Azadi Ka Amrit Mahotsav

OFFICE OF THE SPECIAL JUDGE, ASSAM, GUWAHATI.

No. Spl./868/2023 Date – 23.5.2023

NOTICE INVITING TENDER/QUOTATION
Dated the , 2023

For supply of Office Stationary and Small Equipments.

Sealed Quotations are invited from 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 07-06-2023. **within office hours.**

General Terms and conditions :

1. Supply should be made in the office of the undersigned immediately on receipt of the supply order from the undersigned.
2. 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.
3. Unrealistic rates quoted by the tenderer/quotationer, if proved unjustified, would be rejected.
4. The Inferior/substandard quality articles shall be rejected and no claim shall be entertained.
5. 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.
6. 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.
7. Each firm/enterprise should have an account in any public sector bank and should submit the relevant copy of passbook.
8. 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.
9. MRP should be shown against every item in every bills and maximum discount should be given on MRP.
10. The decision of the undersigned in selection process of Supplier/Bidder for this establishment, will be final and binding in all respects.

Special Judge, Assam,
Guwahati

Special Judge, Assam, Guwahati, 23/5/23

Memo No. Spl./869-871/2023 Date – 23.5.2023

Copy forwarded to:-

1) The District & Sessions Judge, Kamrup (M), Guwahati-1 with a request to publish the quotation in the Notice Board of his/her Court.

2) The System Officer, Kamrup (M) District Judiciary with a request to upload the Quotation Notice in the District Judiciary website.

3) Office Notice Board.

Special Judge, Assam,
Guwahati

Special Judge, Assam.
Guwahati

OFFICE OF THE SPECIAL JUDGE, ASSAM, 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.	Pen Stand	– each.
23.	Envelope	– per 100.
24.	Waste/Swing Bin (different size)	– each.
25.	Lock & Key (Best quality Medium size)	– each.
26.	Plastic Bucket (25 lit.)	- each.
27.	Plastic Mug	– each.
28.	Electric Tubelight (LED/General)	– each.
29.	Screen Cloth (Best Quality)	– per meter.
30.	Broom (Phool Jharu)	– each.

31. Toilet Brush	– each.
32. Floor Mop (Long handle)	- each.
33. Pencil Battery (AA and AAA)	– each.
34. Photostat Paper A-4 size	– per packet.
35. Chair Cushion (Curl-on)	– each.
36. All-Out/Good Night refill & machine (mosquito repellant)	– each.
37. Harpic (Blue – 500 ml/ Red – 500 ml)	– each.
38. Stamp Pad (Small – Kores/Artline)	– each.
39. Pad ink (Small)	– each.
40. Ruler (Wooden)	– each.
41. Wall clock (Ajanta/Quartz)	– each.
42. Correction Pen (Luxor/Kores)	– each.
43. File Cover with Board	– each.
44. Stapler machine (Big & Small)	– each.
45. Stapler pin (Big & Small)	– per pkt.
46. Paper weight (Glass)	– per dozen.
47. Printed Court Diary 370 pages	– each.
48. Printed Register (Rolling)	– each.
49. Printed Register (Plain)	– each.
50. Toner for Xerox machine (Canon iR2320L)	– each.
51. i) Printer Cartridge (Canon - 337)	– each.
ii) Printer Cartridge (ProDot)	– each.
iii) Printer Cartridge (HP LaserJet 1020)	– each.
52. Odonil	– per pkt.
53. Godrej Aer pocket	- each/pack.
54. Cello Tap (Big size/ medium size)	– per pc.
55. Room Freshener	– each.
56. Car Freshener	– each.
57. Handwash	– each.
58. Dettol Liquid	– each.
59. Bleaching Powder (500 gm.)	– each.
60. Chitranella	– each.
61. VIM liquid	- each.
62. Good Night/Maxo Coil	– each.
63. Glue Stick (Medium size)	– each.
64. Umbrella (Mahendra Dutta-Gents)	– each.

65.	Torch Light with cell (3 celled-Eveready)	– each.
66.	Electric Tea Kettle (1.2 litre)	– each.
67.	Red Cloth (Markin)	– per meter.
68.	Door Mat	– each.
69.	Scissors	– each.
70.	Hand Sanitizer	- each.
71.	Hand Gloves (disposable)	- per box.
72.	Stick Note (3 coloured)	- per packet.
73.	Marker pen	- each.
74.	Highlighter pen	- each.
75.	Plastic scale (1 ft.)	- per dozen.
76.	Table Top Elevator Acrylic Writing Desk (21"x 16")	- each.
77.	Table Top Glass	- per sq.feet.
78.	Celling Fan	- each.
79.	Wireless Doorbell Kit	- each.
80.	Manual Push Calling Bell	- each.
81.	Car Body Polish (Waxpol)	- each.
82.	Car Tyre Polish (Waxpol)	- each.
83.	Car Dashboard Polish (Waxpol)	- each.
84.	Car Polishing Cloth (Flannel)	- each.
85.	Compact Disc (Blank)	- each/box.
86.	DVD Disc (Blank)	- each/box.

Special Judge, Assam,
Guwahati.

Special Judge, Assam.
Guwahati.

OFFICE OF THE SPECIAL JUDGE, ASSAM, GUWAHATI-3

NOTICE INVITING TENDER/QUOTATION
Dated the , 2023

For supply of Computer Consumables and other computer accessories.

Sealed Quotations are invited from interested Govt. Registered **local Firms/Suppliers** for supply of **Computer Consumables and other computer accessories** mentioned in the enclosed list for this establishment, for the financial year 2023-24.

The Quotation/Tender should reach this office on or before 06-06-2023. **within office hours.**

General Terms and conditions :

1. Supply should be made in the office of the undersigned immediately on receipt of the supply order from the undersigned.
2. 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.
3. Unrealistic rates quoted by the tenderer/quotationer, if proved unjustified, would be rejected.
4. The Inferior/substandard quality articles shall be rejected and no claim shall be entertained.
5. 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.
6. 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.
7. Each firm/enterprise should have an account in any public sector bank and should submit the relevant copy of passbook.
8. 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.
9. MRP should be shown against every item in every bills and maximum discount should be given on MRP.
10. The decision of the undersigned in selection process of Supplier/Bidder for this establishment, will be final and binding in all respects.

Special Judge, Assam,
Guwahati.

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Guwahati.

OFFICE OF THE SPECIAL JUDGE, ASSAM, GUWAHATI.

Description of items(s)

Sl. No.	Name of item(s)	Quantity
1.	Laser Printer with Scanner/without Scanner (Canon/HP)	Each
2.	Computer Monitor (different size)	Each
3.	Computer Keyboard (good quality- wireless/general)	Each
4.	Keyboard mouse (good quality – wireless/ general)	Each
5.	Mouse Pad	Each
6.	Canon Printer cartridge (for Image Class LBP 151 dw/ Image Class MF 244 dw/ Image Class MF 3010)	Each
7.	Compatible printer toner (for Model No. Canon LBP3250)	Each
8.	Compatible printer toner (for Model No. HP LaserJet 1020plus)	Each
9.	Computer Internal Hard Disk (250/500 GB -good quality)	Each
10.	Computer External Hard Disk (1TB/2TB)	Each
11.	Pen drive (16 GB/32GB/64GB)	Each
12.	Computer RAM DDR3 4GB/8GB	Each
13.	VGA splitter	Each
14.	VGA Cable	Each
15.	CMOS Battery	Each
16.	Ethernet Cable	Each
17.	5 port Ethernet Network Hub	Each
18.	8 port Ethernet Network Hub	Each
19.	Network Cable Connector Modular Plug	Each
20.	3-Pin Computer Power Cable Cord for Desktop PC	Each

Memo No. Spl./890-892/2023 Date – 23.5.2023

Copy forwarded to :-

1) The District & Sessions Judge, Kamrup (M), Guwahati-1 with a request to publish the same in the Notice board of the court.

2) The System Officer, Kamrup (M) District Judiciary with a request to upload the Quotation Notice in the District Judiciary website.

3) Office Notice Board.

23/5/23

Special Judge, Assam,
Guwahati-1

Special Judge, Assam.
Guwahati.

23/5/23