



OFFICE OF THE DISTRICT & SESSIONS JUDGE, BAJALI ::: PATHSALA.

**NOTICE INVITING TENDER**  
**(FOR SUPPLY OF MISCELLANEOUS ITEMS)**

Sealed quotations are invited affixing Court Fee stamp of Rs. 8.25 (Non-refundable) from the intending registered firms for supply Miscellaneous Items, for the establishment of the District and Sessions Judge, Bajali, Pathsala for the year 2023-2024 as per specification given with the Notice.

**GENERAL TERMS & CONDITIONS**

1. The sealed envelope containing quotation shall be marked as "Tender for Supply of Miscellaneous Items" and the following documents must be annexed with the quotation.
  - i. Copy of the Current Bank Account details in the name of the Firm
  - ii. Trade license issued by appropriate authority.
  - iii. Pan card in the name of the firm.
  - iv. GST registration certificate.
  - v. Any other documents which are required for supplying of Article to the Govt. Office.

Each page of the documents should be signed by the bidder with seal to establish the Bidder's eligibility and its qualification to perform the supply of materials if its bid is accepted. In the absence of any of the above documents/information the offer may be summarily rejected without making any further reference in this regard.

The sealed quotation should be submitted to the office of the District and Sessions Judge, Bajali **during office hours on working days on or before 16-05-2023.**

2. In case the successful bidder supplies sub-standard materials its tender shall be cancelled. Thereafter, next successive bidder may be considered.
3. The rates approved shall be valid for the period of one year from the date of approval letter of this establishment. Increase and decrease of Prices, Taxes and other statutory duties will not affect the price during this period.

The supplier will be responsible for any increase in Prices, Taxes and Duties. Any increase in taxes and- other statutory duties/levies after the approval of Rates shall be to the suppliers account.

4. Payments shall be made after satisfactory execution of the order and supply of material in satisfactory condition on bill basis. The decision of the District and Sessions Judge, Bajali, towards satisfaction of quality of material shall be final. Payment of the material supplied under purchase order will be paid on receipt of complete consignment and checking of the material and on production of the Invoice in triplicate.
5. The District and Sessions Judge, Bajali reserves the right to accept or reject any or all the tenders in part or full, without assigning any reason whatsoever.
6. The District and Sessions Judge, Bajali, reserves the right, to award the work to one or more bidders.
7. The District and Sessions Judge, Bajali, reserves the right to terminate the purchase order at any time without assigning any reason.
8. In case of violation of terms and conditions of the tender document or unsatisfactory supply of material or of poor quality and below standard. The District and Sessions Judge, Bajali reserves the right to terminate the supply order by giving intimation to the supplier/contractor.
9. The sealed quotations should reach the undersigned on or before **16<sup>th</sup> day of May, 2023** and no quotation/tender will be received thereafter and on the same day the tenders shall be opened in the office of the District and Sessions Judge, Bajali **at 4.30 PM.**



10. The decision of the District and Sessions Judge, Bajali, in all respect shall be final and binding on all.

Enclosed: List of Items

Sd/- Shabnom Choudhury

District & Sessions Judge  
Bajali :: Assam

Memo No.DJ/BAJ/2023/923-925  
Copy forwarded to :-

Date: 11-04-2023

- ✓ 1. The Systems Assistant, District Judiciary, Bajali. He is directed to upload the Tender Notice in the official website.
2. Office Notice Board.
3. Office File.

11-4-2023  
District & Sessions Judge  
Bajali, Assam  
Judge, Bajali, Patilsala

**Quotation for Miscellaneous stationery articles.**

Sl No.	Name of Items	Quantity	Rate (in Rupees inclusive of all taxes)
1	Ball Pen (Blue)	per pkt	
2	Ball Pen (Red)	per pkt	
3	Ball Pen (Black)	per pkt	
4	Gel Pen (Blue)	per pkt	
5	Gel Pen (Red)	per pkt	
6	Gel Pen (Black)	per pkt	
7	Pilot Pen (Blue)	per pkt	
8	Pilot Pen (Red)	per pkt	
9	Pilot Pen (Black)	per pkt	
10	Pencil	per pkt	
11	Scale (Wooden) 12 inch	per piece	
12	Scale (Steel) 12 inch	per piece	
13	Scale (Steel) 24 inch	per piece	
14	Pencil Rubber	per pkt	
15	Pencil Sharpner	per pkt	
16	Glue Stick Pen	per pkt	
17	Glue Bottle (150 ml)	per pkt	
18	Correction fluid (Bottle) (Whitner)	per pkt	
19	Correction Pen (Whitner)	per pkt	
20	Stapling Machine (Big Size)	per piece	
21	Stapling Machine (Medium Size)	per piece	
22	Stapling Machine (Small Size)	per piece	
23	Stapling Pin (Big Size)	per pkt	
24	Stapling Pin (Medium Size)	per pkt	
25	Stapling Pin (Small Size)	per pkt	
26	Chair Chusion	per pkt	
27	Paper Marker	per pkt	
28	White Cotton Tag	per pkt	
29	Colored Cotton Tag	per pkt	
30	Paper Punching Machine (Big Size)	per piece	
31	Calling Bell (Spring Fitted)	per piece	
32	Calling Bell (Remote)	per piece	
33	Gems Clip	per pkt	
34	Paper Weight	per pkt	
35	Alpins (Notice Board use)	per pkt	
36	Alpins (Office use)	per pkt	
37	Twine Hemp	per pkt	
38	White cotton robe (Net Robe)	per pkt	
39	Lock & Key ( Long Neck) Big Size	per piece	



## Quotation\_for\_Miscellaneous\_sta

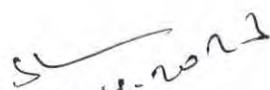
40	Lock & Key ( Long Neck) Medium Size	per piece	
41	Lock & Key ( Long Neck) Small Size	per piece	
42	Lock & Key ( Short Neck) Big Size	per piece	
43	Lock & Key ( Short Neck) Medium Size	per piece	
44	Lock & Key ( Short Neck) Small Size	per piece	
45	Table Glass 6mm	per square meter	
46	Sealing Wax	per pkt	
47	Wall Clock (White Colour) Big Size	per piece	
48	Wall Clock (Golden Colour) Big Size	per piece	
49	Scissor (Plastic Handle Big Size)	per piece	
50	Candle Sticks 20.3 cm	per pkt	
51	Calculator (Big Size) 12 Digits	per piece	
52	Calculator (Big Size) 16 Digits	per piece	
53	Door Mate (Coconut)	per piece	
54	Door Mate (Nylon)	per piece	
55	Door Mate (Rubber)	per piece	
56	Door Mate (Thick Cotton)	per piece	
57	Door Mate (Jute)	per piece	
58	Writing Table top Elevator Desk Big Size - (18/24 inch 7 m.m P.S Sheet) Transparent	per piece	
59	Pen – Sketch Pen	per pkt	
60	Pen Stand – For 2 Pens	per piece	
61	Pen Stand – For 4 Pens	per piece	
62	Pen Stand - For Six Pens	per piece	
63	Marker Pen	per piece	
64	Port Folio Bag	per piece	
65	Pin Holder (Magnetic)	per piece	
66	Stamp Pad Blue (Medium Size)	per pkt	
67	Stamp Pad Blue (Big Size)	per pkt	
68	Stamp Pad Red Colour (Big Size)	per pkt	
69	Water Sponger	per pkt	
70	Towel (Big)	per piece	
71	Towel (Medium)	per piece	
72	Towel (Small)	per piece	
73	Umbrella Folding Type (Mahendra Dutta)	per piece	
74	National Flag (Big Size)	per piece	



Quotation\_for\_Miscellaneous\_sta

75	National Flag (Medium Size)	per piece	
76	National Flag (Small Size)	per piece	
77	Mug Plastic 1 ltr	per piece	
78	Mug Plastic 750 ml	per piece	
79	Mosquito liquidator refill Goodnight	per piece	
80	Mosquito liquidator refill Allout	per piece	
81	Mosquito liquidator with machine Goodnight	per piece	
82	Mosquito liquidator with machine Allout	per piece	
83	Ink-Blue/Red/Black (Camlin)	per piece	
84	Ink-Blue/Red/Black (Parker)	per piece	
85	Chair Cushion 14" x 14"	per piece	
86	Chair Cushion 16" x 16"	per piece	
87	Chair Cushion 18" x 18"	per piece	
88	Alpin (50 gms)	per piece	
89	Alpin T-Type	per pkt	
90	Bucket plastic 20 Ltrs.	per piece	
91	Hit spray (Mosquito/Cockroach) 700 ml, Baygon/Mortein/HIT	per nos	
92	Pen (Both Side)	per pkt	
93	Paper Puncher (One Hole)	per nos	
94	Paper Puncher (Two Hole)	per nos	
95	Stamp Pad 157mm x 96 mm	per pkt	
96	Stamp Pad 70mm x 111 mm	per pkt	
97	Stamp Pad Ink 25 ml	per pkt	
98	Stamp Pad Ink 50 ml	per pkt	
99	Stapler Machine No.10 Steel	per pkt	
100	Stapler Machine No.24/6 Steel	per pkt	
101	Stapler Pin No. 10	per pkt	
102	Stapler pin No. 24/6	per pkt	
103	Water Jug (Plastic)	per piece	
104	Water Jug (Steel)	per piece	
105	Table Brush	per piece	

Note: Any other items not mentioned in the list is to be supplied in market price when needed.

  
 11-4-2021  
 District and Sessions  
 Judge, Bajali, Pathsala



## Quotation of Paper, Forms and Registers.

SI No.	Name of items	Quantity	Rate (in Rupees inclusive of all taxes)
1	A4 (80 GSM)	per pkt	
2	Legal (80 GSM)	per pkt	
3	A4 (80 GSM) JK	per pkt	
4	Legal (80 GSM) JK	per pkt	
5	A4 (80 GSM) Century	per pkt	
6	Legal (80 GSM) Century	per pkt	
7	Register (Ruled) No. 8	per Nos	
8	Register (Ruled) No. 10	per Nos	
9	Register (Ruled) No. 12	per Nos	
10	Register (Blank) No. 8	per Nos	
11	Register (Blank) No. 10	per Nos	
12	Register (Blank) No. 12	per Nos	
13	Register (250 leafs) Blank	per Nos	
14	File Cover	per Nos	
15	File Board	per Nos	
16	File Board & Cover	per Nos	
17	Good Quality File	per Nos	
18	Guard File	per Nos	
19	Stenographers Shorthand Note Book	per Nos	
20	Desk Note Book	per Nos	
21	Carbon Paper (Blue)	per pkt	
22	Envelope – 9" x 4"	per pkt	
23	Envelope – 11" x 5"	per pkt	
24	Envelope – 14" x 4"	per pkt	
25	Envelope – 9" x 4"	per pkt	
26	Envelope A4	per pkt	
27	Peon Book	per Nos	
28	Register - Cloth binded register FS Size-200 pages (Ruled)	per Nos	
29	Register - Cloth binded register FS Size-200 pages (Blank)	per Nos	
30	Register – Hard Binding No. 8 (Plain)	per Nos	
31	Register – Hard Binding No. 10 (Plain)	per Nos	
32	Register – Hard Binding No. 12 (Plain)	per Nos	
33	Register – Hard Binding No. 16 (Plain)	per Nos	
34	Register – Hard Binding No. 8 (Ruled)	per Nos	
35	Register – Hard Binding No. 10	per Nos	
36	Register – Hard Binding No. 12	per Nos	
37	Register – Hard Binding No. 16	per Nos	
38	Envelope-medium 4 1/2" x 10" Cloth Coated	per Nos	
39	Envelope-medium 4 1/2" x 10" Plastic Coated	per Nos	

Note: Any other items not mentioned in the list is to be supplied in market price when needed.