

OFFICE OF THE DISTRICT & SESSIONS JUDGE AT HOWRAH
FORMS AND STATIONERY DEPARTMENT
TENDER

Order No. 3/F/S

Dated: Howrah, 04.06.2026

Quotations are invited in sealed envelope from reputed OEMs/ Dealers/ Suppliers/ Firms/ Companies/ S.S.I in their letter head pad for supplying the followings items for different Sub-Divisional Courts including Sadar of Howrah Judgeship as per specifications mentioned below:

SL.No.	Name of the Article	Quantity
1	Stamp pad (Gorex)	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) AGNI	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 – POLA 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
15	White Towel (big size) 28"/55"	500 pieces
16	White Towel (small size) 18"/28"	500 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 19th June, 2026** in sealed envelope and should be properly signed and stamped.
2. The sealed quotation will be opened on **23rd June, 2026 at 4:30 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. The bidder shall clearly mentioned price of individual item per unit and GST.
8. Delivery must be made within 3 days after placing the work order.
9. Canvassing on the part of a bidder submitting quotation will render its quotation liable to cancellation summarily.
10. 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
Forms & Stationery Department
Civil Courts, Howrah.
Judge-In-Charge
Forms and Stationery Department
Civil Court, Howrah