

**COMMITTEE FOR PURCHASE OF STATIONERY ARTICLES OF ISLAMPUR SUB-DIVISIONAL COURT,
ISLAMPUR, UTTAR DINAJPUR**

NOTICE INVITING QUOTATIONS/TENDERS
NO.- 03/PUR DATED: 14.01.2025

Sealed quotations are invited from the interested vendors/firms/dealers for submitting the rate(s) including G.S.T & other applicable taxes, if any, for the list of articles given below for the use of all the Courts and Offices of Sub-Divisional Court, Islampur, District-Uttar Dinajpur.

The interested vendors/firms/dealers must carefully read all the terms and conditions and submit their rates in sealed envelope to the Nazir, Civil Courts, Islampur, Uttar Dinajpur attached to the office of the Judge-in-Charge of Nezarath, Civil Court, Islampur, District- Uttar Dinajpur on any working day within 21.01.2025 by 4.00 P.M. The quotations will be opened in presence of all the bidders on 22.01.2025 at 4.30 P.M. at the office of this establishment.

The quotations are invited for the below mentioned items in the table:

Sl. No.	Articles	Item required
1.	Legal paper (good quality) 75 GSM	100 packets
2.	A-4 paper (good quality) 75 GSM	85 packets
3.	A-3 paper (good quality)	87 packets
4.	Judgment paper (good quality)	38 packets
5.	White paper Dista	24 dista
6.	Correction pen	20 pieces
7.	Wooden pencil	12 pieces
8.	Cover file	100 pieces
9.	Thread ball	300 pieces
10.	Tag	100 lachhi
11.	Cello tape big (01 inch)	50 pieces
12.	Hand wash (200 ml)	24 bottles
13.	Phenyl (500 ml)	30 bottles
14.	Full Jharu	15 pieces
15.	Mosquito repellent Liquid(Good Night)	35 bottles
16.	Short-Hand book	25 Books
17.	Duster	70 pieces
18.	Gum (150 ml)	35 bottles
19.	Hand Towel	20 pieces
20.	Envelop Cloth stiched legal	20 pieces
21.	Envelop Yellow A3	40 pieces
22.	Envelop Yellow A4	40 pieces
23.	Envelop yellow Legal	20 pieces
24.	Coconut Stick Broom	15 pieces
25.	Harpic 500 ml	05 bottles
26.	Water Bottles	100 pieces
27.	Glass	12 pieces
28.	Chamak Powder	24 packets
29.	Long handle Coconut Broom	12 pieces
30.	Wall Clock	09 pieces
31.	Washing mop	02 pieces
32.	Table cloth (big)	12 pieces
33.	Scotch Bright	06 pieces
34.	Dustpan with handle	10 pieces
35.	Lylon Big shopper bag	10 pieces
36.	Wiper	02 pieces
37.	Computer Brush	09 pieces
38.	Toilet Brush	05 pieces
39.	Calculator	06 pieces
40.	Curtain Door	20 pieces
41.	Curtain window	20 pieces
42.	Pad lock (lock & Key) small	10 pieces
43.	Pad lock (lock & Key) big	10 pieces

Terms & Conditions:

1. In no case, any quotations, submitted after the due date and/or beyond the stipulated time, shall be entertained.
2. The Committee reserves the right to accept and/or reject any tender without showing any reason whatsoever.
3. Sealed quotations should be submitted to the Nazir, Civil Courts, Islampur, Uttar Dinajpur attached to the office of the *Judge-in-charge of Nezarath, Civil Courts, Islampur, District-Uttar Dinajpur* within 21.01.2025 up to 4.00 P.M. No quotation, even if complete, irrespective of whether hand delivered or sent by post/courier etc. will be received after 04.00 p.m. of 21.01.2025 and office will not be responsible for any delay.
4. Sealed Tender will be opened on 22.01.2025 at 4.30 P.M at the same place in presence of interested vendors/firms. Intending tenderers will have to attend along with original copies of documents such as trade license and/or PAN and/or GST certificate etc, to be submitted as and when the Committee may asked for.
5. No transportation or other costs/expenditure will be allowed.
6. All the deductions will be made as per Government Rules.
7. Payment will be made subject to allotment of fund from the Government.
8. The Contract may be terminated by a notice of one month from either side.
9. On termination of contract, no compensation will be given.
10. Rate should be quoted inclusive of all charges and taxes.
11. No other claim/allowances will be entertained.

Inform all concerned


Judge in charge of Nezarath,
Civil Courts, Islampur, U.D.
Cum-Convenor of the
Purchase Committee
Islampur, Uttar Dinajpur

OFFICE OF THE JUDGE IN CHARGE OF NEZERATH CIVIL COURTS,
ISLAMPUR, UTTAR DINAJPUR

**Judge-in-Charge of
Civil Courts
Islampur, Uttar Dinajpur**

No. 04 (14)/PUR

Dated: 14.01.2025

Copy forwarded to :-

- 1) The District Magistrate & Collector, Uttar Dinajpur, with a request to cause display of the instant notice in the office notice board.
- 2) The Superintendent of Police, Islampur Police District, with a request to cause display of the instant notice in the office notice board.
- 3) The S.D.O , Islampur, District- Uttar Dinajpur, with a request to cause display of the instant notice in the office notice board.
- 4) The Secretary, Zilla Parishad, District-Uttar Dinajpur, with a request to cause display of the instant notice in the office notice board.
- 5) The Chairman, Islampur Municipality, Islampur, Uttar Dinajpur, with a request to cause display of the instant notice in the office notice board.
- 6) The Nodal Officer, Uttar Dinajpur at Raiganj.
- 7) The System Officer, Uttar Dinajpur, he is requested to upload the notice in the official website of Uttar Dinajpur Judgship.
- 8) The Additional District & Sessions Judge, 1st Court, Islampur, Uttar Dinajpur.
- 9) The Chief Judicial Magistrate, Uttar Dinajpur at Raiganj.
- 10) The Additional Chief Judicial Magistrate, Islampur.
- 11) The Judge-in-Charge of Nezarath, Civil Court, Raiganj, Uttar Dinajpur with a request to cause display of the instant notice in the office notice board.
- 12) The Judge-in-Charge of Nezarath, Civil Court, Islampur with a request to cause display of the instant notice in the office notice board.
- 13) The Judge-In- Charge of Accounts Civil Court, Islampur.
- 14) The Nazir, Civil Courts, Islampur, Uttar Dinajpur, for necessary compliance.

The interested vendors/firms/dealers must carefully read all the terms and conditions and submit their bids in sealed envelope to the Nazir, Civil Courts, Islampur, Uttar Dinajpur attached to the office of the Judge-in-Charge of Sessions, Civil Court, Islampur, District- Uttar Dinajpur on any working day within 21.01.2025 by 4.00 P.M. The quotations will be opened in presence of all the bidders on 22.01.2025 at 4.30 P.M. at the office of this establishment.

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38.	Toilet Brush	05 pieces
39.	Calculator	06 pieces
40.	Curtain Door	20 pieces
41.	Curtain window	20 pieces
42.	Pad lock (lock & Key) small	10 pieces
43.	Pad lock (lock & Key) big	10 pieces
44.	Stapler Small	20 pieces
45.	Gamaxine	24 packets
46.	Room Freshner	24 bottle
47.	Pidilite Fevistick	12 pieces
48.	Pencil battery (Big)	10 pieces