Office of the Chief Judicial Magistrate Purba Medinipur at Tamluk

No 32 / Dated: 18.02.26

Notice inviting quotation

Sealed quotations are invited from all willing suppliers/vendors for supplying stationery items for office use in the establishment of Chief Judicial Magistrate Purba Medinipur at Tamluk Sadar under the judgeship of Purba Medinipur, urgently as per the following terms & conditions. Such quotations are to be dropped in the quotation box placed in front of the **Office of the Chief Judicial Magistrate Purba Medinipur at Tamluk, *P.O. & P.S.-Tamluk, Pin - 721636 by 4:30 P.M. on or before 17.03.2026.***

Terms & Conditions

1. Quotations should be dropped in the quotation box placed in front of the **Office of the Chief Judicial Magistrate Purba Medinipur at Tamluk, *P.O. & P.S.-Tamluk, Pin - 721636 by 4,30 P.M. on or before 17.03.2026*** and should be properly signed and stamped. The Office of the **Chief Judicial Magistrate Purba Medinipur** 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 Chief Judicial Magistrate, 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 Chief Judicial Magistrate, Purba Medinipur is not bound to accept the lowest bid. The Chief Judicial Magistrate, 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 selected supplier having delivered the items/articles at the Office of the Chief Judicial Magistrate, Purba Medinipur at Tamluk must submit the list of the article with acknowledgment and original voucher bill to the Office of the Chief Judicial Magistrate, Purba Medinipur at Tamluk

List of the stationery articles

Sl. No.	Name of the stationery articles	Quantity
1.	Legal paper	60 Packets
2.	A4 paper	50 Packets
3.	DFC paper	20 Bundles
4.	Judgment paper	20 Packets
5.	Jute rope	15 Kgs
6.	Cello tape	30 Pieces
7.	Stapler (Big)	10 Pieces

Sl. No.	Name of the stationery articles	Quantity
8.	Stapler (Small)	10 Pieces
9.	Stapler pin (Big)	5 Packets
10.	Stapler pin (Small)	10 Packets
11.	Ink pad (Big)	10 Pieces
12.	Ink pad (Small)	10 Pieces
13.	Ink bottle	10 Pieces
14.	Fevigum	10 Bottles
15.	Duster	50 Pieces
16.	Towel (Big)	12 Pieces
17.	Towel (Small)	12 Pieces
18.	Use and throw pen (Red ink)	150 Pieces
19.	Use and throw pen (Black ink)	150 Pieces
20.	Use and throw pen (Blue ink)	150 Pieces
21.	Tag	2000 Pieces
22.	Wall clock	10 Pieces
23.	Pencil battery	25 Pieces
24.	Pencil battery for AC remote	20 Pieces
25.	Envelope (Big)	2000 Pieces
26.	Envelope (Medium)	2000 Pieces
27.	Envelope (Small)	2000 Pieces
28.	Both Side Pen	20 Pieces
29.	Pen stand	20 Pieces
30.	Pencil	2 Boxes
31.	Eraser	1 Box
32.	Pencil cutter / Sharpener	10 Pieces
33.	Steno book	25 Pieces
34.	Whitener	15 Pieces
35.	Marker	10 Pieces
36.	Large scale	20 Pieces
37.	Binder clip	10 Packets
38.	Gems clip	20 Packets
39.	Room freshener	10 Pieces
40.	Mosquito repellent liquid vaporizer with liquid	10 Pieces
41.	Scissor stainless steel with plastic handle (Big)	10 Pieces
42.	Scissor stainless steel with plastic handle (Small)	10 Pieces
43.	Table cloth	15 Pieces 8'x 4'
44.	Harpic	10 Bottles
45.	Muriatic acid (1-liter)	10 Bottles
46.	Washroom cleaning brush	10 Pieces
47.	Dustbin	10 Pieces
48.	Mug	10 Pieces
49.	Water bucket	10 Pieces
50.	Gala	20 Pieces
51.	Dettol hand wash (Bottle)	15 Pieces
52.	Dettol hand wash pouch (1 Litre)	6 Pieces

Let a copy of the notice be sent to the Ld. District Judge, Purba Medinipur with a request to direct the System Assistant, District Judge's Court,Purba Medinipur to upload the same to the official website of the Judgeship of Purba Medinipur.

Let a copy of the notice be sent to the District Magistrate, Purba Medinipur with a request to issue direction to his office to display the same on the office notice board of the office of the District Magistrate,Purba Medinipur.

Let a copy of the notice be sent to the Ld Judge in Charge, Nezarath Department, District Judge's Court, Purba Medinipur/Judge in Charge, Nezarath Department Sub Divisional Court, Contai /Haldia with a request to direct respective Nazir to display the same to the respective office notice board.

Let a copy of the notice be sent to the System Assistant, District Judge's Court,Purba Medinipur to upload the same to the official website of the Judgeship of Purba Medinipur subject to the approval of the Ld. District Judge, Purba Medinipur.

Clerk in Charge and Accountant of the establishment of the undersigned are directed to supervise the entire process.

Sd/-
Chief Judicial Magistrate
Purba Medinipur

Chief Judicial Magistrate
Tamluk, Purba Medinipur

Office of the Chief Judicial Magistrate Purba Medinipur at Tamluk

No 356 (6) dt 18.02.26

Copy of the Notice be forwarded to the

1. Ld. District Judge, Purba Medinipur
2. Ld. Judge in Charge, Nezarath Department, District Judge's Court,Purba Medinipur
3. Ld. Judge in Charge, Nezarath Department Sub Divisional Court ,Contai ,Haldia
4. District Magistrate ,Purba Medinipur.
5. System Assistant District Judge's Court,Purba Medinipur

Chief Judicial Magistrate,
Purba Medinipur

Chief Judicial Magistrate
Tamluk, Purba Medinipur

Nazir / A.D.J. Asstt.

District Judge,
Purba Medinipur
19.02.2026