

OFFICE OF THE PRINCIPAL JUDGE, FAMILY COURT-I, KAMRUP (M)

Dated: 16th October, 2026.

NOTICE INVITING QUOTATION

Sealed Quotations are invited from Government Registered Suppliers / Firms / Shop affixing court fee of ₹ 8.25/-(non-refundable) for supply of **Office Stationery & other office consumable items** to the Office of the undersigned for the financial year 2026-2027.

The quotations should have to reach the Office of the undersigned on or before **05th November/2026**.

For details, please visit <https://kamrupmetro.dcourts.gov.in>

List of Stationery Articles and Other Office Consumable items with specifications:

Sl. No.	Item Description	Qty./ Size / Colour
1.	A4 size paper (75 GSM)	Per pkt.
2.	File hard board with cover	Per piece
3.	Ambassador Touch Executive Paper Board closed File Cover	Per piece
4.	Envelop A3 size clothing 16*12	Per piece
5.	Envelop A4 size clothing 10*12	100 piece
6.	Envelop A3 size yellow 16*12	Per Piece
7.	Envelop A4 size yellow 10*12	Per Piece
8.	Envelop 10X4.5 (Brown)	100 piece
9.	Ball pen (Blue/Black/Red)	Per piece
10.	Unomax Gel Pen (Blue/Black/Red)	Per pkt.
11.	Both side pen	Per piece
12.	Parker Pen ink (Blue/Black/Red)	Per bottle
13.	Parker ink Pen (Blue/Black/Red)	Per piece
14.	Apsara/Classmate pencil	Per pkt
15.	Apsara/Classmate sharpner	Per piece
16.	Plastic scale (30 CM)	Per piece
17.	Napkin	Per pkt.
18.	Marker Pen Permanent (Big) Luxor	Per piece
19.	Marker Pen Permanent (Small) Luxor	Per piece
20.	Title Page	Per 200 pieces
21.	Casio Calculator (12 digit)	Per unit
22.	Carbon paper (Kores)	Per pkt.

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23.	Highlighter (Kores/Faber Castell)	Per piece
24.	Tag (Best Quality)	Per mutha/bundle
25.	Ribbon Roll Cotton (White)	Per roll
26.	Kangaro Stapler (Penguin design)	Per piece
27.	Stapler Pin (Big penguin model) (1pkt=20box X50 staples)	Per pkt.
28.	Kangaro Stapler machine 24/6 -1M	Per piece
29.	Kangaro Stapler pin 24/6- 1M (1pkt=20box X50 staples)	Per pkt
30.	Kangaro Stapler machine No. 10	Per piece
31.	Kangaro Stapler pin No. 10 (1pkt=20box X50 staples)	Per pkt
32.	Alpin/T-pins (Needle point)	Per box
33.	Stamp Pad large (Kores/gripex)	Per piece
34.	Stamp Pad medium(Kores/gripex)	Per piece
35.	Cello tap transparent (1 inch/ 3 inch)	Per piece
36.	Pen Stand for officers	Per piece
37.	Gum liquid	Per 500 ml
38.	Fevi Stick 15 grms	Per piece
39.	Fevicol Glue 100g	Per unit
40.	Wall Clock (Ajanta) (large/medium)	Per unit
41.	Damper (Water Sponge)	Per piece
42.	Pencil Battery(AA)	Per piece
43.	Remote Battery(AAA)	Per piece
44.	Alkaline 23A 12V Battery	Per piece
45.	Car remote Battey	Per piece
46.	Markin cloth (Cotton) White & Red	Per meter
47.	Double locking lock & key(Large size)	Per piece
48.	Double locking lock & key(Small size)	Per piece
49.	Room freshener (Spray type)	Per piece
50.	Naphthalene balls	Per kg
51.	Towel (Large size)	Per piece
52.	Hand Towel	Per piece
53.	Thermo Steel Flask 500ml/ 1 litre(Milton/ Cello)	Per unit
54.	Rechargeable Torch Large	Per unit

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55.	Broom (Phool Jharu)	Per piece
56.	Coconut / Bamboo Jharu	Per piece
57.	Ceiling Jharu Plastic	Per unit
58.	Face Mask (3 ply single use)	Per piece
59.	Single use Latex Examination Gloves	Per 100 piece
60.	Liquid hand sanitizer	Per 500 ml.
61.	Acid (tiles cleaning)	Per litre
62.	Phenyl (Black)	Per bottle (Per 500 ml)
63.	White phenyl	Per bottle (Per 500 ml)
64.	Citronella	Per piece (50 ml)
65.	Odonil	Per pkt.
66.	Harpic (500 ml)	Per unit (Per 500 ml)
67.	Lizol (500 ml)	Per unit (Per 500 ml)
68.	Colin (500 ml)	Per unit (Per 500 ml)
69.	Hand Wash (Dettol)	Per unit (Per 250 ml)
70.	Hand wash refill (750 ml)	Per unit
71.	Room cleaning wiper (good quality)	Per piece
72.	Wash Room Mop	Per piece
73.	Wash Room Cleaner Brush	Per piece
74.	Plastic Broom	Per unit
75.	Bleaching powder	Per Kg
76.	Drum (Plastic Dustbin)	Per unit
77.	Paper Bin (Plastic)	Per unit
78.	Bucket (Plastic) 20 L	Per unit
79.	Mug (Plastic)	Per unit
80.	PVC mat/carpet.	Per meter
81.	Chair Cushion (Kurl-On) with cover	Per unit
82.	Scissors (Large)	Per piece
83.	Coconut/Plastic Door Mat	Per unit
84.	Drinking Glass(Borosil/Milton/Cello)	Per set
85.	Dinner set (20+ pieces) (Borosil/Laopala/Cello)	Per set
86.	Cup Plate Ceramic/Bonchina (Borosil/Laopala/Cello/ Sonaki)	Per set
87.	Special Cup Plate	Per set.

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88.	Plastic Stationery office Tray/ File Tray/ Document Tray	Per piece
89.	Spoon Steel	Per dozen
90.	Melamine Serving Tray	Per piece.
91.	Quarter Plate (Laopala/Borosil/Sonaki)	Per piece.
92.	Band-Aid	Per piece.
93.	Bandage	Per unit
94.	Dettol Liquid Antiseptic	Per 500 ml.
95.	Pucher (Bindhana)	Per unit
96.	Godrej Car Freshener (Automatic type)	Per unit
97.	Car Polishing microfiber Cloth (1 pack=4 piece)	Per piece/per pack.
98.	Distilled Water (for inverter & Car) 1 litre	Per bottle
99.	Electric kettle 1 litre (Reputed Brands)	Per unit
100.	Jute rope (sutli)	Per Kg.
101.	Mosquito Repellent Machine	Per unit
102.	Mosquito Repellent Refill 45 ml	Per unit
103.	Round office Seal 1.5 inch	Per unit
104.	Round office Seal 2 inch	Per unit
105.	Square office Seal	Per line
106.	Office Seal (Pre ink)	Per line
107.	Indian National Flag (khadi) (4 Feet X 6 Feet) with rope	Per Number
108.	Indian National Flag for Car (Khadi)	Per Number
109.	Plastic Flower Pot (12 inch circular/ 06 inch square)	Per piece
110.	Disinfectant Spray	Per 500 ml.
111.	Surf excel	Per 500 gm
112.	Steno Book (Neelgagan)	Per piece
113.	Vim Soap (Small)	Per piece.
114.	Vim liquid (250 ml)	Per unit
115.	Desk Bell (Manual)	Per unit.
116.	Wireless Door Bell kit	Per unit
117.	Dettol Soap (small)	Per piece
118.	Umbrella (Large size)	Per unit
119.	Toilet paper roll	Per unit
120.	Red Colour Cloth	Per metre

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121.	Bowl set	Per unit
122.	Sealing Wax 200 grms	Per pkt.
123.	Bucket (Plastic) 5L	Per unit
124.	Car Dashboard Polish	Per unit
125.	Car Duster Brush	Per unit
126.	Gem Clips 19 mm	Per pkt.
127.	Gem Clips 33 mm	Per pkt.
128.	Transparent Plastic file	Per unit
129.	Cartridge Pro Dot 110	Per unit
130.	Cartridge Pro Dot 278	Per unit
131.	Cartridge Pro Dot 912/925	Per unit
132.	Cartridge Pro Dot H-388	Per unit
133.	Log Book Register	Per unit
134.	Attendance Registrar (No-2)	Per Piece
135.	Attendance Registrar (No-4)	Per Piece
136.	Engagement Pad	Per 100 Piece
137.	Envelop (Inside Cotton net) A3 size	Per 100 Piece
138.	Envelop (Inside Cotton net) A4 size	Per 100 Piece
139.	Envelop 9"x4"	Per 100 Piece
140.	Envelop 11"x5"	Per 100 Piece
141.	Envelop 8"x12" (laminated)	Per 100 Piece
142.	Envelop 10"x12" (laminated)	Per 100 Piece
143.	Envelop 12"x16" (laminated)	Per 100 Piece
144.	Register (A3 Size upto 200 pages)	Per Piece
145.	Register (No 10) A Grade	Per Piece
146.	Register (No 18) A Grade	Per Piece
147.	Register (No 20) A Grade	Per Piece
148.	Register (No 26) A Grade	Per Piece
149.	Register (No 30) A Grade	Per Piece
150.	Register (No 36) A Grade	Per Piece
151.	Register (No 40) A Grade	Per Piece
152.	Court Diary (Form No.R.11)	Per unit
153.	Receipt Register	Per unit
154.	Court fee Register R.12 Civil Rules & Orders	Per unit

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155.	Issue Register	Per Unit
156.	Court fee Register R.10 Criminal Rules & Orders	Per unit
157.	Register for certified copy (160 pages both sides)	Per unit
158.	Cash Book (10 sheet/number)	Per unit
159.	Conference File (Clear bag)	Per unit

Terms and Conditions are as follows:

1. Only Government-registered suppliers/firms/shops are eligible to submit the quotations.

2. The Sealed envelope duly marked as "**Tender for Stationary Article**" and quotations should contain the following documents:

- (a) Copy of PAN Card
- (b) Copy of GST Registration certificate
- (c) Copy of GST Clearance
- (d) Copy of Trade License
- (e) Copy of Experience Certificate if any

3. Each page of the documents should be signed and sealed by the bidder to establish the bidder's eligibility and qualification to supply the materials if the bid is accepted.

4. The sealed quotation should be addressed to the **O/O Principal Judge, Family Court, Kamrup (M)-cum-Chairman, Purchase Committee** during office hours on working days. The Quotation must be accompanied by the latest Sales Tax Certificate, Income Tax Clearance Certificate, Trade License, PAN Card, GST Registration/Clearance Certificate and Experience Certificate (if any) etc.

5. The rate of the articles should be quoted against the items and price quoted should be inclusive of all taxes. However, the GST rate is to be shown separately against the items. The prices quoted should not exceed the Maximum Retail Price (MRP) of the articles.

6. Any increase in taxes and other statutory duties shall not affect the price during the contract period. The Supplier shall be responsible for any increase of taxes and duties.

7. The quoted rates shall remain valid until the implementation of the GeM portal. Once the process of the GeM portal is completed, the selected supplier shall be discontinued and tender will be re-initiated through GeM portal.

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8. Supply should be carried out immediately along with a challan copy upon receipt of the work order.
9. After selection, the selected parties shall submit bills in triplicate quarterly along with the GST clearance certificate for the relevant month /quarter, bank Account details and copy of order for payment. Late submission of Bills will result in payment being processed in the next financial year.
10. Duplicate/Sub-standard items will not be accepted under any circumstances.
11. GST /TDS will be deducted at source.
12. Conditional tenders are liable to be rejected.
13. Quotations submitted after the stipulated time will be summarily rejected.
14. In Case the successful bidder supplies sub-standard materials, the tender shall be canceled. Thereafter, the next successive bidder may be considered.
15. The Committee reserves the right to reject any quotation without assigning any reason thereof and the Committee is not bound to accept the lowest rate quoted in the course of tendering. The decision of the Committee will be the final and binding on all.

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Memo. No. FLCG, 565-567/26

Dated the 16th Oct, 2026

Copy forwarded for information and necessary action to:-

1. The Systems Officer of this office. He is directed to upload this quotation in the official website.
2. The Notice Board of this office.
3. The Concerning file.

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