

**OFFICE OF THE MUNSIFF;.....BAJALI,PATHSALA**

**QUOTATION**

Sealed quotations are invited from registered firms affixed with court fee of Rs. 8.25/- along with registered copies of Trade License, Registration Certificate, GST Registration Certificate etc., for supply of Official Stationary Articles to the **office of the Munsiff, Bajali, Pathsala during the year 2019-2020.**

A list of items is enclosed herewith. The quotation shall be governed by the following terms and conditions :-

1. Quotation shall be accepted till 31.05.2019.
2. Quotation may be submitted by hand delivery or through registered post.
3. Rates shall be valid till 31.03.2020 and the term of supply may also be extended with the consent of the supplier.
4. Separate rates should be quoted for different quality.
5. Rates should be inclusive of all taxes and articles should be supplied in the office of the Munsiff, Bajali at Pathsala.
6. Supplier may be asked to supply any other articles not mentioned in the enclosed list. In that case the supplier should be paid the market value of the articles.
7. Supplier shall have to supply articles within 7 (Seven) days.
8. The undersigned reserved the right to accept and receipt an quotation within assigning any reason.

For more details, contact with the office of the undersigned before submitting your quotation.

Sd/-

Munsiff Bajali, Pathsala

Memo No. MB/2019/ <sup>183-185</sup> Dated, Bajali, the 13<sup>th</sup> day of May, 2019.

Copy to :-

1. Notice Board for information.
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**OFFICE OF THE MUNSIFF;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;; BAJALI PATHSALA**

Invitation of quotation of the following articles with prices are called for

Sl. No.	Name of Stationary Articles	Size & Weight	Remarks
1	A4 Paper (85 GSM) Best quality per Ream	210 x 297 mm sheet 500 nos	
2	Legal Paper (85 GSM) Best Quality per Ream	21.5 x 34.5 cm sheet 500 nos	
3	Pencil Carbon (Safex) 100 Sheets	420 x 300 mm	
4	Punching Machine	Per No.	
5	Eraser/Whitener	Per No.	
6	Paper flags	Per Packet	
7	Highlighter/Marker pen (Luxor)	Per piece	
8	Calculator big size (Casio)	Per piece	
9	Knife-best quality- per no	8 inch long	
10	Stamp pad ink 60 ml	Per pience	
11	White ribbon-cotton	Per roll	
12	Process Register	100 sheets with Cloth Binding	
13	Court fee Register	100 Sheets with Cloth Binding	
14	Staple Pin-per Packet size 10	Per Packet	
15	Staple Pin-Per Packet size 45	Per Packet	
16	Envelope – 100 Nos	11 x 5 inch	
17	Envelope – 100 Nos	9 x 4 inch	
18	Tag twisted	Per dozen	
19	Phenyl-Bengal Chemical- per Bottle	500 ml	
20	Odonil	Per packet	
21	Harpic – 500 ml	Per no.	
22	Bleaching Powder – 500 gr.	Per Packet	
23	Towel – Best quality – big size	Per piece	
24	Towel – Best quality - Small size	Per piece	
25			
26	File cover (Ambassador)	Per No.	
27	File Cover with board – Superior quality	Per No.	
28	Steno note book – Best quality	Per No.	
29	Ink (Chelpark) 600 ml	Per No.	

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Sl. No.	Name of Stationary Articles	Size & Weight	Remarks
30	Ink (Parker) 60 ml	Per No.	
31	Battery Eveready Pencil Size	Per No.	
32	Stamp pad – big	Per No.	
33	Stamp Pad – Small	Per No.	
34	Hand Wash (Savlon)	Per No.	
35	Parker Ink Pen	Per No.	
36	Room freshener (Best quality)	Per No.	
37	Jharu (Long size) Full Jharu	Per No.	
38	Ceiling Jharu	Per piece	
39	Plastic Bucket	Per No.	
40	Acid	500 ml	
41	Citronella	Per Bottle	
42	Cello Tape (Big size)	Per No.	
43	Computer Printer Tonner (Canon/HP)	Per Piece	
44	Nepthelen balls	Per packet	
45	Colin	Per No.	

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