

**OFFICE OF THE CHIEF JUDICIAL MAGISTRATE : KAMRUP (M) : GUWAHATI.**

**NOTICE INVITING TENDER**

**Dated: 28-03-2023**

Sealed Tender affixing Court fee stamps of 8.25 (Non –refundable) are invited from intending Government registered suppliers/Firms for supply of office stationery to the office of the undersigned for the Financial Year 2023-24.

The Quotation should reach the office of the undersigned on or before 06-04-2023.

For details, please visit <http://kamrupmetro.dcourts.gov.in/>


**Sd/- C.P. Talukdar**

Chief Judicial Magistrate,  
Kamrup (M), Guwahati.

**Memo. No.CJM(K) 902-905 /J Dated: Guwahati the 29<sup>th</sup> day of March,2023.**

Copy forwarded for information and necessary actions to:-


- ✓ 1. The System Officer, Kamrup(M). He is requested to upload the “Notice Inviting Tender” in the official website of the Kamrup(M) District Judiciary.
2. Notice Board of the establishment of Hon’ble District & Sessions Judge.
3. Notice Board of this Establishment.
4. Office file.

  
Chief Judicial Magistrate,  
Kamrup (M), Guwahati  
Chief Judicial Magistrate  
Kamrup (Metro) District  
Guwahati

28/03/2023

**Terms & Conditions:**

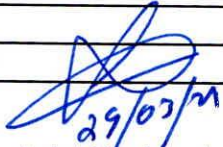
1. Only Government Registered Suppliers/Firms, having their offices within the territory of Guwahati Municipality are entitled to submit the quotation.
2. Quotation must accompany with latest Sales Tax Certificate/ Income Tax Clearance Certificate/ Trade License etc.
3. The tenderers having satisfactory experience of supplying Office stationery in the District Judiciary would be preferred.
4. The tenderers are requested to quote their lowest rate for each of the articles, both in figure and in words excluding GST. GST is to be shown separately against the items.
5. Rates quoted shall be valid for a period of **one year** from the date of awarding the contract.
6. Duplicate/Sub-standard items will not be allowed.
7. Sample of articles to be supplied shall have to be furnished along with the Quotation.
8. The undersigned reserves the right to accept or reject the quotations at any time, without assigning any reason.
9. Quotations submitted after the stipulated time will summarily rejected.

  
Chief Judicial Magistrate,  
Kamrup (M), Guwahati  
Chief Judicial Magistrate  
Kamrup (Metro) District  
Guwahati

29/03/2023

**List of Stationery Articles:-**

Sl. No.	Name of Stationery Articles	RATE
1	A4 Size paper	
2	Paper Legal Size (FS)	
3	File Hard Board with cover	
4	Steno Note-Book	
5	Ambassador Touch Executive File Cover	
6	Envelope (Big Size)	
7	Envelope (Normal Size)	
8	Ball Pen Blue, Black & Red	
9	Gel Pen (Classmate) Blue & Red	
10	Ink (for pen)	
11	Pencil	
12	Eraser	
13	Sharpener	
14	Plastic Scale	
15	Whitener(Tube)	
16	Page Marker (Flag Book)	
17	Marker Pen	
18	Calculator	
19	Carbon (Kores)	
20	Highlighter	
21	Tag	
22	Ribbon (White)	
23	Stapler Machine Big (Penguin Design)	
24	Stapler Pin (Big-Penguin Model)	
25	Stapler Machine Normal	
26	Stapler Pin (Normal)	
27	Stapler Machine Small	
28	Stapler Pin (Small)	
29	Alpin	
30	U Clip Pin	
31	Stamp Pad	
32	Stamp Pad Ink	
33	Cello Tape	
34	Gum Liquid	
35	Gum Wax	
36	Brown Tape	
37	Wall Clock	
38	Damper	
39	Pencil Battery	
40	Remote Battery	
41	Bodkin (Plastic Handle)	
42	Cutter	
43	Scissors - Big	
44	Markin Cloth (Cotton) White & Red	
45	Extension Board	
46	Lock & Key (Big & Small Size)	
47	Mosquito Killer (Hit Spray)	

  
29/03/23  
Chief Judicial Magistrate  
Kamrup (Metro) District  
Guwahati 29/3/2023

48	Room Spray	
49	Neptholin	
50	Multiple Point Holder	
51	Compact Disc	
52	DVD Disc	
53	Pen Drive (16 GB)	
54	Tube Light (with Shock)	
55	CFL Bulb	
56	LED Bulb	
57	Towel (Big Size) Colored & White	
58	Towel (Small Size) Colored & White	
59	Table Cloth (6' x 4')	
60	Flask (Tippet hot & cool) (1 L & ½ L)	
61	Torch Light (for Night Chowkidar)	
62	Full Jharu	
63	Ceiling Jharu	
64	Mask	
65	Hand Gloves	
66	Phenyl	
67	Soap (Lux)	
68	Citronella	
69	Odonil	
70	Harpic	
71	Colin	
72	Hand Wash (Dettol)	
73	Wash room Cleaning Brush	
74	Bleaching Powder	
75	Drum (Dustbin)	
76	Paper Bin	
77	Bucket	
78	Mug	
79	Wiper	
80	Umbrella	
81	Cushion	
82	Hanger	
83	Glass Set	
84	Water Glass Lid	
85	Cup-Plate	
86	Spoon	
87	Tray	
88	Quarter plates	
89	Band-Aid	
90	Bandage	
91	Dettol Liquid Antiseptic	
92	Car Polish	
93	Car Tyre Polish	
94	Car Dashboard Polish	
95	Car Perfume	
96	Canon Printer Cartridge 337 Starter	
97	Canon Printer Cartridge 337	

  
 29/03/23  
 Chief Judicial Magistrate  
 Kamrup (Metro) District  
 Guwahati 29/3/2023

98	Canon Printer Cartridge 338A	
99	Canon Printer Cartridge 326 Starter	
100	Laser Cartridge PLH 2612A	
101	RICOH Xerox machine Cartridge MP2501S	
102	Canon Xerox machine Toner NPG-59	
103	Cordless Calling Bell	
104	Computer Mouse	
105	Computer Mouse Pad	
106	Keyboard	
107	Long Rule Register (Size - No.10)	
108	Long Rule Register (Size - No.20)	
109	Jute Rope	
110	Electric Kettle	

  
Chief Judicial Magistrate  
Kamrup (Metro) District  
Guwahati  
29/3/2023