

OFFICE OF THE SPECIAL JUDGE, CBI, ASSAM, ADDL. COURT NO.3,
CHANDMARI, GUWAHATI.



NOTICE INVITING QUOTATION

Sealed quotation is hereby invited from intending Govt. registered Supplier(s)/Firm(s), for supplying of articles (stationeries etc.) to the Court and Office of the undersigned for the financial year 2025-26. The terms and conditions are mentioned below along with the list of articles in separate sheets.

The quotation should reach the Office of the undersigned within 15 days from the date of issuance of this notice positively.


Special Judge, CBI, Assam,
Addl. Court No 3,
Chandmari, Guwahati. 22/4/25

Memo No. SPL/CBI-3/99/Qtn./2018/ 317 - 319 /E,

Dated: 22.04.2025

Copy to:-

1. Office Notice Board.
- ✓ 2. The System Officer to upload the same in the website of District & Sessions Judge, Kamrup Metro, Guwahati.
3. Office File.


Special Judge, CBI, Assam,
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TERMS AND CONDITIONS



1. Only Govt. registered suppliers/Firms, having their registered offices in Guwahati only, are entitled to submit quotation.
2. Quotation must accompany with up to date Sales Tax clearance Certificate/ GST registration certificate/Income Tax clearance certificate/ Trade license etc.
3. Address of the firm including telephone/mobile number should be clearly mentioned in the quotation.
4. Rates quoted will be valid minimum for a period of one year from the date of submission of the quotation.
5. Sub-standard items shall not be accepted.
6. The undersigned reserves the right to accept or reject the quotations at any time.
7. Quotations must be submitted within the stipulated time.
8. Suppliers/Firms must submit samples of the listed items along with their quotations.
9. Concern Suppliers/firms should have registered at **GEM** portal.


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22/4/25

List of articles/stationeries to be required during FY 2025-26.



Sl. No.	Name of Articles	Rate per Unit	% of discount on MRP
1.	Mosquito vaporiser refill with machine (All Out, Good Knight)		
2.	Ball pen		
3.	Calling Bell (Electric Cord Less)		
4.	Calling Bell (Normal)		
5.	Car freshener (Godrej)		
6.	Carbon Paper Koresco (100 Nos x 1 pkt)		
7.	Cello Tape 1" size		
8.	Cello Tape 1/2" size		
9.	CFL Bulb 20W		
10.	LED Bulb 12W		
11.	LED Bulb 15W		
12.	LED Bulb 20W		
13.	LED Tubelight 20W		
14.	Chair Cushion Karl-on (16"x16"x2")		
15.	Cotton Tag white 10"		
16.	Cup Plate (Bone-china)		
17.	Plastic stool-Big size (Nilkamal, Supreme)		
18.	Plastic stool-Medium size (Nilkamal, Supreme)		
19.	Toilet Brush		
20.	Door mat- 18"x36" Plastic		
21.	Door mat -2 ^{1/2} ' x 1 ^{1/2} '		
22.	Foot mat Jute (medium Size)		
23.	Plastic Bucket 20 ltr size		
24.	Plastic Mug		
25.	Drinking Glass (Milton) (6pcx 1 box)		
26.	Electric choke		
27.	Electric Tea Kettle (1 ltr.)		
28.	Electric Tube Bajaj Co.		
29.	Envelop- 10"x14" Laminated Brown		
30.	Envelop- 16"x12" Laminated Brown		
31.	Envelop-10"x4" Brown		
32.	Envelop-9"x4" Brown		
33.	Eraze-x correction fluid bottle		
34.	Eraze-x pen		
35.	File Cover normal Qty 4 Fold		
36.	File Board special Qty 4 Fold		
37.	File ribbon Red/white		
38.	Flask Milton (1 ltr) Plastic Body		
39.	Flask Milton (1 ltr) Steel Body		
40.	Gluestick Medium size		
41.	Gum 750 MI		
42.	Lock & Key (Big Size)		

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43.	Lock & Key (Medium Size)		
44.	Lock & Key (Small Size)		
45.	Lock & Key Godrej Co. Bigsize		
46.	Paper A4 size (J.K.)		
47.	Paper clip - Steel		
48.	Paper cutter large		
49.	Paper Legal size, J.K.		
50.	Yellow paper (500 sheets 1pkt) A4 size good quality		
51.	Pen (Gel Add Gel) (Black, Blue & Red Ink)		
52.	Refill for pen (Blue, Red)		
53.	Register Plain - 100 pages		
54.	Register Rolling - 100 pages		
55.	Pencil Battery AA		
56.	Pencil Battery AAA		
57.	Pen stand (Double)		
58.	Pin cushion		
59.	Poker- Steel handle (Bodkin)		
60.	Printed court diary 400 pages		
61.	Dak book		
62.	Filing register		
63.	Court fee register (Printed 200 pages)		
64.	Register (DFC plain)		
65.	Copy register DFC (Printed 300Pages)		
66.	Printed Register 200 pages (DFC)		
67.	Printed court diary 400 pgs. Big size		
68.	Computer blank CD		
69.	Pen drive (16 GB)		
70.	Pen drive (8 GB)		
71.	Antivirus (Quickheal) (Single User)		
72.	Antivirus (Quickheal) (Double User)		
73.	Antivirus (Quickheal) (Triple User)		
74.	Printer cartridge (HP Laserjet 1020 Plus)		
75.	Printer cartridge (Canon Image CLASS LBP151dw)		
76.	Printer cartridge (Canon Image CLASS MF244dw)		
77.	Printer cartridge {Canon Image RUNNER 1643i (II)}		
78.	Toner for Xerox machine (Canon ImageRUNNER 2002N)		
79.	Toner for Xerox machine (Ricoh MP2001L)		
80.	Scissors steel large		
81.	Screen Cloth (Best Qlty.)		
82.	Self Inked Seal		
83.	Rubber Seal		
84.	Stamp Pad Large		
85.	Stapler Machine (Big)24/6 Pin type		
86.	Stapler Machine (small)		



87.	Stapler Pin No. 10(small)		
88.	Stapler Pin No. 24/6(big)		
89.	Steel Scale 12"		
90.	Torch Light with cell (3 battery Eveready)		
91.	Towel Big size (Bombay Dying)		
92.	Towel Big size (Normal)		
93.	Towel Medium size (Bombay Dying)		
94.	Towel Medium size (Normal)		
95.	Umbrella (Mahendra Dutta Gents)		
96.	Wall clock (Ajanta)		
97.	Waste paper Basket Plastic (Small)		
98.	Dustbin (Medium Size)		
99.	Markin Cloth (Red)		
100.	Tube light starter		
101.	Vim (liquid) 250ml.		
102.	Lux soap		
103.	Sealing wax		
104.	White tape (ribbon)		
105.	Tea pot		
106.	Calculator		
107.	Needle (big size)		
108.	Thread ball		
109.	Punching machine		
110.	Face mask		
111.	Hand sanitizer (500 ml)		
112.	Hand Sanitizer (100 ml)		
113.	UPS 1000 VA		
114.	UPS 650 VA		

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