

OFFICE OF THE DISTRICT & SESSIONS JUDGE AT HOWRAH
FORMS & STATIONERIES DEPARTMENT

TENDER

Order No. 02 /F/S.

Dated: Howrah, 28/4/26

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	Stamp pad (Corex)	2000 Pieces
2	Room Freshener Odonil Spray 220 ml	500 Pieces
3	Calculator Orpat (OT512GTN)	30 Pieces
4	Classmate Exercise Book 160 Pages	5000 Pieces
5	Good Night Mosquito Oil	1000 Pieces
6	Use & Throw Pen (4G 0.5 mm)	1500 Pieces
7	Two Header Pen Stand	200 Pieces
8	Cello Tape (For Office Use)	2000 Pieces
9	Steno Book (For Office Use)	5000 Pieces
10	JK Ledger 75 GSM Judgement Paper	300 Rims
11	Whitener (Faber Castell)	1000 Pieces
12	LA – OPALA Cup plate set each containing 6=6 cup plate	30 Sets
13	Stick it On (Colour Tag) Arihant office uses Each packet containing 24 pieces	500 Packets
14	Four Header Pen Stand (For office use only)	30 Boxes

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 13th May 2026** in sealed envelope and should be properly signed and stamped.
2. The sealed quotation will be opened on **16th May 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.

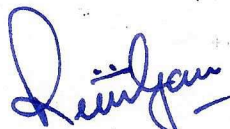

 Judge-In-charge
 Forms & Stationeries Department
 Civil Courts, Howrah

 Date: 28/4/26

Memo No: 05 /F/S

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
 Forms & Stationeries Department
 Civil Courts, Howrah
