OFFICE OF THE CIVIL JUDGE JUNIOR DIVISION 2ND ADDITIONAL COURT CONTAI: PURBA MEDINIPUR

No : 17 Date : 19-11-2025

Notice inviting Quotation vide resolution dated 10-11-2025 of the Purchase Committee, Sub-divisional Court, Contai

Sealed Quotations are invited from solvent, bonafide and willing suppliers/tenders for supplying the following stationery articles etc. urgently for smooth functioning of the Civil Judge (Jr. Divn.),2nd Additional Court, Contai Establishment as per the following terms and conditions.

TERMS AND CONDITIONS

1. The sealed Quotations should submit in the quotation box placed in front of the Office of the Civil Judge (Jr. Divn.),2nd Additional Court, Contai Purba Medinipur, PIN 721401 by 2 p.m on or before **27.11.2025** and these will be opened on that day at 4 p.m. The Quotations should be properly signed and stamped. The office of the Civil Judge (Jr. Divn.),2nd Additional Court, Contai 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 stationery articles for which quotations have been invited inclusive of all applicable charge, taxes, duties and levies etc.

3. Conditional quotations will not be considered.

4. Willing suppliers/tenders submitting quotations should specify the address of its office and its Phone/Mobile numbers, if available, for the purpose of quick communication in the event of urgency.

5. The Civil Judge (Jr. Divn.),2nd Additional Court, Contai, Purba Medinipur may award the contract to the supplier whose quotation would be determined to be substantially acceptable and who has quoted the lowest evaluated price. However, the Civil Judge (Jr. Divn.), 2ND Additional Court, Contai, Purba Medinipur is not bound to accept the lowest bid. The Civil Judge (Jr. Divn.),2nd Additional Court, Contai, Purba Medinipur reserves the right to accept or reject any or all quotations and to cancel the process at any time prior to award of contract for any reason whatever.

6. Upon selection of the quotation, concerned supplier would have to supply stationery articles and etc. strictly according to the description/markets type /specification provided in the instant notice, in case of any deviation from this and any default regarding this on the part of selected suppliers, the administration of this court may take any or all such actions against the suppliers as it may considered appropriate.

Nazir is directed to circulate the Tender Notice to display in the office Notice Board of District Judge's Court, Tamluk, Nezarath Department of Contai and Haldia Court including the Official website of the Judgeship of Purba Medinipur.

Nazir, District Judge's Court, Purba Medinipur at Tamluk is requested to publish this tender in the Official Website of the Judgeship of District Court, Purba Medinipur.

Soma Das.

(Smt. Soma Das)
Civil Judge (Jr. Divn.), 2nd Additional Court,
Contai, Purba Medinipur
In - Charge
Civil Judge (Jr. Divn.)
2nd Addl Court, Contai

OFFICE OF THE CIVIL JUDGE JUNIOR DIVISION 2ND ADDITIONAL COURT
CONTAI: PURBA MEDINIPUR

No : 142 (I) **Date : 19-11-2025**

Copy forwarded to :

1. **The Judge in-charge, Nezarath Department, District Judge's Court, Purba Medinipur at Tamluk**
2. Soft Copy at Official website of Purba Medinipur Judgeship.
3. The Judge in-charge, Nezarath Department, Haldia ,Purba Medinipur.
4. The Judge in-charge, Nezarath Department, Contai, Purba Medinipur.

Soma Das.

(Smt. Soma Das)
Civil Judge (Jr. Divn.), 2nd Additional Court,
Contai, Purba Medinipur
In - Charge
Civil Judge (Jr. Divn.)
2nd Addl Court, Contai

OFFICE OF THE PURCHASING COMMITTEE, CONTAI, PURBA MEDINIPUR

Sl. No.	List of Stationery Articles & Make/Type/Brand	Quantity
1.	D.F.C. Paper	1000 Pieces
2.	Legal Paper (75 gsm copy power/ korex)	10 Packet
3.	A4 Packet (75 gsm copy power/ korex)	10 Packet
4.	Judgement Paper	08 Packet
5.	Water sponge (Good quality)	06 Piece
6.	Markar Pen (Super Jumbo)	03 Pieces
7.	Mosquito Oil (Good Night)	06 Pieces
8.	Hand wash (Lifeboy)	06 Pieces
9.	Towel Big quality	06 Pieces
10.	Room Freshner (Godrej Asia)	06 Pieces
11.	Cover file	20 Pieces
12.	Envelope (big)	50 Pieces
13.	Envelope (Medium)	1000 Pieces
14.	Envelope (small)	1000 Pieces
15.	Knife (Stainless steal no 305)	05 Pieces

Contd....

Sl. No.	List of Stationery Articles & Make/Type/Brand	Quantity
16.	Whitner	10 Pieces
17.	Cellotep	10 Pieces
18.	Pencil	02 Box
19.	Black Pen	150 Pieces
20.	Red Pen	100 Pieces
21.	Jute	5 Kg
22.	Duster	30 Pieces
23.	Gum tube	06 Pieces
24.	Tag	40 Packet
25.	Pen Refill (Black + Red)	10 +10 = 20 Pieces
26.	Table cloth	05 Pieces
27.	Steno Book (Eagle)	24 Packet
28.	Pad ink	04 Bottle
29.	Stepler (10 no)	04 Pieces
30.	Stepler pin (10 no)	02 Box
31.	Stapler Pin (Big)	02 Box
32.	Bodkin (6 inch)	12 Pieces
33.	Letter issue register (W.B.F. no 19)	10 Pieces

Contd.....

Sl. No.	List of Stationery Articles & Make/Type/Brand	Quantity
34.	Letter receive register (W.B.F. no 16)	10 Pieces
35.	Paper weight	06 Pieces
36.	Clip cover file	5 Pieces
37.	Scale (Big)	5 Pieces
38.	Scissors (Big)	03 Pieces
39.	Cause List	03 Pieces
40 .	Suit Register	06 Pieces
41.	Diary	03 Pieces
42.	Steal Scale (18 inch)	04 Pieces
43.	Scale	05 Pices
44.	Filling Seal	01 Pieces
45.	Pendrive	01 Pieces
46.	Table Glass	02 Pieces
47.	Eraser	08 Pieces

(Soma Das)
Civil Judge (Jr. Divn.), 2nd Additional Court,
Contai, Purba Medinipur
In - Charge

Civil Judge (Jr. Divn.)
2nd Addl Court, Contai