OFFICE OF THE CIVIL JUDGE (JR, DIV.)-CUM-JMFC, TITABAR

No. CJJ(T)/ 05/ 167 /2026 Dated 15 /05/ 2026

NOTICE INVITING QUOTATION

Dated Titabar, the **15th** day of **May, 2026**

Sealed quotations affixing Court Fee Stamp of Rs. 8.25/- only (Non refundable)are hereby invited from reputed registered local firms for supply of Stationary/Electrical/Misc. articles to the office of the Civil Judge (Jr, Div.)-cum-JMFC, Titabar for the year 2026-2027 **on or before 30/05/2026 till 4.00 p.m.. No quotation will be entertained beyond the scheduled date and time.**

GENERAL TERMS & CONDITIONS

1. The Parties at the time of submitting quotation shall have to submit photocopy of valid trade license & GST Registration certificate, PAN card, etc of the firm. The envelope containing the quotation should be super scribed as **"Quotation for supply of Stationery/Electrical/ Misc. articles"**.
2. All pages of the document must be signed by an authorized person on behalf of the firm along with seal at the bottom. The Parties also have to submit firm's Current Bank account number.
3. The rate should be quoted with GST and they also have to mention the name of the brand/company of the articles they intend to quote in the enclosed format.
4. The quotation will be opened **on 30/05/2026** in the office chamber of the undersigned, by the undersigned or any authorized person, as may be directed. (if any changes on the date of opening the sealed quotations occur owing to any unavoidable circumstances, it would be intimated accordingly.
5. The proprietor or the representative of the intending firm should be present at the scheduled date and time of opening the quotation. Those who do not attend at the time of opening of the quotation shall have no right to any objection, later on, although their quotation will also be opened and may be accepted, if found suitable.
6. No further communication shall be made in this regard.
7. Rate quoted for each item will be final and no hike in price of any material will be considered till the end of this financial year wherever required.
8. Sample of the items should be submitted, if and when necessary. The articles will be purchased as per requirement and same must be delivered immediately. The suppliers will also have to bear all the overheads & expenses etc. in connection with carting, packaging, transportation etc. in connection with the supply to the office/Quarters/Guest House.
9. The Civil Judge (Jr. Div.)-cum-JMFC, Titabar reserves the right not to accept or reject any or all quotation in part or full and shall not be bound to accept the lowest price/bid.
10. In case of violation of terms and condition of the quotation document or unsatisfactory supply of materials or of poor quality and below standard Civil Judge (Jr, Div.)-cum-JMFC, Titabar reserves the right to terminate the contract by giving intimation to supplier immediately.
11. The decision of the Civil Judge (Jr. Div.)-cum-JMFC, Titabar in all respect shall be final and binding.

Sd/-

Civil Judge (Jr. Div.)-cum-JMFC,
Titabar.

Civil Judge (Jr. Div.)
- Cum - JMFC
Titabar
15/05/26

Memo No. CJJ(T)-05/168-170/2026 Dated. 15/05/2026

Copy to,

1. The System Officer, District Judiciary for uploading the above in the District Judiciary Website immediately.
2. Notice Board.
3. Office file.

15/05/26

Civil Judge (Jr, Div.)-cum-JMFC,
Titabar

Civil Judge (Jr. Div.)
- Cum - JMFC
Titabar
15/05/26

Enclosed: -05 pages.

(1)

List of articles for office use for the FY 2026-27						
Sl No.	**Name of Articles**	**Quality**	**Quantity**	**Brand**	**Rate (Including GST)**	**Remarks**
STATIONERY/MISC. ARTICLES						
1	F.C. Paper	Best Quality	Per Ream			
2	A4 Paper (GSM-67,GSM-70,GSM-75)	Best Quality	Per Packet			
3	Legal Paper (GSM-67,GSM-70,GSM-75)	Best Quality	Per Packet			
4	File Cover(Khaki)/Laminated	Best Quality	Each			
5	File Board	Best Quality	Each			
6	Cover Paper	Best Quality	Per Sheet			
7	Carbon paper	Best Quality	Per Packet			
8	a.WoodenPencil b.Eraser c.Sharpener	Best Quality	Each			
9	Blue Cover Paper	Best Quality	Per Sheet			
10	Binding Register	Best Quality	Per No.			
11	Adhesive Tape Brown(Big/Small)	Best Quality	Each			
12	Guard File	Best Quality	Each			
13	Cover File	Best Quality	Each			
14	Alpin	Best Quality	Per Packet			
15	Stapler(No.10)	Best Quality	Each			
16	Stapler(No .24 x 6)	Best Quality	Each			
17	Staple Pin No.10	Best Quality	Per Packet			
18	Staple Pin No.24/6	Best Quality	Per Packet			
19	Tag	Best Quality	Per Packet			
20	Blue Pen	Best Quality	Per Packet			
21	Red Pen	Best Quality	Per Packet			
22	Correcting Pen	Best Quality	Each			
23	Gel Pen	Best Quality	Each			
24	Black Pen	Best Quality	Each			

Civil Judge (Jr.Div.)
• Cum - JMFC
Pathar

25	Stamp Pad(Big)	Select/ Reputed brand	Each			
26	Stamp Pad(Medium)	Select/ Reputed brand	Each			
27	Pad Ink	Best Quality	Each			
28	Stick Note(Small)	Best Quality	Per Packet			
29	Pen stand	Best Quality	Each			
30	White Tape/Ribbon	Best Quality	Each			
31	Paper Weight(Big size)	Best Quality	Each			
32	Gum(700 ml)	Best Quality	Per Bottle			
33	Liquid white gum	Reputed brand	per 200g			
34	Glue Stick	Best Quality	Each			
35	Table Brush	Best Quality	Per No.			
36	Sutlee	Best Quality	Per Kg.			
37	Lock & Key(Big)	Best Quality	Each			
38	Lock & Key(Medium)	Best Quality	Each			
39	Lock & Key(Small)	Best Quality	Each			
40	Water Sponge	Best Quality	Each			
41	Knife/Cutter	Best Quality	Each			
42	Scissors (5cm/6cm)	Best Quality	Each			
43	Pie/Bindhana Bodkin	Best Quality	Each			
44	Scale(Big Size)	Best Quality	Each			
45	Transparent Adhesive Tape(Big/Small)	Best Quality	Each			
46	Marker Pen	Best Quality	Each			
47	Pencil Battery	Best Quality	Each			
48	Remote Battery	Best Quality	Each			
49	Highlighter pen	Best Quality	Each			
50	Pen Drive(16 GB/32 GB	Best Quality	Each			
51	Printer Cartridge i. Toner 388A ii. Toner 326 iii. Toner 337	Best Quality (Prodot/Image King, Canon,HP,etc)	Each			
52	Photocopier toner NPG-59 for canon image runner 2004N	Genuine	Per Quantity			
53	Hand Sanitizer 500ml	Best Quality	Per Bottle			

Civil Judge (Jr.Div)
- Cum - JMFC

54	Calculator	Best Quality	Each			
55	Envelop	Best Quality	Size wise each			
56	CAV Envelop A4 size plastic coated	Best Quality	Per No.			
57	CAV Envelop File size plastic coated	Best Quality	Per No.			
58	Steno Short Hand Note book	Best Quality	Per No.			
59	Gems Clip Plastic Coated	Best Quality	Per Pkt.			
60	Paper clip (Small)	Best Quality	Per Pkt.			
61	Binder clip (15/32/51 cm)	Best Quality	Per Pkt.			
62	Curtain (Long/Short)	Best Quality	Per No.			
63	Door Stopper	Godrej/Equivalent	Each			
64	Gamusa	Pure silk/Normal	Each			
65	Tissue paper/Nepkins	Best Quality	Each			
HOUSEKEEPING/ UTENSIL ARTICLES						
1	Phenyl(Red/Black) 1 Ltr	Best Quality	Per Bottle			
2	Phenyl(White)1 Ltr	Best Quality	Per Bottle			
3	Toilet Cleaner (500 ml)	Best Quality	Per Bottle			
4	Floor Cleaner (500 ml)	Best Quality	Per Bottle			
5	Bleaching powder (500 gm)	Best Quality	Per Kg.			
6	Bathroom freshner	Best Quality	Per Packet			
7	Glass cleaner (500ml)	Colin/Reputed brand	Per Bottle			
8	Broomstick (Phull Zaroo)	Best Quality	Each			
9	Plastic Mug (1ltr)	Best Quality	Each			
10	Plastic Bucket (18 ltr)	Best Quality	Each			
11	Water Filter(20-26ltr)	Best Quality	Each			
12	Filter candle	Best Quality	Each			
13	Cup Plate Set	Best Quality	Per Set			
14	Tea Flask	Best Quality	Each			
15	Thermo Flask	Best Quality	Each			
16	Towel(Big Size)	Best Quality	Each			
17	Towel(Medium Size)	Best Quality	Each			
18	Drinking Glass Set	Best Quality	Per Set			
19	Chair Cushion	Best Quality	Each			

Civil Judge (Jr. Div.)
- Cum - JMFC
Titabar

20	Door pvc mat/ grass Foot Mat (3x5)inch	Best Quality	Each			
21	Door mat (coconut coir)	Best Quality	Size wise each			
22	a. Mosquito Liqiud Refill b. Machine	Best Quality	Each			
23	Mosquito Coil	Best Quality	Per Packet			
24	Mosquito repellant incense stick	Best Quality	Per Packet			
25	Agarbatti	Best Quality	Per Packet			
26	Citranola 100 ml/200 ml	Best Quality	Per Bottle			
27	Room Freshner	Best Quality	Per Bottle			
28	Car Freshner	Best Quality	Each			
29	Liquid HandWash (250 ml/500ml)	Best Quality	Per Bottle			
30	Anti Termite	Best Quality	Per Bottle/Ltr			
31	Tray(Big)	Best Quality	Each			
32	Quarter Plate Set	Best Quality	Per Set			
33	Spoon Set	Best Quality	Per Set			
34	Nepthelin	Best Quality	Per Packet			
35	Battery Water	Best Quality	Per Ltr			
36	Floor Moper	Best Quality	Each			
37	Wall Clock	Best Quality	Each			
38	Plastic Water Pipe	Best Quality	Each			
39	Basin Tap (Metal)	Best Quality	Each			
40	Basin Tap (Plastic PVC)	Best Quality	Each			
41	Water tap (Plastic/Metal	Best Quality	Each			
42	Steel Jug	Best Quality	Each			
43	Sealing wax	Gripex	Each			
44	Lubracating and rust prevention Spray	WD40	per Qty.			
45	Water filter tap	Best Quality	Each			
ELECTRICAL AND COMPUTER ACCESSORIES ARTICLES						
1	Electric Kettle	Best Quality	Each			
2	LED Tube Light (20w/40w)	Best Quality	Each			
3	LED Bulb 10 watt/15 watt	Best Quality	Each			
4	Tuni Light Set	Best Quality	Each			

Civil Judge (Jr.Div.)
Cum - JMFC

5	Extension Cord	Best Quality	Each			
6	4mm Copper Wire	Best Quality	Per Coil			
7	2.5mm Copper Wire	Best Quality	Per Coil			
8	1.5mm Copper Wire	Best Quality	Per Coil			
9	5/15 Switch Socket Combined Board(Single/double)	Best Quality	Each			
10	Electric Switch (S/15 Amps)	Best Quality	Each			
11	Electric Socket(5/15 Amps)	Best Quality	Each			
12	Black Tape/Insulator	Best Quality	Each			
13	Table Calling Bell	Best Quality	Each			
14	Table Fan	Best Quality	Each			
15	Ceiling Fan	Best Quality	Each			
16	Stand Fan	Best Quality	Each			
17	Casing/Caping	Best Quality	Each			
18	Heater	Best Quality	Each			
19	Computer UPS	360/420 W	Each			
20	LAN Cable	Best quality	Per meter			
21	RJ 45 connector	Best quality	Each			
22	USB printer cable	Best quality	Length wise			
23	CMOS Battery	Best quality	Each			
24	Screw driver set	Best quality	Each			
25	Drum with DC blade for Canon 2004N photo copier machine	Best quality	Each			
26	Modular Switch board (6 point)	Best quality	Each			
27	Fan regulator Modular/Regular	Best quality	Each			
N.B: Any other articles as and when required to be put up as per requirement.						

Civil Judge (Jr. Div.)
-Cum - JMFC
Titabar