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

NOTICE INVITING QUOTATIONS/TENDERS
NO.- 05/N DATED: 31.10.2025

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 **15.11.2025** by **4.00 P.M.** The quotations will be opened in presence of all the bidders on **17.11.2025** 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	150 packets
2.	A-4 paper (good quality) 75 GSM	100 packets
3.	Acid (toilet cleaner)	50 bottle
4.	White paper Large Full Scrap DSC	60 dista
5.	White paper (Dista Khata)	40 dista
6.	Correction pen	24 pieces
7.	Wooden pencil	20 pieces
8.	Cover file	150 pieces
9.	Thread ball	200 pieces
10.	Tag	50 lachhi
11.	Cello tape big (01 inch)	60 pieces
12.	Hand wash (200 ml)	48 bottles
13.	Phynol (500 ml)	60 bottles
14.	Full Jharu	15 pieces
15.	Good night liquid (without machine)	50 bottles
16.	Scale Large	20 peices
17.	Duster	60 pieces
18.	Gum (150 ml)	48 bottles
19.	Hand Towel	20 pieces
20.	Envelop Cloth stiched legal	48 pieces
21.	Envelop Yellow A3	36 pieces
22.	Envelop Yellow A4	36 pieces
23.	Envelop yellow Legal	48 pieces
24.	Long handle Coconut Broom	10 pieces
25.	Harpic 500 ml	60 bottles
26.	Coconut Broom	10 pieces
27.	Towel Large	24 pieces
28.	Bleaching Powder 500 gm.	48 packets
29.	Clip Large	100 pieces
30.	LED chargeble Torch	02 peices
31.	Washing mop	12 pieces
32	Surf Excel @ Rs. 10/- per packet	18 packets
33	Scotch Bright	12 pieces
34	Naptholine ball	100 packets
35	Pencil battery (Big) for wall clock	48 pieces
36	Wiper	10 pieces
37	Toilet Brush	10 pieces
38	Stappler Small	36 pieces
39	Stappler Large	18 pieces
40	Stapler Pin Small	150 pieces
41	Stapler Pin Large	50 pieces
42	Pad lock (lock & Key) small 50 Link	10 pieces
43	Pad lock (lock & Key) big 65 Link	10 pieces
44	Forani	36 pieces

Continued on page 2.

45	Pen Blue (AGNI 20/20)	200 peices
46	Pen Black (AGNI 20/20)	150 peices
47	Pen Red	150 peices
48	Gel Pen Blue for P.O. (Reynolds)	100 peices
49.	Ink blue for ink pad 100 ml	36 bottles
50	Stamp pad Large	30 pieces
51	Judgement paper (good quality)	20 packets
52	Knife	24 pieces
53	Paper weight	20 pieces
54	Short hand book	20 pieces
55	Odonil	100 pieces
56	Case Dairy	10 pieces
57	Cause List	12 pieces
58	Letter Issue Register	02 pieces
59	Letter Received Register	02 pieces
61	Attendence Register for Staff	02 pieces
62	Attendence Register for Scavengers	02 pieces
63	Bill Transit Register	04 pieces
64	Process Register	06 pieces
65	Challan Register	02 pieces
66	Bill Register	02 pieces
67	Cash Book	01 pieces
68	Order Book	01 pieces
69	Register normal (100 pages)	10 pieces

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

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

Reference No.- Notice no.- 06 / N dated: 31.10.2025

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 **15.11.2025** up to **4.00P.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 **15.11.2025** and office will not be responsible for any delay.
4. Sealed Tender will be opened on **17.11.2025** 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/expentiture 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

-Sd-

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

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

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

No. 06 (14)/PUR **Dated: 31.10.2025**

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 Dianjpur, 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 Judgeship.
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.

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

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