weight (glass)	200 Pieces
2	6 inches Steel Knife (4C Palam)	200 Pieces
3	Lifebuoy Hand Wash (5lt. Jerrycan)	12 Pieces
4	Harpic (1 Litre bottle)	100 Pieces
5	Drinking Glass (glass)	100 Pieces
6	Stamp Pad Ink (Corex)	100 pieces
7	Lock Small (50 mm)	40 Pieces
8	Lock Palam (65 mm)	50 Pieces
9	Navtal Lock (Godrej) (65 mm)	50 Pieces
10	Eraser (Doms)	1000 Pieces
11	Stapler Machine Big Size (Kangaroo)	200 Pieces
12	Stapler Machine Small Size (Kangaroo)	200 Pieces
13	Sharpener (Apsara)	200 Pieces
14	Sponge (Water)	500 Pieces
15	Dettol Soap (45 gm)	100 Pieces
16	Thread Ball	5000 Pieces
17	Scissor (7 inches steel)	500 Pieces
18	Vim Liquid (Dish Wash) (500 ml)	50 Pieces
19	Mop Cloth (Big Size)	100 Pieces
20	Mop Stick (4 ft.)	100 Pieces
21	PBI Ink for franking machine (Pitney Bowes-MD100i)	02 Pieces
22	Bengal Chemical White Phenyl (5 Litre Jerrycan)	24 Pieces
23	Phore	500 Pieces
24	Binder Clip Small (20mm)	500 Pieces
25	Binder Clip Medium (32 mm)	500 Pieces
26	Envelope small (3 inches x 4 inches)	5000 Pieces
27	Envelope Medium (9 inches x 4 inches)	5000 Pieces
28	Envelope Large (9 inches x 6 inches)	5000 Pieces
29	Cloth Envelope Large (16 inches x 12 inches)	5000 Pieces
30	Refill Blue (Ozo Plus)	2000 Pieces
31	Refill Red (Ozo Plus)	2000 Pieces
32	Broom Stick	100 Kg
33	Wall Clock (Ajanta) (12 inches white)	30 Pieces
34	Toilet Cleaning Acid (500 ml)	200 Bottles
35	New utility multi colour cover file (Big)	1000 Pieces
36	Gamaxing Powder Bengal Chemical (250 gm)	30 Packets
37	Legal paper (JK Copier 75 GSM)	700 Rims
38	A4 Paper (JK Copier 75 GSM)	500 Rims
39	Dust Bin with cover Big size (60ltr)	10 Pieces
40	National Flag (6ft. x 4 ft.)	6 Pieces
41	White tag with metal head	500 Pieces
42	Hand Towel Small (white)	20 Pieces
43	Pencil (Apsara) (Packet of 10 units)	150 Packets
44	Black Hit (mosquito)	300 Pieces
45	Double mouth pen (Morrison)	500 Pieces
46	Cloth Type Ribbon (Cores)	500 Pieces
47	White Towel Big Size	20 Pieces

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 05th January 2026** in sealed envelope and should be properly signed and stamped.
2. The sealed quotation will be opened on **07th January 2026 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 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. Upon selection of quotation, concerned supplier would have to supply articles strictly according to the description / make / type specifications provided in the instant notice. In case of any deviation from this and any fault regarding this on the part of a selected supplier, the authority may take any action or all such actions against the supplier as it any consider appropriate.
8. Bidder should preferably have Tender Specific Authorization from Original Equipment Manufacturer (OEM).
9. 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.
10. Canvassing on the part of a bidder submitting quotation will render its quotation liable to cancellation summarily.
11. The authority reserved the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time.



Judge-In-charge

Nazarath Department

Civil Courts, Howrah

Judge-In-charge

Nazarath Department

Civil Court, Howrah

Date: 20.12.25

Memo No: 413 /N

Copy forwarded for display on the notice board:

1. A copy published on the Web site No. <http://ecourts.gov.in/howrah/home>
2. The Judge-In-Charge, Accounts Department, Civil Courts, Howrah
3. The District Magistrate, Howrah
4. The Superintendent of Police, Howrah
5. The Sabhadhipati, Howrah Zila Parishad
6. The Commissioner, Howrah MC
7. The Assistant Engineer, PWD (Civil), Howrah
8. The Assistant Engineer, PWD (Electrical), Howrah
9. The CMOH, Howrah
10. The Postmaster, Head Post Office, Howrah
11. Notice Board, District & Sessions Judge's Court, Howrah



Judge-In-charge

Nazarath Department

Civil Courts, Howrah.

Judge-In-Charge
Nazarath Department
Civil Court, Howrah