

**OFFICE OF THE SPECIAL JUDGE, CBI, ASSAM, ADDITIONAL CBI COURT-II,
CHANDMARI, GUWAHATI.**

No. SPL/CBI/Addl-II/50-2012/

Date – 22.05.2023

NOTICE INVITING TENDER/QUOTATION
Dated the 22nd May, 2023


For supply of Office Stationary and Small Equipments.

Sealed Quotations are invited from well reputed and interested Govt. Registered **local Firms/Suppliers** for supply of **Office Stationary and Small Equipments** mentioned in the enclosed list for this establishment, for the financial year 2023-24.

The Quotation/Tender should reach this office on or before 31.05.2023 within office hours.

General Terms and conditions :

1. Quotations shall be submitted in sealed condition within the stipulated time and incomplete/defective quotations shall be rejected out rightly.
2. Supply should be made in the office of the undersigned immediately on receipt of the supply order from the undersigned.
3. The rate of the articles should be quoted legibly against each of the items and price quoted should be inclusive of all taxes (GST) and delivery charges, if any arises. However GST rate is to be shown separately against each item.
4. Unrealistic rates quoted by the tenderer/quotationer, if proved unjustified, would be rejected.
5. The items supplied shall be the best in quality available in the market. Inferior/substandard quality articles shall be rejected and no claim thereon shall be entertained.
6. The payment shall be made on submission of bills in triplicate, along with Bank Account details, after satisfactory delivery, subject to availability of fund in the name of the selected firm/ enterprise.
7. Each firm/enterprise should have Company / Firm Registration certificate; Income Tax clearance certificate; Trade License; PAN Card; GST registration certificate and should submit at the time of offering tender/quotation.
8. Each firm/enterprise should have an account in any public sector bank and should submit the relevant copy of passbook.
9. TDS will be deducted @ 2% from the bill(s) wherein the gross amount of the bill(s) exceeds Rs.30,000/- as per Section 194C (1)(ii) of IT Act.
10. MRP should be shown against every item in every bills and maximum discount should be given on MRP.
11. The decision of the undersigned in selection process of Supplier/Bidder for this establishment, will be final and binding in all respects.


Special Judge, CBI, Assam,
Additional Court No.II, Chandmari, Guwahati-3.
Special Judge, CBI, Assam,
Addl. Court No.2, Chandmari, Guwahati-3

Page 1 of 7


22/5/23


No. SPL/CBI/Addl-II/50-2012/270-274.

Date – 22.05.2023

Copy forwarded to:-

- 1) The District & Sessions Judge, Kamrup (M), Guwahati-1 for publication of the notice in the official website of the District Judiciary and the Notice Board of the Court.
- 2) The Special Judge, CBI & NIA, Assam, Guwahati. He is requested to publish the quotation in the Notice Board of his Court.
- 3) The Special Judge, CBI, Assam, Additional CBI Court No. 1, Chandmari, Guwahati-3. He is requested to publish the quotation in the Notice Board of his court.
- 4) The Special Judge, CBI, Assam, Additional CBI Court No. 3, Chandmari Guwahati-3. She is requested to publish the quotation in the Notice Board of her court.
- 5) The System Officer, Kamrup (M) District Judiciary with a request to upload the Quotation Notice in the District Judiciary website.
- 6) Office Notice Board.


Special Judge, CBI, Assam,
Addl. Court No.II, Chandmari, Guwahati-3.
Special Judge, CBI, Assam,
Addl. Court No.2, Chandmari, Guwahati-3


22/5/2023

OFFICE OF THE SPECIAL JUDGE, CBI, ASSAM, ADDITIONAL COURT NO.II,
CHANDMARI, GUWAHATI.


List of articles

- | | |
|---|------------------|
| 1. F.C. Paper (Best Quality) | - per Ream. |
| 2. DFC Paper (-do-) | - per Ream. |
| 3. i) Green paper (Legal Size, Best Quality) | - per Ream. |
| ii) Yellow Paper (A-4 size, Best Quality) | - per Ream. |
| 4. Ball pen (Best Quality) | - per dozen. |
| 5. Dot Pen (Red & Blue both sides, Best Quality) | - per dozen. |
| 6. i) Gel pen (Hauser/Reynolds - Blue/Black/Red) | - each. |
| ii) Pilot V7 pen (Luxor - Blue/Black/Red) | - each/pack of 3 |
| 7. Alpin | - per dozen. |
| 8. Damper (Water sponge) | - each |
| 9. Cotton tag | - per dozen. |
| 10. Black Phenyl 750 ml. | - each. |
| 11. White Phenyl 750 ml. | - each. |
| 12. Lizol 1 litre | - each. |
| 13. HIT (Black/Red - Medium) | - each. |
| 14. Cup-Plate (Bonechina) | - per set. |
| 15. Dinner Spoon/Tea spoon | - Dozen/Set. |
| 16. Quarter plate (Bonechina) | - each. |
| 17. Dinner plate 10.5" (Bonechina) | - each. |
| 18. Drinking Glass (Best Quality) | - per dozen. |
| 19. Thermos (Milton 1 litre) | - each. |
| 20. Serving Tray (Plastic) | - each. |
| 21. i) Towel (Big size) | - each. |
| ii) Towel (Medium size) | - each. |
| 22. i) Pen Stand with 4 pens | - each. |
| ii) Pen Stand with 2 pens | - each. |
| 23. i) Envelope (Big size - Plastic coated) | - per 100. |
| ii) Envelope (Medium - common quality) | - per 100. |
| 24. Carbon Paper | - per 100. |
| 25. Waste/Swing Bin (different size) | - each. |
| 26. Lock & Key (Best quality Medium size) | - each. |
| 27. Plastic Bucket (25 lit.) | - each. |

28. Plastic Mug	- each.
29. Electric Tubelight (LED/General)	- each.
30. Filter 14 litre (Best Quality)	- each.
31. Screen Cloth (Best Quality)	- per meter.
32. Broom (Phool Jharu)	- each.
33. Toilet Brush	- each.
34. Floor Mop (Long handle)	- each.
35. Pencil Battery (AA and AAA)	- each.
36. Photostat Paper L/S	- per packet.
37. Photostat Paper A-4 size	- per packet.
38. Chair Cushion (Curl-on)	- each.
39. All-Out/Good Night refill & machine (mosquito repellent)	- each.
40. Harpic (Blue – 500 ml/ Red – 500 ml)	- each.
41. Stamp Pad (Small – Kores/Artline)	- each.
42. Pad ink (Small)	- each.
43. Ruler (Wooden)	- each.
44. Wall clock (Ajanta/Quartz)	- each.
45. Correction Pen (Luxor/Kores)	- each.
46. File Cover with Board (Special Quality)	- each.
47. File Cover with Board (General Quality)	- each.
48. Gum (750 ml.)	- each.
49. Coconut Broom	- per kg.
50. i) Stapler machine (Big HP-45, Penguin Design - Kangaro)	- each.
ii) Stapler machine (HD-45, Kangaro)	- each.
iii) Stapler machine (HD-10, Kangaro)	- each.
51. Stapler pin (Big)	- per pkt.
52. " (Small)	- per pkt.
53. Paper weight (Glass)	- per dozen.
54. Printed Court Diary 370 pages	- each.
55. Printed Register 200 pages (Big size)	- each.
56. Printed Register 100 pages (Small size, Rolling)	- each.
57. Printed Register 100 pages (Small size, Plain)	- each.
58. Toner for Xerox machine (Canon iR2320L)	- each.
59. i) Printer Cartridge (Canon - 337)	- each.
ii) Printer Cartridge (ProDot)	- each.
iii) Printer Cartridge (HP LaserJet 1020)	- each.

- | | |
|--|---------------|
| 60. File Ribbon (Red/White) | - each roll. |
| 61. Electronic Shock | - each. |
| 62. Odonil | - per pkt. |
| 63. Godrej Aer pocket | - each/pack. |
| 64. Cello Tap (Big size/ medium size) | - per pc. |
| 65. Sani Fresh (Big size) | - each. |
| 66. Room Freshener (Godrej) | - each. |
| 67. Car Freshener (Ambi pure) | - each. |
| 68. Handwash (Palmolive/Dettol/Lifebuoy) | - each. |
| 69. Dettol Liquid | - each. |
| 70. Bleaching Powder (500 gm.) | - each. |
| 71. Chitranelle (Big size/Medium size) | - each. |
| 72. Drain X (Drain/Pipe cleaner) | - each. |
| 73. Steel Wool | - each/pack. |
| 74. VIM liquid | - each. |
| 75. Good Night/Maxo Coil | - each. |
| 76. Glue Stick (Medium size) | - each. |
| 77. Umbrella (Mahendra Dutta-Gents) | - each. |
| 78. Torch Light with cell (3 celled-Eveready) | - each. |
| 79. i) Electric Tea Kettle (1.5 litre, Bajaj) | - each. |
| ii) Electric Tea Kettle (1.5 litre, Prestige) | - each. |
| 80. Paper cutter | - each. |
| 81. Red Cloth (Markin) | - per meter. |
| 82. i) Door Mat 2 ¹ / ₂ x 1 ¹ / ₂ | - each. |
| ii) Door mat 3' X 2' | - each. |
| iii) Door mat 4' X 3' | - each. |
| 83. Scissors | - each. |
| 84. Brown paper | - per ream. |
| 85. i) Hand Sanitizer (100 ml) | - each. |
| ii) Hand Sanitizer (500 ml) | - each. |
| 86. Face mask (N95) | - each. |
| 87. Hand Gloves (disposable) | - per box. |
| 88. Stick Note (3 coloured) | - per packet. |
| 89. Marker pen | - each. |
| 90. Highlighter pen | - each. |
| 91. Plastic scale (1 ft.) | - per dozen. |
| 92. Table Top Elevator Acrylic Writing Desk (21"x 16") | - each. |

93. Table Top Glass - per sq.feet.
94. Punching Machine - each.
95. Ceiling Fan 48" (Orient/Bajaj/Havells) - each.
96. Ceiling Fan 56" (Orient/Bajaj/Havells) - each.
97. Wall Mounted Fan 400mm (Usha/Orient) - each.
98. Pedestal Fan 500mm (Usha/Orient) - each.
99. Ceiling Fan Regulator (Electronic) - each.
100. Extension Board (Best quality) - each.
101. Wireless Doorbell Kit - each.
102. Manual Push Calling Bell - each.
103. Car Body Polish (Waxpol) - each.
104. Car Tyre Polish (Waxpol) - each.
105. Car Dashboard Polish (Waxpol) - each.
106. Car Polishing Cloth (Flannel) - each.
107. Compact Disc (Blank) - each/box.
108. DVD Disc (Blank) - each/box.


Special Judge, CBI, Assam,
Additional Court No.II, Chandmari, Guwahati-3.
Special Judge, CBI, Assam,
Addl. Court No.2, Chandmari, Guwahati-3

