URGENT TENDER – NOTICE FOR INVITING QUOTATIONS

Commercial Court, Alipore, South 24 Parganas
12, BiplabiKanailalBhattacharjeeSarani, Minority Building,
2nd Floor Kolkata – 700027.

No. TenderCC/03/2024-25 Dated: 27.02.2025

Quotation(s)/Application(s) are hereby invited in Sealed envelope from OEMs/Dealers/Suppliers/Service Providers/bona fide Registered Co-operative Societies and Private Agencies for supply of the following office stationery by **02:00 P.M. at 13th March 2025**: -

Sl. No.	Description	Quantity
1.	Legal Page (70 GSM)	3 Box
2.	A4 page (70 GSM)	3 Box
3.	Gel Pen - Blue	30 pics
4.	Gel Pen - Black	30 pics
5.	Gel Pen - Red	30 pics
6.	Marker Pen – Blue	10 pics
7.	Marker Pen – Black	10 pics
8.	Marker Pen – Red	10 pics
9.	Use and throw pen – Blue	2 Box
10.	Use and throw pen – Block	2 Box
11.	Both side Pen	20 pics
12.	Fevi stick	1 box
13.	Liquid Gum	30 pics
14.	Steno Copy	50 pics
15.	Punching file	20 pics
16.	Punchless Clip File	20 pics
17.	Yellow Cover File	36 pics
18.	Battery – Small size	20 pics
19.	Battery – medium size	20 pics
20.	Paper Plate	5 Pkt
21.	Paper bowl	3 pkt
22.	Eraser	1 box
23.	Stamp Pad Ink	15 pics

24.	Fore	10 pics
25.	Scissor (medium siz)	10 pics
26.	Blue Harpic	25 bottles
27.	Red Harpic	15 bottles
28.	Black phenyl	25 bottles
29.	White phenyl	20 bottles
30.	Lizol	20 bottles
31.	Acid	5 bottles
32.	Air week Bathroom Freshener	15 pkt
33.	Room freshener	20 pkt
34.	Gala Mob	5 pics
35.	Naphthalene balls	20 pkt
36.	Hand Wash	10 pkt
37.	Vim bar	30 pkt
38.	Sarf	2 pkt
39.	Table duster	25 pics
40.	Water bottle (good quality – 1 ltr)	20 pics
41.	Air week refile	5 pkt
42.	Small Garbage Bag	50 Pics
43.	Black Dot Pen (good quality)	25 pics
44.	Blue Dot Pen (good quality)	25 pics
45.	Red Dot Pen (good quality)	25 pics
46.	Red Refile (good quality)	1 Box
47.	Blue Refile (good quality)	1 Box
48.	Thread Ball	50 Pics

TERMS & CONDITIONS

1. Quotation(s) must be submitted along with copy of PAN & GST Registration, if available. (In case of submitting non-GST bills, no GST number is required).

2. Quotation(s) must be addressed to "The Commercial Court, Alipore, South 24 Parganas" so as to reach on or before **02:00 P.M. at 13th March 2025**.

3. The equipment's/articles/items shall be in compliance to the specification mentioned in the Notice Inviting Quotations and shall be of best quality, competence and cost effective.

4. The supplier/Vendor/Bidder shall be responsible for any damage of the equipment's/articles/items during the transit.

5. Warranty period, if applicable, shall be mentioned in the quotations.

6. Bill will be raised after supply of the articles only.

7. Photocopy of credentials of similar nature of supply & installation are to be submitted (self-attested).

8. The Undersigned reserves the absolute right to accept or reject any or every quotation including the lowest one and without assigning any reason what so ever.

9. Different taxes such as GST, IT, etc. will be deducted at source as per rule of the Government.

10. Payments will be made depending on the availability of allotment of fund and also to the satisfaction of the concerned Treasury Office.

11. Transportation and other charges shall be borne by bidder itself.

12. No other extra payment shall be made.

13. The price including tax with unit basis.

14. The item should be supplied and installed within one week (i.e. 7 working days) from the date of issuance of work order.

Scope of Work:

- For supply of office stationery at Commercial Court, Alipore.
- Recycled/refilled items will not be accepted.
- Supply/Installation of any necessary equipment's as may be required.

Sd/-
Judge, Commercial Court at Alipore
For South 24 Parganas, PurbaMedinipur,
PaschimMedinipur and Jhargram.

No. 46/COM/2025 Dated: 27.02.2025

Copy to:

1) The Ld. District Judge, South 24 Parganas, Alipore.
2) Office Copy.

Judge, Commercial Court at Alipore
For South 24 Parganas, PurbaMedinipur,
PaschimMedinipur and Jhargram.

JUDGE
COMMERCIAL COURT AT ALIPORE