OFFICE OF THE JUDGE, DESIGNATED COURT,ASSAM ,GUWAHATI

SHORT NOTICE INVITING TENDER FOR OFFICE STATIONERY

Dated : 20.11.2026

Sealed Tender affixing Court free stamps of Rs.8.25 (Non-refundable) are invited from interested Government registered suppliers/Firms for supply of Office Stationary (list enclosed) to the Office undersigned for a period of 2 (two) year starting from date of awarding of contract.

The Quotation should reach the Office of the undersigned on or before **30.11.2026.**

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

Interested bidder may also visit Kamrup Metro District Judiciary website **https://kamrupmetro.dcourts.gov.in** for the terms and conditions governing the selection process.

Ipsita Borthakur

(Smti Ipsita Borthakur)
Judge,
Designated Court,
Assam, Guwahati.

Judge,
Designated Court
Assam, Guwahati

Memo No. JDC/ Dated Guwahati the 20th March,2024

Copy forwarded for information and necessary action to :

1. System Officer,Kamrup (M) –He is directed to upload the **" SHORT NOTICE INVITING TENDER FOR OFFICE STATIONERY"** in the Official website of the Kamrup Metro District Judiciary.
2. Notice Board of this establishment.
3. Office File.

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General Terms & Conditions: **Annexure A**

1. Only Government Registered Suppliers/Firms having their Offices within the territory of Guwahati Municipality are entitled to submit the quotation.
2. Quotation must accompany with it the latest Sales Tax Certificate, Income Tax Clearance Certificate, Trade License , PAN Card , GST Certificate,Experience Certificate(if any) authorized Dealership Certificate (if any) etc.of the tendere/bidder.
3. The tenderers having prior experience of supplying Office Stationeries to the District Judiciary would be given preference.
4. The tenderers are required to quote their lowest rate for the articles in unit price, both in figures 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.
5. . The tenderermost specify the Brand name against the quoted price of each item as appearing in Annexure B.Duplicate/Sub-standard itms will not be accepted anyway.
6. The intending Bidder should have adequate financial capability to execute various supply orders placed from time to time.
7. The selection of the successful bidder shall be valid for a period of 1(one) year starting from the date of awarding of the contract , which may be further extended for such period, as may be deemed to be necessary at the discretion of the undersigned.
8. The undersigned is not bound to accept the lowest quoted rates and reserve the right to accept any quotation or reject any or all quotations at any time without assigning any reasons thereof.
9. The undersigned reserves the right to cancel the entire process of calling of tenders at any stage without assigning any reason thereof.
10. Quotations deemed to be incomplete by the undersigned in any respect and those submitted after the stipulated time will summarily be rejected.
11. Articles specified must be supplied by the successful tenderer/bidder as per supply order placed throughout the period as mentioned within the time as stipulated and fixed by the undersigned.
12. The decision of the undersigned, with regard to the conduct of the process for selection of office 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 .

OFFICE OF THE JUDGE: DESIGNATED COURT
ASSAM, GUWAHATI

LIST OF ITEMS

Sl. No.	Name of Article(s)	Quantity
1	F.C. Paper (Best Quality/75GS)	Per Ream
2	Yellow Paper (A4 Size best Quality)	Per Ream
3	Ball Pen (Best Quality)	Per Dozen
4	Refill (Red & Blue)	Per Dozen
5	Alpin	Per Packet
6	Colour Plastic coated Paper Clips	Per Packet
7	Envelop Big Size	Per 100
8	Envelop medium Size	Per 100
9	Photostat Paper A4 Size (75 GSM)	Per Packet
10	Photostat Paper L/S (75 GSM)	Per Packet
11	Mosquito Repellant (Good Night Refill & Machine)	Each
12	Stamp Pad Ink	Each
13	Stamp Pad (Big Size)	Each
14	Pen Stand with Two Pens	Each
15	Carbon Paper (Kores)	Per Packet
16	Markin Cloth (Red & White)	Per Meter
17	Towel Big Size (Best Quality)	Each
18	Towel Medium Size (Best Quality)	Each
19	Towel Small Size (Best Quality)	Each
20	Glue stick medium Size	Each
21	Bulb (LED)	Each
22	Tube Light with Frame (LED)	Each
23	Harpick (Big size)	Each
24	Sani-Fresh (Big Size)	Each
25	Vim Liquid (500 ml)	Each
26	Phenyl (Big size- white)	Each
27	Phenyl (Big size-Black)	Each
28	Lysol (1 lit)	Each

Sl. No.	Name of Article(s)	Quantity
30	Toilet Brush	Each
31	Nephthalene (500gm)	Each
32	Bleaching Powder (500gm)	Each
33	Chitrannela	Each
34	[...] Soap	Each
35	Room Freshner (Best quality)	Each
36	Dettol Handwash	Each
37	Dettol Liquid	Each
38	Sanitizer (500 ml)	Each
39	Pencil Battery	Each
40	Remote Battery	Each
41	Surgical Mask	Per Packet
42	N95 Mask	Each
43	Hand Gloves (One time use)	Per Packet
44	Drinking Water Glass (Best Quality)	Each
45	Cup-Plate (Best quality)	Each
46	Coconut Jharu	Each
47	Floor Mopper with handle (cotton)	Each
48	Broom (Phool Jharu)	Each
49	Calculator	Each
50	Wall Clock	Each
51	File Cover (Best quality)	Each
52	File Cover (General)	Each
53	File Board	Each
54	Gum (Big & Small)	Each
55	Kores smart correct (White Ink Correction)	Each
56	Flag	Each
57	Stapler Machine (Big & Small)	Each
58	Stapler Pin (Big & Small)	Per Packet
59	Paper Weight	Each
60	Printer Court Diary (100 & 200 pages)	Each
61	Peper Cutter	Each
62	Cello Tape (1/2 , 1 & 2 inch)	Each

Sl. No.	Name of Article(s)	Quantity
63	Tag (Cotton)	Each
64	Wooden Pencil	Each
65	Sutlee	Per Kg.
66	Needle (Big Size)	Each
67	Punching Machine	Each
68	Diary (400 sheets)	Each
69	Dak Book	Each
70	Filing Register	Each
71	Court fee Register	Each
72	Copy Register	Each
73	Pen Drive (8 GB, 16GB, 32GB)	Each
74	Computer Blank C.D	Each
75	File Ribbon (White)	Each
76	Toner (Xerox Machine (Cannon (No. 2004N)	Each
77	Toner Printer Cartridge (Cannon 337)	Each
78	Door Mate (Size 3' x 1')	Each
79	Umbrella (Mahendra Dutta)	Each
80	Torch Light with Cell (Everyday)	Each
81	Electric tea Kettle (1 ltr)	Each
82	Plastic Bucket (Medium)	Each
83	Plastic Mug (Medium)	Each
84	Calling Bell	Each
85	Chair Cushion (Carl-on)	Each
86	Pin Cushion	Each
87	Gel Pen	Each
88	Dustbin (Small , Medium, Big)	Each
89	Soap Stand	Each
90	Sealing Wax	Per Packet
91	Dettol	Each
92	Highlighter	Each
93	Surf (1 Kg)	Each
94	Mouse (HP & Logitech)	Each
95	Folder file (Bonus X-Clusive)	Each

Sl. No.	Name of Article(s)	Quantity
96	Inking Stamp	Each
97	Rubber Stamp	Each
98	Lock with Key (Big & Medium size)	Each
99	Mouse Pad (Best Quality)	Each
100	Extension Board (Best Quality)	Each
101	Car Freshener	Each
102	Wax Polish (Medium)	Each
103	Tyre Polish (Medium)	Each
104	Polish Cloth	Each
105	Thermo Scanner	Each
106	Antivirus (three user-Quick Heal)	Each
107	Antivirus (two user-Quick Heal)	Each
108	Antivirus (Single user-Quick Heal)	Each
109	Register (100 & 200 pages with Roll & Plain)	Each

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