OFFICE OF THE SPECIAL JUDGE : : C.B.I. : : ASSAM : : GUWAHATI

No.SPL/CBI/10-04/193-195 Dated Guwahati the 22nd April, 2026

NOTICE INVITING TENDER
Dated 22.04.2026

For supply of Office Stationery and Small Equipments

Sealed quotations/Tenders affixing Court Fee Stamps of Rs.8.25 (Non-refundable) are invited from interested Govt. Registered Local Suppliers/Firms for engagement of supplier, for supply of 'Office Stationery and Small Equipments' (list enclosed as Annexure B) and for certain small miscellaneous services, to the office of the undersigned for the Financial Year 2026-2027.

The Quotation should reach the Office of the undersigned on or before 2.00 PM of 08.05.2026.

Interested suppliers/firms may contact the office of the undersigned during office hours, for any other clarifications and details.

Interested bidders may also visit the official website of **Kamrup Metro District Judiciary** (http://kamrupmetro.dcourts.gov.in) for downloading the copy of the Notice Inviting tender, terms and conditions governing the selection process and the list of items.

Yours faithfully

Sd/-A. Bhattacharyya
Special Judge, CBI & NIA,
Assam, Guwahati.

Annexures : 1. Terms & Conditions governing the quotation. (Annexure A)
2. List of stationery and small equipment to be supplied. (Annexure B)

Memo No. SPL/CBI/10-04/.193-195 Dated : 22.04.2026

Copy forwarded for information and necessary action to :-

1. The Hon'ble District & Sessions Judge, Kamrup (M) for affixing the NIT in the notice board.
2. The Director, Information and Public Relation, Govt. of Assam, Guwahati with a request to publish the "Notice Inviting Tender" dated 22.04.2026 in two leading daily newspapers (One English and another Assamese).
3. The System Officer, Kamrup(M) with a direction to upload the "Notice Inviting Tender" in the Official Website of the Kamrup Metro District Judiciary.
4. All the Notice Board of this Establishment.
5. Office File.

22.4.26

Special Judge, CBI & NIA,
Assam, Guwahati

Special Judge, C.B.I. & N.I.A.
Assam, Guwahati

Scanned with OKEN Scanner

Annexure A

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 articles 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 goods that may be ordered and supplied, except any increase in statutory levies/taxes affected by the Govt. on the commodity supplied.
4. MRP should be shown against every item in every bill and maximum discount should be given on MRP.
5. The quotationer / bidder must specify the Brand Name against the quoted price of each item as appearing in the list *'Annexure B*.
6. The intending bidder should have adequate financial capability to execute various supply orders placed from time to time. Supply of articles should be made by the selected tenderer / bidder to the office of the undersigned, immediately on receipt of the supply order from the undersigned
7. The selection of the successful bidder shall remain valid, and the offer made by such tenderer/quotationer (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 2026-2027, 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.
8. The effective period of the offer of the successful bidder may further be 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.
9. 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

Scanned with OKEN Scanner

10. 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.

11. The Undersigned reserves the right to cancel the entire process of calling of tenders at any stage, without assigning any reasons thereof.

12. Quotations deemed to be incomplete by the empowered committee/undersigned in any respect, and those submitted after the stipulated time will summarily be rejected. Conditional Tenders are liable to be rejected.

13. The successful tenderer must ensure that the products are high in quality. Duplicate/Sub-standard items will not be accepted or rejected 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.

14. Stationery articles and other small equipments enumerated in *Annexure B*, for which prices are to be quoted, must be supplied by the successful tenderer/bidder, in the respective quantities, as per supply orders placed during the year, within the time as stipulated and fixed by the undersigned.

15. Under Section 194C (1)(ii) of Income Tax @ 2% at source will be deducted from the gross amount of the bill

16. 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.

17. The tentative date of opening of Quotations submitted by the intending suppliers has been fixed on **08.05.2026** 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 / heavy workload of 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

18. 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.

22.4.26

Special Judge, CBI & NIA,
Assam, Guwahati.

22/4/26

Special Judge, C.B.I. & N.I.A.
Assam, Guwahati

Scanned with OKEN Scanner

Annexure B

OFFICE OF THE SPECIAL JUDGE : : CBI : : ASSAM : : GUWAHATI.

LIST OF STATIONERY ARTICLES AND SMALL EQUIPMENTS

SL. NO.	NAME OF STATIONERY ARTICLES	UNITS	PREFERED BRANDS
1	A4 size paper	Per Ream	JK Copier 75 GSM,
2	Paper Legal size	Per Ream	JK Copier 75 GSM,
3	Yellow Paper (A4 size best quality)	Per Ream	
4	File Hard Board	Per No.	
5	File Cover	Per No.	
6	Steno Note Book	Per No.	
7	Ambassador Leather Touch Executive File Cover	Per No.	
8	Envelope A4 size clothing 16"x12"	Per No.	
9	Envelope 10"x12" (Laminated Yellow paper)	Per No.	
10	Envelope 10"x4.5"	Per No.	
11	Envelope 11"x5" (Laminated Yellow paper)	Per No.	
12	Ball Pen (Blue, Black & Red)	Per dozen	Cello Maxwriter
13	Ball Pen (Blue & Black)	Per dozen	Pentonic
14	Parker Pen	Per No.	
15	Pencil	Per Packet	Apsara
16	Eraser	Per Packet	Non Dust/Camlin
17	Sharpener	Per No.	Apsara
18	Plastic Scale	Per No.	Camlin
19	Whitener (Correction Pen)	Per No.	Luxor
20	Page Markers (Flag Book)	Per Packet	
21	Marker Pen (Big)	No.	Luxor
22	Marker Pen (Small)	No.	Luxor
23	Calculator Citizen 12 Digit	No.	
24	Highlighter Pen	Set/Packet	Kores
25	Tag White	Bundle/Packet	
26	Ribbon Roll Cotton Tape (White)	Roll	
27	Stapler Machine Big HP-45 (Penguin Design)	No.	Kangaro
28	Stapler Machine HD-45	No.	Kangaro
29	Stapler Machine HD-10	No.	Kangaro
30	Stapler Pin (Big Penguin Model) 24/6	Per Box	Kangaro
31	Stapler Pin No.10 (Small)	Per Box	Kangaro
32	Binder Clip (41mm, 32mm)	No.	
33	U Clip Pin	Packet/Box	
34	Colour Plastic Coated Paper Clips	Per Dozen	
35	Stamp Pad	No.	Kores
36	Stamp pad Ink	Bottle	Kores

Scanned with OKEN Scanner

SL. NO.	NAME OF STATIONERY ARTICLES	UNITS	PREFERED BRANDS
37	Cello Tape 1"	Roll	
38	Cello Tape 2"	Roll	
39	Pen Stand (For 2 and More Pens)	No.	
40	Gum Liquid Adhesive (150ml)	Bottle	Kores
41	Gum Liquid Adhesive (300ml)	Bottle	Kores
42	Glue Stick	No.	Kores
43	Glue Stick	No.	Fevi Stick
44	Wall Clock (Round)	No.	Ajanta
45	Damper (Water Sponge)	No.	
46	Pencil battery Eveready 1015 1.5V	No.	Eveready
47	Remote battery R03 1.5V	No.	Panasonic
48	Alkaline Battery 23A 12V	No.	
49	Bodkin (Plastic Handle)	No	
50	Paper Cutter	No.	
51	Markin Cloth Cotton (White and Red)	Metre	
52	Double Locking Lock and Key (Big Size)	No.	Linc
53	Double Locking Lock and Key (Mediun Size)	No.	Linc
54	Double Locking Lock and Key (Small Size)	No.	Linc
55	Mosquito Repellent Machine	No.	Goodnight
56	Mosquito Repellent Liquid Refill	No	Goodnight
57	Mosquito Repellent (Spray) 320/400 ml	No	Godrej HIT
58	Room Freshener (Spray)	No.	Godrej
59	Room Freshener (Spray)	No.	Ambi Pure
60	Napthalene	Packet	
61	Towel Big Size (For Seat/Chair)	No.	Best Quality
62	Hand Towel	No.	Best Quality
63	Chair Cushion (16"x16"x3")	No.	Kurl-on
64	Pin Cushion	No.	
65	Plastic Doormat (medium size)	No.	
66	Coir Doormat (large size)	No.	
67	Wash Room Cleaner Broom (Plastic)	No.	
68	Wash Room Cleaner Brush	No.	
69	Floor Mop (Long Handle)	No.	
70	Full Jhadu	No.	
71	Ceiling Jhadu	No.	
72	Coconut Broom	No.	
73	Bleaching Powder 500 gm	Packet	
74	Toilet Cleaner Solution	No.	Harpic

Scanned with OKEN Scanner

SL. NO.	NAME OF STATIONERY ARTICLES	UNITS	PREFERED BRANDS
75	Toilet Cleaner Acid	1 bottle	
76	Surface disinfectant liquid	No.	Lizol
77	Surface disinfectant spray	No.	Dettol
78	Sani Fresh (Big size)	No./Bottle	
79	Handwash liquid	No.	Dettol
80	Handwash liquid	No.	Savlon
81	Liquid Diswasher	No.	VIM
82	Soap	No.	Dettol
83	Soap Stand	No.	
84	White Phenyl 500 ml	Bottle	
85	Black Phenyl 500 ml	Bottle	
86	Surface/Glass Cleaner	No.	Colin
87	Hand Gloves (Rubber)	Pair	
88	N95 Mask		
89	Plastic Paper Bin	No.	
90	Swing Lid Waste Dustbin 60 litre	No.	
91	Plastic Pedal Bucket Dustbin 10 litre	No.	
92	Durable Plastic Bucket Dustbin (25 litre)	No.	cello
93	Durable Plastic Mug	No.	Cello
94	Odonil Air Freshener Block	No.	Cello
95	LED Tube Light 20 watt	No.	Phillips
96	LED Tube Light 20 watt	No.	Syska
97	LED Bulb 9 watt	No.	Phillips
98	LED Bulb 9 watt	No.	Syska
99	Ceiling Fan 48 inch	No.	Orient
100	Ceiling Fan 48 inch	No.	Bajaj
101	Wall mounted Fan 400 mm	No.	Orient
102	Pedestal Fan 500 mm	No.	Usha
103	Pedestal Fan 500 mm	No.	Orient
104	Ceiling Fan Capacitor	No.	
105	Ceiling Fan Regulator	No.	
106	Bucket (Plastic) 25 litre	No.	Cello
107	Mug (Plastic)	No.	Cello
108	Antiseptic Liquid 550 ml	No.	Dettol
109	Umbrella Big Size with stand	No.	Mohendra Dutta
110	Cloth Hanger	Set	
111	Drinking Glass (Plain)	Box	Milton
112	Coaster		

Scanned with OKEN Scanner

SL. NO.	NAME OF STATIONERY ARTICLES	UNITS	PREFERED BRANDS
113	Cup Plate Set Bonechina	Set	
114	Dinner Spoon	Dozzen/Set	
115	Quarter Plate Bonechina	No.	
116	Dinner Plate 10.5"	Set	
117	Serving Tray (Plastic)	No.	
118	Thermo steel Flask (Hot and Cool)	No.	Milton 750 litre
119	Electric Kettle	No.	Prestige (1 litre)
120	Wireless Doorbell Kit	No.	
121	Manual Push Calling Bell	No.	
122	Car Body Polish	No.	Waxpol
123	Car Tyre Polish	No.	Waxpol
124	Car Dashboard Polish	No.	Waxpol
125	Car Dashboard Freshener	No.	
126	Car Polishing Cloth (Flannel)	Meter	
127	Car windshield Duster	No.	
128	Canon Printer Cartridge 337	No.	Canon
129	Canon Printer Cartridge 326	No.	Canon
130	HP LajerJet 1020 Plus	No.	HP
131	Xerox machine Tonner Cartridge Model No.2004N	No.	Canon
132	Xerox machine Tonner Cartridge Model No.MP2001L	No.	RICOH
133	Compact Disc (Blank)	No.	
134	DVD Disc (Blank)	No.	
135	Pen Drive 16 GB	No.	Kingston
136	Pen Drive 16 GB	No.	HP
137	Pen Drive 32 GB	No.	Kingston
138	Pen Drive 32 GB		HP
139	Computer Keyboard	No.	Logitch
140	Computer Keyboard	No.	Dell
141	Computer Mouse	No.	Logitch
142	Computer Mouse	No.	Dell
143	Mouse Pad	No.	
144	Computer RAM DDR 3 4GB/8GB	No.	Kingston
145	Computer RAM DDR 3 4GB/8GB	No.	Transcend
146	Computer Internal Hard Disk 250 GB	No.	Seagate
147	VGA Splitter	No.	
148	VGA Cable	Meter	
149	CMOS battery	No.	
150	Ethernet Cable	No.	DLink

Scanned with OKEN Scanner

SL. NO.	NAME OF STATIONERY ARTICLES	UNITS	PREFERED BRANDS
151	5 port Ethernet Network Hub	No.	DLink
152	3-Pin Computer Power Cable Cord for Desktop PC	No.	
153	4 Socket Plug-in Power Strip/Extension Board	No.	Legrand
154	6 Ampere 3 Pin Multi Plug Socket	No.	Legrand
155	16 Ampere 3 Pin Socket	No.	Legrand
156	6 Ampere One way Switch	No.	Legrand
157	6 ampere 3 Pin Plug	No.	Legrand
158	16 Ampere 3 Pin Plug	No.	Legrand
159	16A/32A Single Pole MCB	No.	Legrand
160	32 Ampere 2 Pole MCB	No.	Legrand
161	Extension Board (Best Quality)	No.	
162	Hand Sanitizer 500 ml	No./Bottle	
163	Stationery storage Basket 14"x10"x3"	No.	
164	Plastic Stool	No.	
165	Table Top Glass Piece	Sq. Ft.	
166	Paper Weight	No./Packet	
167	Window Curtain (Best Quality)	Sq. Mtr.	
168	Door Curtain (Best Quality)	Sq. Mtr.	
169	Steel Wool	No.	
170	Surf	Per Kg	
171	Flex Banner (5' x 3')		
172	Black Hit (Medium)	No.	
173	Red Hit (Medium)	No.	
174	Beachin Brush	No.	
175	Antivirus Three User	No.	Quick Heal
176	Antivirus Double User	No.	Quick Heal
177	Antivirus Single User	No.	
178	Register (Rolling 100 pages)	No.	
179	Register (Rolling 200 pages)	No.	
180	Register (Plain 100 pages)	No.	
181	Register (Plain 200 pages)	No.	

BD. 22.4.26

Special Judge, C.B.I. & NIA,
Assam, Guwahati

Answered 22/4/26

Special Judge, C.B.I. & N.I.A.
Assam, Guwahati

Scanned with OKEN Scanner