

**OFFICE OF THE**  
**CIVIL JUDGE, JUNIOR DIVISION, SUB-DIVISIONAL COURT AT SILIGURI**  
**(NAZARATH DEPARTMENT)**

[siliguricivilcourt@gmail.com](mailto:siliguricivilcourt@gmail.com)

ORDER NO.....03...../N/SLG. DATED : 29/ 02/ 2024

**:TENDER NOTICE:**

In view of the permission given by the Ld. District Judge at Darjeeling vide letter being No.85/N dated 09.02.2024 sealed quotations are hereby invited from all willing suppliers/firms on the following terms and conditions for supply of office stationer items and articles for use in the different courts of Siliguri Sub-Division. Such Quotations are to be submitted to the office of the undersigned by 4:30 P.M on or before 07.03.2024.

**:TERMS & CONDITIONS:**

- 1) Quotations should be submitted to the office of the undersigned in sealed envelope on or before 07.03.2024 (between 11:00 A.M and 4:30 P.M] and should be properly signed and stamped. The office of the undersigned will not take any responsibility for delay, loss or non receipt of quotations sent by post.
- 2) Rate should be quoted taking into account of the description of the required items for which quotation have been invited.
- 3) Rates quoted( both in figures and words) should be inclusive of all applicable charges along with GST or any others applicable Tax. Any correction in the quotation is to be duly attested.
- 4) Willing suppliers/ firms submitting quotations should know that the required items supplied may have to be, if necessary, delivered to the Nazareth of Siliguri Sub-Divisional Court.
5. At the time of submission of quotations, the concerned suppliers/firms will have to submit copies of such documents as Trade license and PAN etc.
6. Conditional quotations will not be considered.
7. Willing suppliers/ firms submitting quotations should specify the address of their office and their phone/mobile number for the purpose of quick communication in the event of urgency.
8. Canvassing on the part of a supplier/form submitting quotation will rendered its quotation liable to cancellation summarily.
9. The office of the undersigned may award the contract to the supplier/form whose quotation has been determined to be substantially responsive and who has quoted the lowest evaluated price. However, the undersigned is not bound to accept the lowest bid. The undersigned 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.
10. Upon selection of the quotation, the concerned supplier/form would have to supply the monitors, keyboard and mouses strictly accordance to the description/make/type/specifications provided in the instance notice. In case of any deviation from this and any default regarding this on the part of a selected suppliers/firms, the undersigned may take any or all such action against the supplier/firm as it may consider appropriate.
11. Payment will be made depending on the availability of allotment of fund.

*sch*  
Judge-In-Charge, Nazareth Department  
cum Civil Judge (Junior Division), Siliguri.  
Civil Judge In Division  
Siliguri

List of the required office stationer articles:

SI No	Descriptions of the items	Quantity
1	Legal size paper 75 gsm	50 pac.
2	A 4 size papers 75 gsm	40 pac.
3	Cover File	50 pcs.
4	Big towel	20 pcs.
5	Face towel	20 pcs.
6	Hand wash	15 pcs.
7	Hapthalene balls	50 pac
8	Pen	50 pcs
9	Envelope, Large size	100 pcs
10	Envelope, Medium size	2000 pcs
11	Envelope, Medium size	1000 pcs.
12	Febi stick	20 pcs
13	Harpic	10 pcs
14	Phenyl	5 pcs.
15	Bleaching powder	5 kg.
16	Broom	5 pcs
17	Colin	5 pcs
18	Demy paper	10 pac
19	Highlighter pen	5 pcs.
20	Stapler small and big	15 pcs
21	Tag	100 bundle
22	Cello tape	20 pcs
23	Jute Rope	30 bundle
24	Padlock, medium size	10 pcs.
25	Toilet cleaning brush, medium size	20 pcs
26	Table cleaning brush	6 pcs.

*sdh*  
Judge-In-Charge, Nazareth Department  
cum Civil Judge (Junior Division), Siliguri.  
Civil Judge Jr. Division  
Siliguri


**OFFICE OF THE**  
**CIVIL JUDGE, JUNIOR DIVISION, SUB-DIVISIONAL COURT AT SILIGURI**  
**(NAZARATH DEPARTMENT)**

No. ....28...../N/SLG.

Dated: 29 / 02 / 2024

Copy forwarded with a request to display the tender notice in the Notice Board for wide publication:

1. Ld. District Judge, Darjeeling.
2. The District Magistrate and Collector, Darjeeling.
3. The Sub-Divisional Officer, Siliguri.
4. The Commissioner of Siliguri Municipal Corporation.
5. The Executive Engineer, NBCD, PWD Civil, Siliguri.
6. The Executive Engineer, PWD Darjeeling Electrical Division, Siliguri.
7. The Assistant Engineer, PWD, Civil, Kachary Road, Siliguri.
8. The Assistant Engineer, PWD, IT, Siliguri.
9. The Nodal Officer, e-courts Project, Sub-Divisional Court at Siliguri with a request to publish the tender notice on the official website.
10. Notice board of Sub-Divisional Court at Siliguri.

  
Judge-In-Charge, Nazarath Department  
cum Civil Judge (Junior Division), Siliguri.

Civil Judge Jr. Division  
Siliguri