OFFICE OF THE SPECIAL JUDGE : : C.B.I. : : ASSAM : : GUWAHATI
No.SPL/CBI/10-04/ Dated Guwahati the 9th March, 2023

NOTICE INVITING TENDER
Dated 09.03.2023

For supply of Office Stationery and Small Equipments

Sealed quotations/Tenders affixing Court Fee Stamps of Rs.8.25 (Non-refundable) are invited from interested Govt. Registered Local Suppliers/Firms for engagement of one supplier, for supply of 'Office Stationery and Small Equipments' (list enclosed as Annexure B), to the office of the undersigned for the Financial Year 2023-2024.

The Quotation should reach the Office of the undersigned on or before 5.00 PM of 30.03.2023.

Interested firms may contact the office undersigned during office hours, for any other clarifications and details.

Interested bidders may also visit http://kamrupjudiciary.gov.in for downloading the copy of the Notice Inviting tender and terms and conditions governing the selection process.

Yours faithfully

Sd/- P. Das.
Special Judge, CBI & NIA,
Assam, Guwahati.

Annexures : 1. Terms & Conditions governing the quotation. (Annexure A)
2. List of stationery and small equipments to be supplied. (Annexure B)

Memo No. SPL/CBI/10-04/106-108 Dated : 09.03.2023

Copy forwarded for information and necessary action to :-

1. The Hon'ble District & Sessions Judge, Kamrup (M) for affixing the NIT in the notice board.
2. The Director, Information and Public Relation, Govt. of Assam, Guwahati with a request to upload the "Notice Inviting Tender" dated 09.03.2023 in two leading newspapers.
3. The System Officer, Kamrup(M) with a director to under the "Notice Inviting Tender" in the Official Website of the Kamrup Metro District Judiciary.
4. All the Notice Board of this Establishment.
5. Office File.

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Annexure A

General Terms & Conditions:

1. Only Government Registered Suppliers/Firms, having their Offices within the territory of Guwahati Municipality, are entitled to submit their quotations.
2. Quotation duly signed by the owner/ authorized representative and stamped with the official seal of the firm, with contact details provided, must be submitted in a sealed envelope within the stipulated time, and accompany with it, the following documents :-

    a) Company / Firm Registration Certificate,
    b) Income Tax Clearance Certificate,
    c) Trade License, PAN Card,
    d) GST registration certificate, GST return/ clearance document.

3. The tenderers are required to quote their lowest rate for the articles as listed, in unit price, both in figure and in words including GST. However, GST rate is to be shown separately against the item. The quoted rate should include delivery charge, if any arises. The undersigned shall not be liable to reimburse anything more than the quoted price for the goods that may be ordered and supplied, except any increase in statutory levies/taxes affected by the Govt. on the commodity supplied.
4. MRP should be shown against every items in every bill and maximum discount should be given on MRP.
5. The quotationer / bidder must specify the Brand Name against the quoted price of each item as appearing in the list *'Annexure B'*.
6. The intending bidder should have adequate financial capability to execute various supply orders placed from time to time. Supply of articles should be made by the selected tenderer / bidder to the office of the undersigned, immediately on receipt of the supply order from the undersigned
7. The selection of the successful bidder shall remain valid, and the offer made by such tenderer/quotationer (at the quoted price) shall be deemed to remain open, for the period starting from the date of awarding of the order, till the end of the Financial year 2023-2024, unless revoked by the tenderer/offeror, through written communication made to the office of the undersigned, before acceptance by the undersigned through placing of

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orders. However, the undersigned reserves the right to not accept the standing offer of the successful bidder, within the period of its validity, and subsequently call for fresh tenders.

8. The effective period of the offer of the successful bidder may further be extended for such period, as may be deemed to be necessary, at the discretion of the undersigned, after due intimation and, taking into consideration the readiness of the supplier to accept the same.

9. The Undersigned is not bound to accept the lowest quoted rates, and reserves the right to accept any quotation, or reject any, or all quotations, at any time, without assigning any reason thereof. The lowest rate may not be the sole criteria for assessment/ selection of the successful bidder and, other factors benefitting the undersigned, such as overall capacity, prior experience, reputation etc. of the quotationers shall be taken into careful consideration, before arriving at a final decision.

10. The Undersigned reserves the right to cancel the entire process of calling of tenders at any stage, without assigning any reasons thereof.

11. Quotations deemed to be incomplete by the empowered committee/undersigned in any respect, and those submitted after the stipulated time will summarily be rejected. Conditional Tenders are liable to be rejected.

12. The successful tenderer must ensure that the products are high in quality. Duplicate/Sub-standard items will not be accepted or rejected anyway. In case of unsatisfactory quality of material supplied by the selected bidder, the undersigned reserves the right to terminate the contract / work order by giving intimation to the supplier.

13. Stationery articles and other small equipments enumerated in *Annexure B*, for which prices are to be quoted, must be supplied by the successful tenderer/bidder, in the respective quantities, as per supply orders placed during the year, within the time as stipulated and fixed by the undersigned.

14. Under Section 194C (1)(ii) of Income Tax @ 2% at source will be deducted from the gross amount of the bill

15. The office of the undersigned shall endeavour to clear the payment of the bills raised and submitted, against the orders placed, after satisfactory delivery, within reasonable time, subject to availability of funds. The following shall be required to be submitted for payment to be settled in the name of the selected firm:-

a) Bills in triplicate.

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b) Bank Account Details.

c) Delivery challan duly certified and stamped.

16. The tentative date of opening of Quotations submitted by the intending suppliers has been fixed on **31.03.2023** after the conclusion of the stipulated tendering period. however, the same is subject to change, in the event of the arising of unforeseen exigencies and urgent / heavy workload of judicial and administrative work in the office of the undersigned. The tenderers/quotationers may correspond with the office of the undersigned regarding the exact date of opening of bids submitted, and the final decision arrived at regarding selection of the successful bidder

17. The decisions of the undersigned, with regard to the conduct of the process for selection of the successful tenderer/supplier, and any questions that may arise out of, or in connection with the said process subsequently, shall be final and binding in all respects.

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Annexure B

OFFICE OF THE SPECIAL JUDGE : : CBI & NIA : : ASSAM : : GUWAHATI.

LIST OF STATIONERT ARTICLES AND SMALL EQUIPMENTS

SL. NO.	NAME OF STATIONERY ARTICLES	UNITS	PREFERED BRANDS
1	A4 size paper	Per Ream	JK Copier 75 GSM,
	A4 size paper	Per Ream	IK Copy 75 GSM
2	Paper Legal size	Per Ream	JK Copier 75 GSM,
	Paper Legal size	Per Ream	IK Copy 75 GSM
3	Yellow Paper (A4 size best quality)	Per Ream	
4	File Hard Board	No.	
5	File Cover	No.	
6	Steno Note Book	No.	
7	Clip Board	No.	
8	Hard Bound Register (34cm x 21cm)	No.	
9	Ambassador Leather Touch Executive File Cover	No.	
10	Envelope A4 size clothing 16"x12"	No.	
11	Envelope 10"x12" (Laminated Yellow paper)	No.	
12	Envelope 10"x4.5"	No.	
13	Envelope 11"x5" (Laminated Yellow paper)	No.	
14	Ball Pen (Blue, Black & Red)	No.	Cello Maxwriter
	Ball Pen (Blue, Black & Red)	No.	Reynolds
15	Add Gel Pen (Blue, Black & Red)	No.	
16	Parker Pen	No.	
17	Pencil	Packet	Apsara
18	Eraser	Packet	Non Dust/Camlin
19	Sharpener	No.	Apsara
20	Plastic Scale	No.	Camlin
21	Whitener (Correction Pen)	No.	Luxor
22	Page Markers (Flag Book)	Packet	
23	Marker Pen (Big)	No.	Luxor

SL. NO.	NAME OF STATIONERY ARTICLES	UNITS	PREFERED BRANDS
24	Marker Pen (Small)	No.	Luxor
25	Calculator Citizen 8 Digit	No.	
26	Calculator Citizen 12 Digit	No.	
27	Carbon paper	Packet	Kores
28	Highlighter Pen	Set/Packet	Kores
29	Tag White	Bundle/Packet	
30	Ribbon Roll Cotton Tape (White)	Roll	
31	Stapler Machine Big HP-45 (Penguin Design)	No.	Kangaro
32	Stapler Machine HD-45	No.	Kangaro
33	Stapler Machine HD-10	No.	Kangaro
34	Stapler Pin (Big Penguin Model) 24/6	Per Box	Kangaro
35	Stapler Pin No.10 (Small)	Per Box	Kangaro
36	Alpin (Needle Point)	Packet/Box	
37	Binder Clip (41mm, 32mm)	No.	
38	U Clip Pin	Packet/Box	
39	Colour Plastic Coated Paper Clips	Per Dozen	
40	Stamp Pad	No.	Kores
41	Stamp pad Ink	Bottle	Kores
42	Cello Tape 1"	Roll	
43	Cello Tape 2"	Roll	
44	Pen Stand (For 2 and More Pens)	No.	
45	Gum Liquid Adhesive (150ml, 300ml & 700ml)	Bottle	Kores
46	Glue Stick	No.	Kores
	Glue Stick	No.	Fevi Stick
47	Brown Tape	No.	
48	Wall Clock (Round)	No.	Ajanta
	Wall Clock (Round)	No.	Quartz
49	Damper (Water Sponge)	No.	
50	Pencil battery Eveready AA 1015	No.	Eveready
51	Pencil battery Eveready AAA 1012	No.	Eveready

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SL. NO.	NAME OF STATIONERY ARTICLES	UNITS	PREFERED BRANDS
52	Heavy Duty Battery Eveready AAA 1050 R20	No.	Eveready 1.5V
53	Remote Battery cell 12V	No.	
54	Bodkin (Plastic Handle)	No	
55	Paper Cutter	No.	
56	Scissors (Medium)	No.	
57	Markin Cloth Cotton (White and Red)	Metre	
58	Double Locking Lock and Key (Big Size)	No.	Linc
59	Double Locking Lock and Key (Mediun Size)	No.	Linc
60	Double Locking Lock and Key (Small Size)	No.	Linc
61	Mosquito Repellent Machine	No.	Goodnight
62	Mosquito Repellent Liquid Refill	No	Goodnight
63	Mosquito Repellent (Spray) 320/400 ml	No	Godrej HIT
64	Room Freshener (Spray)	No.	Godrej
	Room Freshener (Spray)	No.	Ambi Pure
65	Napthalene	Packet	
66	Towel Big Size (For Seat/Chair)	No.	Best Quality
67	Hand Towel	No.	Best Quality
68	Table Cloth (Small) 18" x 12"	No.	
69	Table Cloth Rectangular (Big) Rexin material 60" x 102"	Sq. mtr.	
70	Chair Cushion (16"x16"x3")	No.	Kurl-on
71	Pin Cushion	No.	
72	Plastic Doormat (medium size)	No.	
73	Coir Doormat (medium size/large size)	No.	
74	Wash Room Cleaner Broom (Plastic)	No.	
75	Wash Room Cleaner Brush	No.	
76	Floor Mop (Long Handle)	No.	
77	Full Jhadu	No.	
78	Ceiling Jhadu	No.	
79	Coconut Broom	No.	

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SL. NO.	NAME OF STATIONERY ARTICLES	UNITS	PREFERED BRANDS
80	Bleaching Powder 500 gm	Packet	
81	Toilet Cleaner Solution	No.	Harpic
82	Toilet Cleaner Acid	1 bottle	
83	Surface disinfectant liquid	No.	Lizol
84	Surface disinfectant spray	No.	Dettol
85	Sani Fresh (Big size)	No./Bottle	
86	Handwash liquid	No.	Dettol
	Handwash liquid	No.	Savlon
87	Liquid Diswasher	No.	VIM
88	Soap	No.	Dettol
89	Soap Stand		
90	Citronella (100 ml)	Bottle	
91	White Phenyl 500 ml	Bottle	
92	Black Phenyl 500 ml	Bottle	
93	Surface/Glass Cleaner	No.	Colin
94	Hand Gloves (Rubber)	Pair	
95	General Use Protective 3 ply Disposable Face Mask	No.	
96	N95 Mask	No.	
97	Plastic Paper Bin	No.	
98	Swing Lid Waste Dustbin 60 litre	No.	
99	Plastic Pedal Bucket Dustbin 10 litre	No.	cello
100	Durable Plastic Bucket Dustbin (25 litre)	No.	Cello
101	Durable Plastic Mug	No.	Cello
102	Odonil Air Freshener Block	No.	Odonil
103	LED Tube Light 20 watt	No.	Phillips
	LED Tube Light 20 watt	No.	Syska
104	LED Bulb 15 watt	No.	Phillips
	LED Bulb 15 watt	No.	Syska
105	Halogen Lamp 500 watt	No.	Bajaj
106	Ceiling Fan 48 inch	No.	Orient
	Ceiling Fan 48 inch	No.	Bajaj

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SL. NO.	NAME OF STATIONERY ARTICLES	UNITS	PREFERED BRANDS
107	Wall mounted Fan 400 mm	No.	Orient
	Wall mounted Fan 400 mm	No.	Crompton
108	Pedestal Fan 500 mm	No.	Usha
	Pedestal Fan 500 mm	No.	Orient
109	Ceiling Fan Capacitor	No.	
110	Ceiling Fan Regulator	No.	
111	3 Battery Torch light	No.	
112	Bucket (Plastic) 25 litre	No.	Cello
113	Mug (Plastic)	No.	Cello
114	Antiseptic Liquid 550 ml	No.	Dettol
115	Umbrella (21-25) inches	No.	Mohendra Dutta
116	Umbrella Big Size with stand	No.	
117	Cloth Hanger	No.	
118	Drinking Glass (Plain)	Set	Milton
119	Coaster	Box	
120	Cup Plate Set Bonechina	Set	
121	Dinner Spoon	Dozzen/Set	
122	Quarter Plate Bonechina	No.	
123	Dinner Plate 10.5"	Set	
124	Serving Tray (Plastic)	No.	
125	Thermo steel Flask (Hot and Cool)	No.	Milton 750 litre
126	Electric Kettle	No.	Bajaj (1 litre)
	Electric Kettle	No.	Prestige (1 litre)
127	Band-Aid	No.	
128	Surgical Cotton Roll	No.	
129	Distilled Water (For Inverter and Car)	No.	
130	Wireless Doorbell Kit	No.	
131	Manual Push Calling Bell	No.	
132	Coir Rope	Meter	
133	Jute Rope	Meter	

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SL. NO.	NAME OF STATIONERY ARTICLES	UNITS	PREFERED BRANDS
134	Car Body Polish	No.	Waxpol
135	Car Tyre Polish	No.	Waxpol
136	Car Dashboard Polish	No.	Waxpol
137	Car Dashboard Freshener	No.	
138	Car Polishing Cloth (Flannel)	Meter	
139	Car windshield Duster	No.	
140	Canon Printer Cartridge 337	No.	Canon
141	Canon Printer Cartridge 326	No.	Canon
142	HP LajerJet 1020 Plus	No.	HP
143	Tonner Cartridge (Canon Xerox machine Model No.2004N)	No.	Canon
144	Tonner Cartridge (RICOH Xerox machine Model No.MP2001L)	No.	RICOH
145	Compact Disc (Blank)	No.	
146	DVD Disc (Blank)	No.	
147	Pen Drive 8 GM	No.	Kingston
	Pen Drive 8 GM	No.	HP
148	Pen Drive 16 GB	No.	Kingston
	Pen Drive 16 GB	No.	HP
149	Pen Drive 32 GB	No.	Kingston
	Pen Drive 32 GB		HP
150	Computer Keyboard	No.	Logitch
	Computer Keyboard	No.	Dell
151	Computer Mouse	No.	Logitch
	Computer Mouse	No.	Dell
152	Mouse Pad	No.	
153	Computer RAM DDR 3 4GB/8GB	No.	Kingston
	Computer RAM DDR 3 4GB/8GB	No.	Transcend
154	Computer Internal Hard Disk 250 GB	No.	Seagate
155	VGA Splitter	No.	
156	VGA Cable	Meter	
157	CMOS battery	No.	
158	Ethernet Cable	No.	DLink

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SL. NO.	NAME OF STATIONERY ARTICLES	UNITS	PREFERED BRANDS
159	5 port Ethernet Network Hub	No.	DLink
160	8 port Ethernet Network Hub	No.	DLink
161	Network Cable Connector Modular Plug	No.	
162	3-Pin Computer Power Cable Cord for Desktop PC	No.	
163	4 Socket Plug-in Power Strip/Extension Board	No.	Legrand
164	6 Ampere 3 Pin Multi Plug Socket	No.	Legrand
165	16 Ampere 3 Pin Socket	No.	Legrand
166	6 Ampere One way Switch	No.	Legrand
167	6 ampere 3 Pin Plug	No.	Legrand
168	16 Ampere 3 Pin Plug	No.	Legrand
169	16A/32A Single Pole MCB	No.	Legrand
170	32 Ampere 2 Pole MCB	No.	Legrand
171	PVC Insulated Copper electrical cable (.75 sq mm)	Meter	Finolex
172	Extension Board (Best Quality)	No.	
173	Emergency Light (Best Quality)	No.	
174	Hand Sanitizer 500 ml	No./Bottle	
175	Hand Sanitizer (Gel) 100 ml	No./Bottle	
176	Hand Sanitizer 1 liter	No./Bottle	
177	Stationery storage Basket 14"x10"x3"	No.	
178	Plastic Stool	No.	
179	Terminator Herbal Termite Killer	No.	Pidilite Terminator
180	Anti-Termite Control Solution for Flooring/Walls	No.	Bayer Agenda
181	Table Top Glass Piece	Sq. Ft.	
182	Paper Weight	No./Packet	
183	Window Curtain (Best Quality)	Sq. Mtr.	
184	Door Curtain (Best Quality)	Sq. Mtr.	
185	PVC Printed Foam Board (5mm thickness)	Sq. Mtr.	
186	Table Top Elevator Acrylic Writing Desk (21"x16")	No.	
187	Needle(Big size)	No./Packet	

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SL. NO.	NAME OF STATIONERY ARTICLES	UNITS	PREFERED BRANDS
188	Punching Machine	No.	
189	Sealing Wax	Packet	
190	Steel Wool	No.	
191	Surf	Per Kg	
192	Plastic Transparent Glass	No.	
193	Flex Banner (5' x 3')		
194	Black Hit (Medium)	No.	
195	Red Hit (Medium)	No.	
196	Vim Bar (Big Size)	No.	
197	Beachin Brush	No.	
198	Antivirus Three User	No.	Quick Heal
199	Antivirus Double User	No.	Quick Heal
200	Antivirus Single User	No.	
201	Register (Rolling 100 pages)	No.	
202	Register (Rolling 200 pages)	No.	
203	Register (Plain 100 pages)	No.	
204	Register (Plain 200 pages)	No.	

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