

OFFICE OF THE PRINCIPAL JUDGE:FAMILY COURT-I:KAMRUP (M): GUWAHATI.

Notice Inviting Tender"

Dated: 08.01.2024

No. FCG.8/12/Stn./Pt.II/ 14 /2024

Date: 08.01.2024

For Supply of Office Stationery and other items

Sealed Tender affixing Court fee stamps of Rs. 8.25/- (Non Refundable) are invited from intending Government registered suppliers/ Firms for supply of Office Stationery and other items to the office of the undersigned.

The quotations should reach the Office of the undersigned within 15 days from the date of publication of this notice in the official website of District Judiciary, Kamrup (M), Guwahati.

Enclo.: Terms & conditions governing the quotation.

A. Thakur
i/c Superintendent
Family Court-I, Kamrup
Guwahati. 8-1-24

Memo No. FCG.8/12/Stn./Pt.II/ 14-A /2024

Date: 08.01.2024

Copy forwarded for information and necessary action to:

1. System officer, O/o. the Dist. & Sessions Judge, Kamrup(M), Guwahati. He/she is directed to upload the "Notice Inviting Tender" in the official website of the District Judiciary, Kamrup (M), Guwahati at the earliest.
2. Notice Board of this Establishment.
3. Office File.

A. Thakur
i/c Superintendent
Family Court-I, Kamrup
Guwahati. 8-1-24
Kamrup

Terms and Conditions:

1. Only Government Registered suppliers/Firms, having their offices within the territory of Guwahati Municipality, are entitled to submit the quotation.
2. The Tenderers are required to quote their lowest rate for each of the articles in unit price, both in figure and in words including GST. However, GST rate is to be shown separately against the item.
3. Rates quoted shall be valid for a period of one year from the date of awarding the contract.
4. Duplicate/Sub-standard items will not be accepted anyway.
5. The Principal Judge, Family Court-I, Kamrup (M), Guwahati reserves the right to accept or reject the quotations at any time, without assigning any reason thereof.
6. The Principal Judge, Family Court-I, Kamrup (M), Guwahati reserves the right to terminate the purchase order at any time without assigning any reason.
7. The decision of the Principal Judge, Family Court-I, Kamrup (M), Guwahati in all respect shall be final and binding on all.


A. Thakur
i/c. Superintendent
Family Court-I, Kamrup (M),
Family Court-I, Guwahati, 8-1-24
Kamrup

Annexure -A

LIST OF STATIONERY ARTICLES AND SMALL EQUIPMENTS

Sl. No.	Name of Stationery Articles	Units	Preferred Brands
1.	A4 size paper	Ream	J K Copier 75 GSM
2.	Paper Legal size	Ream	J K 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 (34 cm x 21 cm)	No.	
8.	Ambassador Touch Executive File Cover	No.	
9.	Envelope A4 size clothing 16"x 12"	No.	
10.	Envelope 10" x 12" (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.	Whitener (Correction Pen)	No.	Luxor
21.	Page Marker (Flag Book)	Packet	
22.	Marker Pram (Big)	No.	Luxor
23.	Marker Pram (Big)	No.	Luxor
24.	Calculator Citizen 8 Digit	No.	
25.	Calculator Citizen 12 Digit	No.	
26.	Carbon Paper	Packet	Kores
27.	Highlighter Pen	Set/Packet	Korés
28.	Tag White	Bundle/Packet	
29.	Ribon Roll Cotton Tap (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, 32 mm)	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.	

Sl. No.	Name of Stationery Articles	Units	Preferred Brands
43.	Gum Liquid Adhesive (150 ml, 300 ml, 700 ml)	Bottle	Kores
44.	Glue Stick	No.	Kores / Fevi Stick
45.	Brown Tape	No.	
46.	Wall Clock (Round)	No.	Ajanta/Quartz
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.	Bodkin (Plastic Handle)	No.	
53.	Paper Cutter	No.	
54.	Scissors (medium)	No.	
55.	Markin Cloth Cotton (White and Red)	metre	
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" x 12"	No.	
67.	Table Cloth Rectahgular(Big) Rexin material 60" x 102"	Sq. mtr.	
68.	Chair Cushion (16"x16"x3")	No.	Kurlon
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.	Celling Jhadu	No.	
76.	Coconut Broom	Kg.	
77.	Bleaching Powder 500 gm	Packet	
78.	Toilet Cleaner Solution (Harpic)	No.	Harpic
79.	Surface Cleaner Acod	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 (100 ml)	Bottle	
86.	White Phenyl 500 ml	Bottle	


 ilc Superintendent
 Family Court at Guwahati
 Assam

Sl. No.	Name of Stationery Articles	Units	Preferred Brands
87.	Black Phenyl 500 ml	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.	LED Tube Light 20 Watt	No.	Philips/Syska
98.	LED Bulb 15 Watt	No.	Philips/Syska
99.	Halogen Lamp 500 Watt	No.	Bajaj
100.	Ceiling Fan 48 inch	No.	Orient/Comptron
101.	Wall mounted Fan 400 mm	No.	Orient/Comptron
102.	Pedestal Fan 500 mm	No.	Usha/Orient/Havels
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 litre
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 Doorbell 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

Superintendent
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Kamrup

Sl. No.	Name of Stationery Articles	Units	Preferred Brands
131.	Car Dashboard Freshener	No.	
132.	Car Polishing Cloth (Flannel)	No.	
133.	Car Windshield Duster	No.	
134.	Canon Printer Cartridge 337	No.	Canon
135.	Canon Printer Cartridge 326	No.	Canon
136.	Prodot PLH 338 Printer Cartridge	No.	
137.	Prodot PLH 2612A Printer Cartridge	No.	
138.	Prodot PLH 238 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 Disk (Blank)	No.	
144.	DVD Disk (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/Transcend
150.	Computer Internal Hard Disk 250 GB	No.	Seagate
151.	VGA Splitter	No.	
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/32 A 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 500 ml	No./Bottle	
169.	Hand Sanitizer (Gel) 100 ml	No.	
170.	Hand Sanitizer 1 litre	No./Jar	
171.	Plastic Stool	No.	
172.	Stationery Storage Basket 14"x10"x3"	No.	
173.	Terminator Herbal Termite Killer	No.	Pidilite Terminator
174.	Anti-Termite Control Solution for Flooring/Walls	No.	Bayer Agenda

Sl. No.	Name of Stationery Articles	Units	Preferred Brands
175.	Table Top Glass Piece	Sq. Ft.	
176.	Paper Weight	No./Packet	
177.	Window Curtain (Good Quality)	Sq. Mtr.	
178.	Door Curtain (Good Quality)	Sq. Mtr.	
179.	PVC Printed Foam Board (5mm thickness)	Sq. Mtr.	
180.	Table Top Elevator Arcylic Writing Desk (21" x 16")	No.	Rasper


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