



OFFICE OF THE CHIEF JUDICIAL MAGISTRATE
NAGAON :: ASSAM.

Q U O T A T I O N

Sealed quotation are hereby invited from local registered farm/shops, for entering into Annual Rate Contract and supply of stationery articles for use in the establishment of the Chief Judicial Magistrate, Nagaon for the financial year 2024-2025. The intending firms must submit their quotations in sealed envelope to the Office of the undersigned on or before 10-06-2024 during the working hours.

GENERAL TERMS & CONDITIONS

1. The seal quotation shall be super scribed as "quotation for supply of Stationery articles" and should contain the following documents:-
 - i. Proof of Current Bank Account in the name of the Firm (preferable SBI).
 - 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 Articles to the Govt. Office.
2. The firm should have an established shop dealing in Stationery /Electrical /Miscellaneous/ Computer articles. Details of the shop are to be furnished along with quotation for verification.
3. The rates approved by the Committee constituted for the selection of bidder shall be valid for a 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.
4. The rate should be submitted with GST and without GST separately.
5. The rate quoted for each item will be final and in no hike in price shall be considered in the contract period.
6. Preference may be given to Firm / Shop which has experience in dealing with supply of Office goods/ articles in District Courts.
7. The articles to be supplied should be of best and standard quality.
8. Sample of the items should be submitted where necessary.

9. The firms should quote rate of items for the specified brand name, size, weight etc. (where applicable) as per the prescribed list / format appended herewith without adding any extra item.
10. The undersigned reserves the right not to accept or reject any or all quotation in part or full and he shall not be bound to accept the lowest bidder.
11. 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 undersigned reserves the right to terminate the supply order by giving intimation to the supplier.
12. The Firms should have registered in GeM (as a Seller).
13. The decision of the undersigned in all respect shall be final and binding.


Sd/- Pranab Sarma
Chief Judicial Magistrate,
Nagaon (Assam).

No.CJM(N)/ 1676-78

Dated, Nagaon the 1st June/2024.


Copy to :-

- ✓ 1. The System Officer, District Judiciary, is asked to upload the quotation in the Nagaon District Judiciary Official Website.
2. Notice Board of this establishment.
3. Office file.


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LIST OF STATIONARY ARTICLES
STATIONARY ARTICLES


Sl.No.	Item	Quantity	Rate(in Rs.) without GST	Rate(in Rs.) with GST
1	Add Gel Pen	1 No.		
2	Alpin (50 Gm) kores / King	1 Box		
3	Alpin (70 Gm) kores / King	1 Box		
4	Ball Pen	1 No.		
5	Gel pen (Blue & Red)	1 No.		
6	Battary for torch	1 No.		
7	Binding Register (12 Nos.)	1 No.		
8	Binding Register (20 Nos)	1 No.		
9	Binding Register (4 Nos)	1 No.		
10	Binding Register (40 Nos.)	1 No.		
11	Binding Registrar (30 Nos)	1 No.		
12	Bleaching Powder	1 Pkt.		
13	Bucket (Plastic)	1 No.		
14	Calling Bell Electric	1 No.		
15	Carbon Paper,Koress	1 Pkt.		
16	Carbon Paper (Camel)	1 Pkt.		
17	Cartridge Paper	1 Pkt.		
18	Cello Tap	1 Dozn.		
19	Chitranala	1 Bottle.		
20	Coconut Jharu	1 No.		
21	Court Diary	1 No.		
22	Cup Plate (Best quality)	1 Dozn.		
23	Cushion (Cotton)	1 No		
24	Cushion (Dunlop)	1 No.		
25	Correction pen (10 mn)	1 Pc.		
26	Cotton white Tap	1 Roll		
27	Clipboard	1 No.		
28	Damper Sponge Pad	1 No.		
29	Detol Handwash with machine	200 ml.		
30	Dettol (200 ml)	1 Bottle		
31	Dictionary (English)	1 No.		
32	Doormate (Jute Big)	1 No.		
33	Doormate (Jute Small)	1 No		
34	Drinking Glass (Best quality)	1 Dozn.		
35	Envelop (Big)	100 Nos.		
36	Envelop (Medium)	100 Nos.		
37	Envelop (Small)	100 Nos.		
38	Erasser	1 Dozn.		
39	File Board	1 No.		
40	File Cover	1 No.		
41	Flask 1 Lts. (Milton)	1 No.		
42	Flask 2 Lts. (Milton)	1 No.		
43	Floor Brass	1 No.		
44	Founten Pen (Best Quality)	1 No.		


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45	Four cover file	1 No.		
46	Gems clip	1 Box.		
47	Gum (Big size)	1 Bottle.		
48	Gum (Small size)	1 Bottle.		
49	Gum (Tube)	1 No		
50	Guard File (Delux)	1 No.		
51	Highlighter Pen	1 No		
52	Harpic	1 Bottle.		
53	Latrine Brush	1 No.		
54	Lock & Key (Big)	1 pair		
55	Lock & key (Medium)	1 pair		
56	Lock & Key (Small)	1 pair		
57	Marker Pen	1 No.		
58	Markin Cloth (Cotton Red & white)	1 Mtr.		
59	Good Night Oil with Machine	1 No.		
60	Mug (Nylon)	1 No.		
61	National Flag (Big)	1 No.		
62	National Flag (Medium)	1 No.		
63	Napthelene	1 Pkt.		
64	Note Pad	1 No.		
65	Odonil	1 No.		
66	Page marker, 4 strips	1 pkt.		
67	Parmanent Marker Pen	1 No.		
68	Paper basket	1 No.		
69	Paper cutter	1 No.		
70	Parker Ink 60 MI.	1 Bottle		
71	Paper tray	1 No.		
72	Paper weight	1 Dozn.		
73	Pen Stand with 2 pen	1 No.		
74	Pen Stand with 4 pen	1 No.		
75	Pencil Battery(For Remote)	1 No.		
76	Pencil Battary	1 No.		
77	peon Book	1 No		
78	Phenyle (Black)	1 Bottle.		
79	Phenyle (White)	1 Bottle.		
80	Phool Jharu	1 No.		
81	Pin Coughion	1 No.		
82	Plastic Jug	1 No.		
83	Plastic Scale	1 No.		
84	Plastic Tray	1 No.		
85	Punching Machine	1 No.		
86	Quarter Plate(Best Quality)	1 Dozn.		
87	Binding of DFC Size Register	1 No.		
88	Binding of Legal size Register	1 No.		
89	Room Freshner	1 No.		
90	Rope Cotton	1KG		
91	Rope Jute	1KG		
92	Rubber Seal (line Seal)	1 No.		
93	Rubber Seal (Round)	1 No.		
94	Scissor	1 No		


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95	Sealing Wax	1 Pkt.		
96	Short hand Note Book	1 No		
97	Short hand Pencil	1 Dozn.		
98	Stamp Pad (Big)	1 No.		
99	Stamp Pad (Medium)	1 No.		
100	Stamp Pad Ink	1 Bottle.		
101	Staple Machine HP45	1 No.		
102	Staple Pin 24/6	1 Box.		
103	Stock Register No.10	1 No.		
104	Table Brush	1 No.		
105	Table Cloth (Raxin)	1 Mtr.		
106	Table Top Glass (18 X 24)	1 No.		
107	Tag (Cotton)	1 Bundle		
108	Tea Pot (Best quality)	1 No.		
109	Tea Spoon(Best quality)	1 Dozn.		
110	Thread Ball	1 Dozn.		
111	Three Battary Torch	1 No.		
112	Towel (Medium)	1 No.		
113	Towel (Small)	1 No.		
114	Towel (Big)	1 No.		
115	Vim Soap	1 Pkt.		
116	Wall Clock(Big)	1 No.		
117	Waste Paper Busket	1 No.		
118	Wall Clock(Medium)	1 No		
119	White Tape	1 pc.		
120	Wooden Pencil (H.B.)	1 Pkt.		
COMPUTER EQUIPMENTS				
1	Blank C.D. (Sonny) R/W 100	1 Box.		
2	Blank C.D. (Sonny)100 piece	1 Box.		
3	Calulator	1 No.		
4	Photostate Paper JKA-4 75 GSM	1Ream		
5	Printer Data cable(Best Quality)	1 No.		
6	Pen Drive 16 G.B.	1 No.		
7	Pen Drive 32 G.B.	1 No.		
8	Tonner NPG59 (Compitable)	1 No.		
9	Tonner NPG59 (hp- original)	1 No.		
10	Tonner Cannon 326 (Compitable)	1 No		
11	Tonner Canon 326 (hp- original)	1 No		
12	Tonner PL(H)2612A (Compitable)	1 No.		
13	Tonner PL(H)2612A (hp- original)	1 No.		
14	Tonner 88 A HP laser	1 No.		
15	Tonner 88 A HP laser (hp- original)	1 No.		
16	Tonner 071 Startar(Cannon)	1 No.		
17	Tonner PL(H)88 UNIV(cannon)	1 No.		
18	Tonner PL(H)278 (Cannon)	1 No.		
19	Tonner NPG-28 Cannon	1 No.		
20	Tonner Richo MP 25015	1 No.		
21	Tonner Canon-337	1 No.		


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22	Tonner Canon-337	1 No.		
23	UPS(Microtec)	1 No.		
24	UPS(Numeric)	1 No.		
25	Mouse(Logitech)	1 No.		
26	Power Cable(Genuine)	1 No.		
27	Key Board(logitech)	1 No.		

ELECTRICAL GOODS

1	Bulb (18 W) LED	1 No.		
2	Bulb (12 W) LED	1 No.		
3	Bulb (Tube) Phillips	1 No.		
4	Condencer (for fan)	1 No.		
5	Cutout 60 mps	1 No.		
6	Flaxible wire	1Mtr.		
7	Room Heater (Doble)	1 No.		
8	Room Heater (single)	1 No.		
9	Sock (Electronic)	1 No.		
10	Tube light (full set)	1 No.		

MISCELLANEOUS GOODS

1	Acid for floor cleaning	1Bottle		
2	Colin Cleanng Spray 500 ml.	1Bottle		
3	Dettol Disinfectant Multi use Hygiene Liquid 500 ml.	1Bottle		
4	Chitranala	50 ml.		
5	Hand Sanitizer 100 ml	1No.		
6	Hand Sanitizer 500 ml	1No.		


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