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

No.....138...../ Dated: 25.07.2025

Notice Inviting Quotation dt. 25.07.2025

Sealed quotations are invited from all willing suppliers/Vendors for supplying stationery articles for Family Court, Tamluk, 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 01.08.2025***.

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 01.08.2025*** 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 Family Court, Tamluk, Purba Medinipur and after delivery submit the received photocopy of the article with original voucher bill to the Nezarath Department, Tamluk, Purba Medinipur.

Quotations are invited from willing suppliers for supplying stationery articles for the Family Court, Tamluk, Purba Medinipur, which is listed below:-

Sl. No.	Name of the stationery articles	Make/ Type / Brand	Quantity
1.	Legal Paper	BGPPL, Rapid,75 gsm	20 pkts.
2.	Jute		2 Kg.
3.	Small stapler Pin	Kangaro	05 boxes
4.	Tag		10 Pkts.
5.	Ghumsi		1 Kg.
6.	Envelope (Medium Size)	25 cm X11 cm	300 pcs.
7.	Envelope (Small Size)	15 cm X 10 cm	200 pcs.
8.	Envelope with Cloth coated (big size)	16' X 12'	25 pcs.
9.	Good Knight Oil		05 pcs.
10.	Duster	Good Quality	10 pcs.
11.	Bell Pin (Nickel plated Steel PIn)		03 boxes
12.	Four Folder Cover File	Eagle	10 pcs.
13.	Whitener	Camlin	06 pcs.
14.	Nimyle (white)		05 bottles
15.	Ful Jharu	Good Quality	03 pcs.
16.	Pencil	Doms	01 boxes.
17.	Paper Weight (Glass)	Good Quality	05 pcs.

Sl. No.	Name of the stationery articles	Make/ Type / Brand	Quantity
18.	Harpic (1 litre)		02 bottles
19.	Bathroom floor Cleaner	Good Quality	02 bottles
20.	Small Stapler	Kangaro	03 pcs.
21.	Tray	Deepak , Size – 12' X 16'	03 pcs.
22.	Room Freshner	Ambipur	01 bottles
23.	Towel elastic	Good Quality	04 pcs.
24.	Big Towel	Good Quality	02 pcs.
25.	Small Towel	Good Quality	05 pcs.
26.	Back support Cushion	Good Quality	02 pcs.
27.	Wall Clock	Wall Clock AJANTA OREVA Round Model No. AQ-1687-SS	01 pcs.
28.	Marker pen (red/blue/black)	Camlin	02 pcs each
29.	Bleaching powder (500 gm each)		05 pkts.
30.	Carbolic Acid		02 bottles
31.	Gems Clip (poly coated)	(Plastic)	10 boxes
32.	Binder Clip	Metal	10 boxes
33.	Calculator	ORPAT (Model No. OT-512GT)	01 pc
34.	Use & Throw pen (red / blue)	Agni gel	02 pkts each
35.	Stamp ink pad	Camlin metal , size- 15.7 cmX9.6 cm	05 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 Technical Assistant is directed to upload this tender to the official website of the Judgeship of District Court, Purba Medinipur.

Inform.

24.7.25

(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

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

Memo No.....266(2)...../ XIV-3, Dated: 25.07.2025.

Copy forwarded to:-

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

25.7.25

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

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Nezarath Dept.
District Judge's Court
Purba Medinipur