

OFFICE OF THE DISTRICT & SESSIONS JUDGE, KAMRUP (M), GUWAHATI

"NOTICE INVITING TENDER"

Dated: 04.08.2023

For Supply of Office Stationery and Small Equipments



Sealed Tender affixing Court fee stamps of Rs. 8.25 (non-refundable) are invited from interested Government registered suppliers/Firms, for supply of Office Stationery and Small Equipments (List enclosed), to the Office of the undersigned for the Financial Year 2023-2024.

The Quotation should reach the Office of the undersigned on or before **19.08.2023**.

Interested firms may contact the office undersigned during office hours, for any other clarifications and details, including information regarding the type of the Office Stationery and Small Equipments to be supplied.

Interested bidders may also visit <http://kamrupmetro.dcourts.gov.in>, for downloading the copy of the tender and, terms and conditions governing the selection process.

Sd/-

(I. Barman)


District & Sessions Judge,
Kamrup (M), Guwahati

- Annexures:*
1. Terms & Conditions governing the quotation.
 2. List of Office Stationery and Small Equipments to be supplied as per orders.

Memo No.DJK/ 9891 (a) - (c) /E, dated. 4/8/23

Copy forwarded for information and necessary actions to:

1. System Officer, Kamrup (M), He is directed to upload the "Notice Inviting Tender" in the Official website of the Kamrup Metro District Judiciary.
2. All the Notice Boards of this Establishment.
3. Office File


District & Sessions Judge,
Kamrup (M), Guwahati
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Kamrup (M) Guwahati
4/8/23


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 Office Stationery and Small Equipments 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 Office Stationery and Small Equipments supplied that may be ordered and supplied, except any increase in statutory levies/taxes affected by the Govt. on the commodity supplied
4. The quotationer/bidder must specify the Brand name against the quoted price of each item as appearing in the list "*Annexure B*".
5. The intending bidder should have adequate financial capability to execute various supply orders placed from time to time.
6. The selection of the successful bidder shall remain valid, and the offer made by such tenderer (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 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.
7. The effective period of the offer of the successful bidder may be further 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.
8. 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.
9. The Undersigned reserves the right to cancel the entire process of calling of tenders at any stage, without assigning any reasons thereof.



10. Quotations deemed to be incomplete by the undersigned in any respect, and those submitted after the stipulated time will summarily be rejected. Conditional Tenders are liable to be rejected.
11. The successful tenderer must ensure that the quality of the Office Stationery and Small Equipments is of a high standard. Duplicate/Sub-standard items will not be accepted 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.
12. Office Stationery and Small Equipments in respective quantities must be supplied by the successful tenderer/bidder, as per supply orders placed during the year, within the time as stipulated and fixed by the undersigned.
13. 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
 - b) Bank Account Details
 - c) Delivery challan duly certified and stamped.
14. The tentative date of opening of Quotations submitted by intending suppliers has been fixed on **19.08.2023**, 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 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.
15. 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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4/8/23

Annexure - B

LIST OF STATIONERY ARTICLES AND SMALL EQUIPMENTS



Sl. No.	Name of Stationery Articles	Units	Preffered Brands
1	A4 size paper	Ream	JK Copier 75 GSM
2	Paper Legal size	Ream	JK Copier 75 GSM
3	File Hard Board	No.	
4	File Cover	No.	
5	Steno Note Book	No.	
6	Clip Board	No.	
7	Hard Bound Register (34cm x 21cm)	No.	
8	Ambassador Touch Executive File Cover	No.	
9	Envelope A4 size clothong 16"x12"	No.	
10	Envelope 10"x12" (Laminated Yellow Paper)	No.	
11	Envelope 10"x 4.5"	No.	
12	Envelope 11"x 5" (Laminated Yellow Paper)	No.	
13	Ball Pen(Blue, Black, Red)	No.	Montex/Reynolds
14	Add Gel Pen (Blue, Black, Red)	No.	
15	Parker Pen	No.	
16	Pencil	Packet	Apsara
17	Eraser	Packet	Non Dust/Camlin
18	Sharpener	No.	Apsara
19	Plastic Scale	No.	Camlin
20	Whiterier (Correction Pen)	No.	Luxor
21	Page Markers (Flag Book)	Packet	
22	Marker Pen (Big)	No.	Luxor
23	Marker Pen (Small)	No.	Luxor
24	Calculator Citizen 8 Digit	No.	
25	Calculator Citizen 12 Digit	No.	
26	Carbon Paper	Packet	Kores
27	Highlighter Pen	Set/Packet	Kores
28	Tag White	Bundle/Packet	
29	Ribbon Roll Cotton Tape(White)	Roll	
30	Stapler Machine Big HP-45 (Penguin Design)	No.	Kangaro
31	Stapler machine HD-45	No.	Kangaro
32	Stapler Machine Small HD-10	No.	Kangaro
33	Stapler Pin (Big Penguin Model) 24/6	Per box	Kangaro
34	Stapler pin No. 10 (Small)	Per box	Kangaro
35	Alpin (Needle Point)	Packet/Box	
36	Binder Clip (41mm, 32mm)	No.	
37	U Clip Pin	Packet/Box	
38	Stamp Pad	No.	Kores
39	Stamp Pad Ink	Bottle	Kores
40	Cello Tape 1"	Roll	
41	Cello Tape 2"	Roll	
42	Pen Stand (For 2 and more Pens)	No.	
43	Gum Liquid Adhesive (150ml, 300ml, 700ml)	Bottle	Kores
44	Glue Stick	No.	Kores/ Fevi Stick

45	Brown Tape	No.	
46	Wall Clock (Round)	No.	
47	Damper (Water Sponge)	No.	
48	Pencil Battery Eveready AA 1015	No.	Eveready
49	Pencil Battery Eveready AAA 1012	No.	Eveready
50	Heavy Duty Battery Eveready AAA 1050 R20	No.	Eveready 1.5 V
51	Remote Battery cell 12V	No.	
52	Badkin (Plastic Handle)	No.	
53	Paper Cutter	No.	
54	Scissors (medium)	No.	
55	Markin cloth Cotton (White and Red)	mctre	
56	Double Locking Lock and Key (Big Size)	No.	Linc
57	Double Locking Lock and Key (Medium Size)	No.	Linc
58	Double Locking Lock and Key (Small Size)	No.	Linc
59	Mosquito Repellent Machine	No.	Goodnight
60	Mosquito Repellent Liquid Refill	No.	Goodnight
61	Mosquito Repellent (Spray) 320/400 ml	No.	Godrej HIT
62	Room Freshener (Spray)	No.	
63	Napthalene Balls	Packet	
64	Towel Big Size (For Seat/Chair)	No.	
65	Hand Towel	No.	
66	Table Cloth (Small) 18"x12"	No.	
67	Table Cloth Rectangular (Big) Rexin material 60"x 102"	Sq, mtr.	
68	Chair Cushion (16"x16"x3")	No.	Kurl-On
69	Plastic Doormat (medium size)	No.	
70	Coir Doormat (medium size/large size)	No.	
71	Wash Room Cleaner Brush	No.	
72	Wash Room Cleaner Broom (Plastic)	No.	
73	Floor Mop (Long Handle)	No.	
74	Full Jhadu	No.	
75	Ceiling Jhadu	No.	
76	Coconut Broom	Kg.	
77	Bleaching Powder 500gm	Packet	
78	Toilet Cleaner Solution (Harpic)	No.	Harpic
79	Toilet Cleaner Acid	1 bottle	
80	Surface disinfectant liquid	No.	Lizol
81	Surface disinfectant spray	No.	Dettol
82	Handwash Liquid	No.	Dettol/Savlon
83	Liquid Dishwasher	No.	VIM
84	Soap	No.	Dettol
85	Citronella (100ml)	Bottle	
86	White Phenyl 500ml	Bottle	
87	Black Phenyl 500ml	Bottle	
88	Surface/Glass Cleaner (Colin)	No.	Colin
89	Hand Gloves (Rubber)	Pair	
90	General Use Protective 3 ply Disposable Face Mask	No.	
91	Plastic Paper Bin	No.	

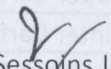


92	Swing Lid Waste Dustbin 60 litre	No.	
93	Plastic Pedal Bucket Dustbin 10 litre	No.	Cello
94	Durable Plastic Bucket Dustbin (25 litre)	No.	Cello
95	Durable Plastic Mug	No.	Cello
96	Odonil Air Freshener Block	No.	Odonil
97	Tube Light 20 watt	No.	Philips/Syska
98	LED Bulb 15 watt	No.	Philips/Syska
99	Halogen Lamp 500 Watt	No.	Philips/Syska
100	Ceiling Fan 18 inch	No.	Bajaj/Prestige (1 litre)
101	Wall mounted Fan 400mm	No.	Orient/ Comptron
102	Pedestal Fan 500 mm	No.	Usha/Orient/Havel
103	Ceiling Fan Capacitor	No.	
104	Ceiling Fan Regulator	No.	
105	3 Battery Torch Light	No.	
106	Bucket (Plastic) 25 litre	No.	Cello
107	Mug (Plastic)	No.	Cello
108	Antiseptic Liquid 550 ml	No.	Dettol
109	Umbrella (21-25) inches	No.	Mohendra Dutta
110	Umbrella Big Size with Stand	No.	
111	Cloth Hanger	No.	
112	Drinking Glass (Plain)	Set	Milton
113	Coaster	Box	
114	Cup Plate Set Bonechina	Set	
115	Dinner Spoon	Dozen/Set	
116	Quarter Plate Bonechina	No.	
117	Dinner Plate 10.5"	Set	
118	Serving Tray (Plastic)	No.	
119	Thermosteel Flask (Hot and Cool)	No.	Milton 750 ml
120	Electric Kettle	No.	Bajaj/Prestige (1 litre)
121	Band-Aid	No.	
122	Surgical Cotton Roll	No.	
123	Distilled Water (For Inverter and Car)	No.	
124	Wireless Dorbell Kit	No.	
125	Manual push calling bell	No.	
126	Coir Rope	Metre	
127	Jute Rope	Metre	
128	Car Body Polish	No.	Waxpol
129	Car Tyre Polish	No.	Waxpol
130	Car Dashboard Polish	No.	Waxpol
131	Car Dashboard Freshner	No.	
132	Car Polishing cloth (Flannel)	Metre	
133	Car windshield Duster	No.	
134	Canon Printer Cartridge 337	No.	Canon
135	Canon Printer Cartridge 326	No.	Canon
136	Prodot PLH 338A Printer Cartridge	No.	
137	Prodot PLH-2612A Printer Cartridge	No.	
138	Prodot PLH 278 Toner Cartridge	No.	



139	HP 12A Black Original Toner Cartridge	No.	HP
140	HP 88A Black Original Laserjet Cartridge	No.	HP
141	RICOH Xerox Machine Cartridge MP25015	No.	
142	Canon Xerox Machine Toner NPG-59	No.	Canon
143	Compact Disc (Blank)	No.	
144	DVD Disc (Blank)	No.	
145	Pen Drive 8 GB	No.	Kingston/ HP
146	Pen Drive 16 GB	No.	Kingston/ HP
147	Computer Keyboard	No.	Logitech/Dell
148	Computer Mouse	No.	Logitech/Dell
149	Computer RAM DDR3 4 GB/ 8 GB	No.	Kingston/
150	Computer Internal Hard Disk 250 GB	No.	Transcend
151	VGA Splitter	No.	Seagate
152	VGA Cable	Metre	
153	CMOS battery	No.	
154	Ethernet cable	Metre	DLink
155	5 port Ethernet Network Hub	No.	DLink
156	8 port Ethernet Network Hub	No.	DLink
157	Network Cable Connector Modular Plug	No.	
158	3-Pin Computer Power Cable Cord For Desktop PC	No.	
159	4 Socket Plug-in Power Strip/Extension Board	No.	Legrand
160	6 Ampere 3 Pin Multi Plug Socket	No.	Legrand
161	16 Ampere 3 Pin Socket	No.	Legrand
162	6 Ampere One Way Switch	No.	Legrand
163	6 Ampere 3 Pin Plug	No.	Legrand
164	16 Ampere 3 Pin Plug	No.	Legrand
165	16 A/32A Single Pole MCB	No.	Legrand
166	32 Ampere 2 Pole MCB	No.	Legrand
167	PVC Insulated Copper electrical cable(0.75 sq mm)	Metre	Finolex
168	Hand Sanitizer 500ml	No./Bottle	
169	Hand Sanitizer (Gel) 100ml	No.	
170	Hand Sanitizer (1 litre)	No./Jar	
171	Plastic Stool	No.	
172	Stationery Storage Basket 14" X 10" X 3"	No.	
173	Terminator Herbal Termite Killer	No.	Pidilite Terminator
174	Anti-Termite Control Solution for Flooring/Walls	No.	Bayer Agenda
175	Table Top Glass Piece	Sq. Ft.	
176	Paper Weight	No./Packet	
177	Window Curtain (Good Quality)	Sq. Ft.	
178	Door Curtain (Good Quality)	Sq. Ft.	
179	PVC Printed Foam Board (5 mm thickness)	Sq. Ft.	
180	Table Top Elevator Arcyclic Writing Desk (21" X 16")	No.	Rasper




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