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

No.....219...../ Dated: 08.12.2025

Notice Inviting Quotation dt. 08.12.2025

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 18.12.2025***.

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 18.12.2025*** 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)	100 pcs
3.	Xerox Paper (A4) 75 gsm (Alpha Power)	300 Packets
4.	Paper Clip (Plastic) 1.5"	60 pcs.
5.	Duster (Thick and square side border) (18"/18")	300 pcs.
6.	Xerox Paper (Legal) 75 Gsm (Alpha Power)	400 packets
7.	Stapler Pin (Small) (Kangaro) No.10	20 packets [per packet 20 boxes of 1000 (20 X50) staples]
8.	Stapler Pin (big) (Kangaro) 24/6	10 packets [per packet 20 boxes of 1000 (20X50) staples]
9.	Hand Towel (White & Colour) good quality	70 pcs.
10.	Big Towel (White & Colour) good quality	50 pcs.
11.	Envelope Big (Cloth) (16 inch X 12 inch)	100 pcs.
12.	Knife (Stainless Steel)	50 pcs.
13.	Good Knight Oil (Gold Flash)	100 pcs.
14.	Good Knight Oil with Machine (Gold Flash)	50 Pcs.
15.	Whitener (Camel)	100 pcs.
16.	Nimayl 1 ltr (white)	250 pcs.
17.	Herpic (1 litre)	200 pcs.
18.	Soap (Dettol) 75 gm	100 pcs.
19.	Marker Pen (black) Camlin	20 pcs.
20.	Marker Pen (Red) Camlin	20 pcs.
21.	Pen Add gel (Blue and Red)	40 pcs. each
22.	Refill gel (Blue) Linc	30 pcs.
23.	Refill gel (Red) Linc	30 pcs.
24.	Jhul Jharoo (Plastic) Good Quality	20 pcs.
25.	Binding Register (Plain) 10 No. Eagle	20 pcs.

Sl. No.	Name of the stationery articles	Quantity
26.	Coconut Jharoo (Binding) Good Quality	30 pcs.
27.	Calculator (Casio)	20 pcs.
28.	Scissor (small) stainless steel with plastic handle	30 pcs.
29.	Binding Register (Rule) 10 No. Eagle	20 pcs.
30.	Room Freshner (Ambi pure)	30 pcs.
31.	Candle 12"	50 pcs.
32.	Thermo Flax (Milton) 1Litre	25 pcs.
33.	Tag (White) 10"	100 packets (per packet 10 bundles)
34.	Pencil Cutter (Doms)	30 pcs.
35.	Pencil (Apsara)	70 pcs.
36.	Rubber (Eraser) (Doms)	30 pcs.
37.	Stapler (Small) (Kangaroo) Hd. 10	50 pcs.
38.	Stapler (Big) (Kangaroo) 24/6	30 pcs.
39.	Cover File (Four Fold) Alish	200 pcs.
40.	Lock and Key (Big) 10 lever , 75 mm and Lock and Key (small) 6 lever , 40 mm	20 pcs. each
41.	Cover File [Two Fold] Alish	100 pcs.
42.	Stamp Pad Ink 60 ml.	50 pcs.
43.	Stamp Pad (Big) Kores (95 mm X 159 mm)	50 pcs.
44.	Dettol Hand Wash (Container) 200 ml.	50 pcs.
45.	Dettol Hand Wash (Pouch) 500ml.	100 pcs.
46.	Mop (Gala T) 1N (Surface 3X)	30 Pcs..
47.	Cup & Plate (6 pc. Set)	10 pack
48.	Hand Gloves (for sweeping) Good quality	20 pcs.
49.	Thread ball cotton	20 pcs.

Sl. No.	Name of the stationery articles	Quantity
50.	Phul Jharu Good Quality	100 pcs.
51.	Naphthalene (Small Pkt) 100 per gm	10 kg.
52.	Pencil and Remote Battery (Eveready)	100 + 100 pcs.
53.	Pen (use & throw) Agni gel Black	1000 pcs.
54.	Pen (use & throw) Agni gel Blue	500 pcs.
55.	Pen (use & throw) Agni gel Red	700 pcs.
56.	Refill (Balck) Linc	400 pcs.
57.	Refill (Blue) Linc	400 pcs.
58.	Refill (Red) Linc	400 pcs.
59.	Scale (steel) small (12 inch)	30 pcs.
60.	Nylon Bag (medium) 16 inch X 16 inch	10 pcs.
61.	Both sided pen Good Quality	200 pcs.
62.	Bucket (Shivam)	30 pcs.
63.	Jute (Rope)	20 Kg.
64.	Ghoomsi	10 Kg.
65.	Fevistick (15gm)	50 pcs.
66.	Key Bag Good Quality	50 pcs.
67.	Water Glass (Borosil)	50 pcs.
68.	Bodkin (plastic handle)	50 pcs.
69.	Odonyl	100 pcs.
70.	Envelope (Large Brown Paper) (16"X12")	200 pcs.
71.	Envelope Big (12"X05")	30 box (per box 250 pcs.)

Sl. No.	Name of the stationery articles	Quantity
72.	Envelope Medium (10"X4.5")	50 box. (per box 250 pcs.)
73.	Envelope Small (6"X4")	30 box. (per box 250 pcs.)
74.	VIM gel (125 ml)	50 pcs.
75.	Mug (1 litre)	30 pcs.
76.	Highlighter Pen	40 pcs.
77.	James Clips	20 packs
78.	Paper Weight	100 pcs.
79.	Water Sponge	100 pcs.
80.	Guard File Eagle	100 pcs.
81.	Wall Clock (Ajanta Oreva Round)	30 pcs.
82.	National Flag (Big) made of cloth (48"X72") Khadi	30 pcs.
83.	Water Bottle (steel) [Milton]	30 pcs.
84.	Mureatic Acid (1 litre) Good Quality	100 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

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

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

Memo No.....4772(2)...../ XIV-3, Dated: 08.12.2025.

Copy forwarded to:-

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

(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