OFFICE OF THE DISTRICT & SESSIONS JUDGE:: TINSUKIA

Tinsukia District

NOTICE INVITING QUOTATION

Sealed quotations affixing Court Fee Stamp of Rs. 8.25/- only (Non-refundable) are hereby invited from reputed registered local firms for supply of stationary articles and other misc. articles to the Office of the District & Sessions Judge, Tinsukia for the year FY 2026-2027 on or before 10/04/2026 till 4.00 pm. The list of items for which rates are to be quoted are provided in "Annexure A". No quotations will be entertained beyond the scheduled date and time.

GENERAL TERMS & CONDITIONS:

1. The quotation should be duly signed by the owner/ authorized representative and stamped with the official seal. The quotation should be submitted in a sealed envelope and superscripted on the top "Quotation for supply of Office stationary and other misc. articles". The following documents are to be appended along with-
   a) Registration certificate of the firm
   b) Income tax return clearance certificate
   c) Trade License, PAN Card
   d) GST registration certificate, GST return/ clearance document.
   e) Experience certificate of supplying similar items to various Government/ Semi Government/ PSUs, if any.
2. A self declaration that the firm hasn't been blacklisted by any institution is to be provided.
3. Rates are required to be quoted including GST. However GST rate is to be shown separately against each item. The rate quoted for each item should be final and no hike in price of any item will be considered till the end of the concerned financial year.
4. The brand name has to be specified against the quoted price of each item as appearing in the list "Annexure A".
5. The articles will be purchased as per requirement and items should be delivered immediately or within the stipulated time. The supplier will also have to bear all the overheads & other expenses like packaging, transportation etc.

in connection with the supply of the items to the Office/ Judicial Quarters.

6. The payment shall be made after satisfactory execution of the order and supply of material in satisfactory condition, subject to availability of funds. Before submitting the bill the party must ensure their GST returns are up to date and the firm's PAN and GSTIN are clearly mentioned in the invoice. The following shall be required to be submitted for payment –
   A) Bills in triplicate
   B) Bank Account Details
7. The District & Sessions Judge, Tinsukia reserves the right not to accept or reject any or all quotation in part or full and shall not be bound to accept the lowest price/ bid.
8. In case of violation of terms and condition of the quotation document or unsatisfactory supply of materials or of poor quality/ below standard material, the District & Sessions Judge, Tinsukia reserves the right to terminate the contract by giving intimation to supplier immediately.
9. The decision of the District & Sessions Judge, Tinsukia in all respect be final and binding.

District & Sessions Judge
Tinsukia

NO. DJT/2119-21 /2026 Dated, Tinsukia the 27/03/2026

Copy to:

1. Systems Officer, O/o the District & Sessions Judge, Tinsukia for uploading it in the Official website.
2. Notice Board, O/o the District & Sessions Judge, Tinsukia.
3. Notice Board, O/o the Chief Judicial Magistrate, Tinsukia.
4. Office file.

District & Sessions Judge
Tinsukia

Sl. No.	Name of the Articles	Quantity	Brand	Supply Rate	GST rate	Total
1	Xerox Paper Legal Size	1Pkt				
2	Xerox Paper A4 Size	1Pkt				
3	File Cover (2 folder)	1Pc				
4	File Cover (4 folder)	1 Pc				
5	Ambassador Touch Executive File Cover	1Pc				
6	Stenographer Note Book	1 Pc				
7	Clip Board writing/ drawing	1Pc				
8	Hard Bound Register 200 pages	1Pc				
9	Hard Bound Register 400 pages	1Pc				
10	Refill for ball pen (Blue/ Red/ Black)	1pc				
11	Dot Pen (Blue/ Red/ Black)	1Pc				
12	Ink Pen	1Pc				
13	Ink for Pen	1Pc				
14	Gel Pen (Blue/ Red/ Black)	1Pc				
15	Marker Pen	1Pc				
16	Highlighter Pen	1Pc				
17	Paper Weight	1Pc				
18	Damper (Water sponge)	1Pc				
19	Alpin	1box				
20	Gems Clip	1Box				
21	Tag Cotton	1Bundle				
22	Phenyle Black 5 1tr (Cross)	5Ltr				
23	Phenyle White 1 Ltr (Cross/Black)	1 1tr				
24	Envelope (Small)	1Pc				
25	Envelope (Medium)	1Pc				
26	Envelope (Big)	1Pc				
27	A4 Size laminated envelope	1 Pc				
28	Transparent Plastic folder	1 Pc				
29	Binding Registers No-5	1Pc				
30	Binding Registers No- 6	1pc				
31	Binding Registers No-7	1Pc				
32	Binding Registers No-8	1Pc				
33	Binding Registers No-9	1pc				
34	Binding Registers No-10	1pc				
35	Binding Registers No-11	1pc				
36	Binding Registers No-12	1pc				
37	Binding Registers No-13	1pc				
38	Binding Registers No-14	1pc				
39	Binding Registers No-15	1pc				
40	Binding Registers No-16	1pc				
41	Binding Registers No-17	1pc				
42	Binding Registers No-18	1pc				
43	Binding Registers No-19	1pc				
44	Binding Registers No-20	1pc				
45	Binding Registers No-21	1pc				
46	Binding Registers No-22	1pc				
47	Binding Registers No-23	1pc				
48	Binding Registers No-24	1pc				
49	Binding Registers No-25	1pc				

Sl. No.	Name of the Articles	Quantity	Brand	Supply Rate	GST rate	Total
50	Binding Registers No-26	1pc				
51	Binding Registers No-27	1pc				
52	Binding Registers No-28	1pc				
53	Binding Registers No-29	1pc				
54	Binding Registers No-30	1pc				
55	Printer Cartridge (Cannon Image Runner 1643i)	1pc				
56	Printer Cartridge {Cannon Image Class MF244dw (337)}	1pc				
57	Printer Cartridge (Cannon Image Class MF275dw)					
58	Printer Cartridge (HP lasejet 1008)	1pc				
59	Printer Cartridge (HP lasejet 1020 Plus)	1pc				
60	Printer Cartridge (HP lasejet 108a)	1pc				
61	Printer Cartridge (HP lasejet Pro MFP M126a)	1pc				
62	Printer Cartridge (EPSON M2140)	1Pc				
63	Drum For Xerox Machine	1Pc				
64	Toner For Xerox Machine (Canon Image Runner 2206)	1Pc				
65	Toner For Xerox Machine (Canon Image Runner 2004N)	1Pc				
66	Toner For Xerox Machine (Canon Image Runner 2002N)	1Pc				
67	Pad ink 100 Ml/ General ink	1Pc				
68	Stamp Pad Medium	1Pc				
69	Plastic Sutli	Kg				
70	Gum Liquid (Small Size)	1Pc				
71	Gum Liquid (Big Size)	1Pc				
72	Wall Clock	1Pc				
73	Pencil Battery	1Pc				
74	Towel (Small)	1Pc				
75	Towel (Medium)	1Pc				
76	Towel (Big)	1Pc				
77	Spoon	1Dozen				
78	Fork	1Dozen				
79	Drinking Glass	1Set				
80	Water Filter (Milton)	1pc				
81	Coaster	1 set				
82	Cup Plate Bone china Set	1Set				
83	Dinner set	1Set				
84	Casserole hot case	1 Pc				
85	Dustbin	1Pc				
86	Bucket	1Pc				
87	Mug	1Pc				
88	Jug	1Pc				
89	LED Bulb (20 Watt)	1Pc				
90	Tube Light (Philipsps 40 Watt)	1pc				
91	Insulated water bottle (1 litre)	1Pc				

Sl. No.	Name of the Articles	Quantity	Brand	Supply Rate	GST rate	Total
92	Water bottle (1 litre)	1 Pc				
93	Electric Tea Kettle	1pc				
94	Good Night Machine	1Pc				
95	Good Night Refill	1Pc				
96	Fevistick	1Pc				
97	Markin Cloth	1Meter				
98	Scissor (Big)	1Pc				
99	Scissor (small)	1 Pc				
100	Calling Bell	1Pc				
101	Extension Cord (Havells)	1pc				
102	Extension Cord (Polycab)	1Pc				
103	Staple Machine (Small)	1Pc				
104	Staple Machine (Med1um)	1Pc				
105	Staple Machine (Big)	1Pc				
106	Staple Pin (Small)	1Pc				
107	Staple Pin (Med1um)	1Pc				
108	Staple Pin (Big)	1Pc				
109	Poker (plastic handle)	1pc				
110	Candle	1Pkt				
111	Pen Stand (Medium Size) 1Pc Best Quality 400	1Pc				
112	Pen Stand (Executive) 1Pc Best Quality 650	1Pc				
113	Nepthalyne 1Pkt Best Quality 45	1Pkt				
114	PhulJharu 1Pc Best Quality 60	1pc				
115	Coconut Jharu 1Pc Best Quality 35	1Pc				
116	Bamboo Jharu 1Pc Best Quality 20	1Pc				
117	Magnetic pin Box 1Pc Best Quality 35	1Pc				
118	Harpic	1Pc				
119	Odonil	1Pc				
120	Cello Tape (Big)	1Pc				
121	Cello Tape (Small)	1Pc				
122	Coir Doormat (45 cm x 75 cm)	1pc				
123	Coir Doormat (60 cm x 90 cm)	1Pc				
124	Coir Doormat (40 cm x 120 cm)	1Pc				
125	PVC Doormat (75 cm x 45 cm))	1pc				
126	Lock and Key (Big)	1pc				
127	Lock and Key (Small)	1pc				
128	Knife	1pc				
129	Brush for Table and Computer Cleaning	1Pc				
130	Toilet Brush for Cleaning Toilet	1Pc				
131	Room Freshner	1Pc				
132	Handwash	1Pc				
133	Soap	1Pc				
134	Dish Wash	1Pc				
135	Correction pen	1Pc				
136	Eraser	1Pc				
137	Scale	1pkt				
138	Wooden Pencil	1Pc				

Sl. No.	Name of the Articles	Quantity	Brand	Supply Rate	GST rate	Total
139	Hand Gloves	1pkt				
140	Punching Machine	1Pc				
141	Suit hanger	1Pc				
142	Disposable Coffee Glass	1Pkt				
143	Disposable Plate	1Pkt				
144	Disposable Water Glass	1Pkt				
145	Hit Black 400 ML	1Pc				
146	Melamine Serving Tray (16" x 10 ")	1Pc				
147	Melamine Serving Tray (24" x 13 ")	1Pc				
148	Mop	1pc				
149	Colin Glass Cleaner (500 Ml)	1Pc				
150	Toilet cleaner (acid)	1Pc				
151	Curtain For Doors	1Pc				
152	Curtain For Window	1pc				
153	Cushion	1Pc				
154	Electric Heater	1Pc				
155	Electric Switch (Havells)	1Pc				
156	Electric MCB (Havells)	1Pc				
157	Ceiling Fan (Havells)	1Pc				
158	Stand Fan (Havells)	1Pc				
159	Wall Fan (Havells)	1Pc				
160	Calculator (Big Size)	1Pc				
161	Calculator (Medium)	1Pc				
162	Citronola (Small)	1Bottle				
163	Paper Flag (Sticky Note Pad)	1Pkt				
164	Anti termite control solution for floor/ walls	1Pkt				
165	Bleaching Powder	1Pkt				
166	Markin Cloth Cotton (white)	1 metre				
167	Markin Cloth Cotton (Red)	1 metre				
168	Red Cloth for Court	1Meter				
169	Tag Dispenser	1Pc				
170	Rubber Band	1Pkt				
171	Pin Remover	1Pc				
172	Computer Keyboard (Logitech)	1Pc				
173	Mouse	1Pc				
174	Quick Heal Antivirus (1 User)	1Pc				
175	Quick Heal Antivirus (3 User)	1Pc				
176	HDMI to VGA converter	1Pc				
177	VGA splitter (USB)	1Pc				
178	Pen Drive (32 GB)	1Pc				
179	Pen Drive (64 GB)	1Pc				
180	Vaccum cleaner (Small for cleaning Computer CPU)	1 Pc				
181	UPS (Microtek-600VA)	1 Pc				
182	UPS (Microtek-1 KVA)	1 Pc				
183	HP Printer (1000/1100 series)	1 Pc				
184	Screw Driver set	1 Pc				
185	Laptop Adaptar Cable	1pc				
186	Daak Book	1Pc				

Sl. No.	Name of the Articles	Quantity	Brand	Supply Rate	GST rate	Total
187	Binders Clip	1Pkt				
188	Scrubber	1Pc				
189	Screw Driver	1Pc				
190	Water Tap	1Pc				
191	Red Ribbon	1Meter				
192	Poison Liquid	1Bottle				
193	Water Pipe	1Meter				
194	Hand Spade	1Pc				
195	Table Top Glass	Sq. Feet				
196	Table Top Elevator Arcylic Writing Desk (21" x 16")	1 Pc				
197	Umbrella Black (Big Size)	1 Pc				
198	Tea leaves packet	1 kg				
199	Coffee	100 gm				
200	Sugar	1 kg				