

Office of the Judge-In-Charge of Nezarath Department  
District Judge's Court, Purba Medinipur.

No. 16...../ Dated: 22.01.2025

**Notice Inviting Quotation dt. 22.01.2025**

Sealed quotations are invited from all willing suppliers/Vendors for supplying stationery articles for Tamluk Sadar of Judgeship of Purba Medinipur, urgently as per the following terms & conditions. Such quotations have to be submitted in the quotation box placed in front of the **Office of the Nezarath Department, District Judge's Court, Purba Medinipur, P.O. & P.S.-Tamluk, Pin - 721636 by 4.30 P.M. on 31.01.2025.**

Terms & Conditions

1. Quotations should be submitted in the quotation box placed in front of the ***Office of the Nezarath Department, District Judge's Court, Purba Medinipur, P.O. & P.S.-Tamluk, Pin - 721636 by 4.30 P.M. on 31.01.2025*** and should be properly signed and stamped. The Office of the Nezarath Department will not take any responsibility for delay, loss or non-receipt of quotations sent by post.
2. Rates should be quoted taking into account the description, make, type, specification and quantity of all articles for which quotations have been invited.
3. Rates quoted should be inclusive of all applicable charges, taxes, duties and levies.
4. ***Conditional quotations will not be considered.***
5. Willing suppliers submitting quotations should specify the address of its office and its phone/mobile number (and other contact numbers e.g. ***Fax, e-mail*** if available) for the purpose of quick communication in the event of urgency.
6. ***Canvassing*** on the part of a supplier submitting quotation will render its quotation liable to cancellation summarily.
7. The District Judge, Purba Medinipur may award the contract to the supplier whose quotation has been determined to be substantially acceptable and who has quoted the lowest evaluated price. ***However, the District Judge, Purba Medinipur is not bound to accept the lowest bid.*** The District Judge, Purba Medinipur reserves the right to accept or reject any or all quotations and to cancel the process at any time prior to the award of Contract for any reason whatsoever.



8. Upon Selection of quotation, concerned supplier would have to supply stationery articles strictly according to the description / make / type / specifications provided in the instant notice. In case of any deviation from this and any default regarding this on the part of a selected supplier, the administration of this Court may take any or all such actions against the supplier as it may consider appropriate.

9. The items/ articles to be delivered at Tamluk Court, Nezarath Department, Purba Medinipur and after delivery submit the received photocopy of the article with original voucher bill to the Nezarath Department, Tamluk, Purba Medinipur.

Details of the items furnished below:

Sl. No.	Name of the stationery articles	Quantity
1.	Fevi Gum (200 ml)	50 pcs.
2.	Cello Tape (1 inch) Mex wonder	50 pcs
3.	A4 Xerox Paper (75 GSM) BGPPL Alpha Power	150 Packs
4.	Paper Clip (Plastic) big 1.5 "	50 pcs.
5.	Duster (18" / 18")	300 pcs.
6.	Xerox Paper (Legal) 75 Gsm BGPPL rapid	200 packs
7.	Stapler Pin (Small ) Kangaro)	20 boxes
8.	Stapler Pin (big) (Kangaro)	10 boxes
9.	Hand Towel (White & Colour)	10 + 10 pcs.
10.	Big Towel (White & Colour)	15 +15 pcs.
11.	Envelope Big (Cloth) 16"/12"	250 pcs.
12.	Knife (Stainless Steel) RL	25 pcs.
13.	Good Knight Oil (Gold Flash)	15 pcs.
14.	Good Knight Oil with Machine (Gold Flash)	25 Pcs.
15.	Whitener (Camel)	30 pcs.
16.	Soap (Dettol) 75 gm	30 pcs.
17.	Fevi Gum 50ml	25 pcs.

Sl. No.	Name of the stationery articles	Quantity
18.	Paper Clip (small) plastic	50 pcs.
19.	Marker Pen black Camel	10 pcs.
20.	Marker Pen Red Camel	10 Pcs.
21	Refill for Add gel (blue)	20 pcs.
22	Refill for Add gel (black)	20 pcs.
23	Stamp Pad (Small) Faber Castell 11cm X 6.9 cm	30 pcs.
24	Table Jharu	20 pcs.
25	Dustbin with lid	30 pcs.
26	Scissors (small) stainless Steel with plastic handle	30 pcs.
27	Binding Registers (Rule) Eagle No. 10	20 pcs.
28	Room Freshner Ambipure	75 pcs.
29	Candle 9"	120 pcs.
30	Board File Legal Paper Size	50 Pcs.
31	Thread Ball (100gm per ball)	2000 pcs.
32	Pencil Cutter (Doms)	50 pcs.
33	Cover File (Two Fold) ALISH	100 PCS.
34	Stamp Pad ink 60ml	50 bottles
35	Stamp Pad ( big) Kores 95mm X159mm	30 pcs.
36	Dettol Hand Wash (Container) 200ml	50 pcs.
37	Dettol Hand Wash (Pouch) 175ml	50 Pcs.
38	Calculator (Orpat)	20 pcs.
39	Cup & Plate (Laopala)	10 pkts.
40	Pen Stand Metal	10 pcs.




Sl. No.	Name of the stationery articles	Quantity
41	Bucket (Deepak)	20 pcs.
42	Cover File (four fold) (Alish)	200 pcs.
43	Pencil Battery Eveready Red	100 pcs.
44	Pen (use & throw) Agni gel black	300 pcs.
45	Pen (use & throw) Agni gel blue	300 pcs.
46	Pen (use & throw) Agni gel red	500 pcs.
47	Remote Battery Eveready Red	100 pcs.
48	Scale Steel Ajanta 12"	20 pcs.
49	Water Glass (Borosil)	30 pcs.
50	Scale (Plastic) 12 inch	30 pcs.
51	Jhul Jharoo good quality	20 pcs.
52	Ghumsi	5 Kg.
53	Herpic 500 ml	50 pcs.
54	Scissor (big) stainless Steel with plastic handle	30 pcs.
55	Lock & Key (Small) Palam	30 pcs.
56	Bodkin (wooden handle)	50 pcs.
57	Clip Board Plastic (9.5"X14.5")	30 pcs.
58	Full Jharu good quality	20 pcs.
59	Envelope Brown (big) (17" X 5")	200 boxes
60	Envelope Brown (medium) (12"X5")	300 boxes
61	Envelope Brown (small) (6"X4")	300 boxes
62	Wall Clock AJANTA OREVA Round Model No. AQ-1687-SS	30 pcs.
63	Pencil (Doms)	100 pcs.
64	Rubber (Eraser) (Doms)	50 pcs.

Sl. No.	Name of the stationery articles	Quantity
65	Stapler Small (Kangaro)	25 pcs.
66	Stapler big (Kangaro)	25 pcs.
67	Toilet Brush	15 pcs.
68	Guard File (with ring of steel)	30 pcs.
69	Conqueror (green) Paper 120 gsm (215 mm X345 mm)	25 pkts.
70	Odonil (75 gm per pc.)	60 pcs.
71	Mug Plastic	20 pcs.
72	Fevi Stick 15 gm	30 pcs.
73	Highlighter Pen Kores	20 pcs.
74	James Clip (Plastic)	20 boxes.
75	Paper Weight (glass)	50 pcs.
76	Water Sponge	20 Pcs.
77	Carbon Paper (Black) (Kores)	5 packs
78	Carbon Paper (Blue) (Kores)	5 packs
79	Naphthalene (Small Pkt) (100 gm per packet)	5 Kg.
80	Plastic Tray Deepak	20 pcs.
81	Pin Cushion	20 pcs.
82	D.F.C. Paper ( Gsm - 58 g/m <sup>2</sup> size- 43 cm X 69 cm)	5 rims
83	Toner (Canon) genuine (Model No. IR- 2625) (Toner NPG - 84)	7 pcs.

Nazir is directed to circulate this tender notice for display in the office notice board of the Courts of Tamluk, Contai, and Haldia and System Assistant is directed to upload this tender to the official website of the Judgeship of District Court, Purba Medinipur.

Inform.

  
(Obed T. Lepcha)  
Judge-in-Charge of Nezarath Department,  
District Judge's Court, Purba Medinipur.  
Judge-in-charge  
Nezarath Dept.  
District Judge's Court  
Purba Medinipur



Office of the Judge-In-Charge of Nezarath Department  
District Judge's Court, Purba Medinipur.

Memo No.....<sup>38</sup>...../ XIV-3, Dated: 22.01.2025.

Copy forwarded to:-

1. The Nezarath Department, Contai / Haldia, Purba Medinipur.



(Obed T. Lepcha)  
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District Judge's Court, Purba Medinipur.

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