OFFICE OF THE

CIVIL JUDGE, JUNIOR DIVISION, SUB-DIVISIONAL COURT AT SILIGURI

(NAZARATH DEPARTMENT)

siliguricivilcourt@gmail.com

(Notice Inviting Quotation)

ORDER NO.....29...../N/SLG. *DATED : 27/ 08/ 2025*

*In view of the letter No.602/N dated 20.08.2025 of Ld. District Judge, Darjeeling, quotation are invited from all reputed suppliers/concerns/vendors for supply of articles which are categorized and described in the below mentioned list. Willing suppliers/ concerns/vendors must submit their quotations, in sealed envelopes, to the office of the undersigned following the terms and conditions appearing hereunder on or before **12.09.2025**. Submission of quotations by willing suppliers/concerns/vendors will be construed as their acceptance to all such terms and conditions.*

Work name	Place	Specification/Description of Work	
Supply of office stationery articles.	Court of Ld. Civil Judge, Junior Division, Nazarath Department, Sub-Divisional Court, Siliguri	1. Legal Size paler 3. Demy paper/judgment paper 5. Stapler 7. Envelope (small,medium and large) 9. Metal scale 11. Damper 13. Gum/glue stick 15. Whitener/correction pen 17. Towel (Big and face) 19. Padlock 21. Phynile 23. Broom 25. Pencil 27. Dustbin 29. Harpic 31. purporator/poker 33. Paper weight 35. Toilet cleaning brush 37. Rubber and pencil sharpener 39. Wall clock battery 41. Cup & saucer and water glass 43. Table cloth	2. A4 size paper 4. Wall clock 6. Ball pen 8. T Pin 10. Stamppad 12. Cello tape 14. Knife 16. Table top glass. 18. Hand wash (small bottle) 20. Jute rope 22. Toilet cleaning acid 24. Napthaline balls 26. Chair cushion 28. Bleaching powder 30. Tag nail 32. Cover file 34. Plastic mug 36. Brown paper 38. Gala 40. Odonil 42 Register book 44. Dustpan/belcha (plastic)

Mamata Singh

Civil Judge, Junior Division

Cum Judge-In-Charge, Nazarath

Sub-Divisional Court, Siliguri

Civil Judge Jr. Division
Siliguri

:Terms and conditions:

1. Quotations should be submitted to the office of the undersigned on or before 21.05.2025 (between 11:00 AM to 4:30 PM) 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. Quotation should be submitted in sealed envelope with above reference number superscripted in it.

3. Rates should be quoted indicating price/unit and should be inclusive of all additional taxes/charges.

4. Suppliers are instructed to mention PAN in the quotation and copies of trade license.

5. Quotations submitted by such suppliers who are reasonably believed to have either supplied improper articles or engaged in irregular/unethical activities shall not be considered.

6. Conditional quotations will not be considered.

7. Successful vendor/agency is required to execute the work within 07 days of issuance of the work order.

8. Willing suppliers submitting quotations should specify the address of its office and its phone/ mobile numbers for the purpose of quick communications in the event of urgency.

9. Canvassing on the part of a supplier submitting quotations will render its quotations liable to cancellation summarily.

10. The undersigned may award the contract to the supplier 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.

11. The undersigned reserves the right to accept or reject any quotations and to cancel the process and reject any or all quotations at any time prior to the award of contract for any reason whatsoever.

12. Upon selection of quotations, concerned supplier will have to supply articles strictly according to the description/make/type/specification. In case any deviation from this and any default regarding this on the part of a selected supplier, the undersigned may take any or all such actions including cancellation of the work order against the supplier as it may consider appropriate.

13. Vendor/suppliers are instructed to submit copy of valid 15 digit goods and services taxpayer identification number (GSTIN) under GST Act, 2017.