

OFFICE OF THE SUB-DIVISIONAL JUDICIAL MAGISTRATE, KALIABOR

NOTICE INVITING QUOTATION


DATED KALIABOR, THE 24th JUNE, 2024

Sealed quotations are hereby invited from local registered firms/shops for entering into **Annual Rate Contract** and supply of Stationery articles for use in the establishment of the SDJM(M), Kaliabor for the financial year 2024-25. The intending firm(s)/shop(s) must submit their quotation(s) in sealed envelop to the Office of the undersigned on or before **31th JULY, 2024** during the working hours. Quotations will be opened on 1st **August, 2024 at 03:00 PM**, unless decided otherwise.

General Terms & Conditions

1. The sealed quotations shall be superscribed 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
(Preferably SBI).
 - (ii) Copy of Trade license issued by appropriate authority.
 - (iii) Copy of PAN card in the name of the firm.
 - (iv) Copy of GST registration certificate.
 - (v) Any other documents which are required for supplying of
Article to the Govt. Office.
2. The firm should have an established shop dealing in Stationery/ Electrical/ Furnitures/ Miscellaneous articles. Details of the shop is to be furnished along with quotation for verification.
3. The rates approved by the undersigned or 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. 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 supplier's account.
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 High Court/District Courts.
7. The bidder shall have to supply the ordered items immediately on receipt of such supply order. The article to be supplied should be best and standard quality.

8. Payments shall be made after satisfactory execution of the order and supply of material in satisfactory condition on bill basis.
9. Sample of the items should be submitted where necessary.
10. 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.
11. The articles will be purchased as per requirement and same shall be delivered to the O/o the undersigned immediately whenever necessary.
12. The undersigned reserves the right not to accept or reject any or all quotation in part or full. Quoting of the lowest rate will not be the sole criteria for selection of the bidder.
13. In case of violation of any term(s) and condition(s) of the tender document or unsatisfactory supply of material or of poor quality and substandard article(s), the undersigned reserves the right to terminate the supply order by giving intimation to the supplier.
14. The bidder or his/her authorized representative may remain present in person on opening of quotation/bid on the date fixed as notified. Subsequent objection will not be entertained if a party fails to remain present on notified date.
15. The decision of the undersigned in all respect shall be final and binding.



Sub-Divisional Judicial Magistrate (M)
Kaliabor, Nagaon, Assam.

Memo No. SDJM(M)(K)/ 286-91

Dated 24/06/2024

Copy for information to:-

1. The Hon'ble District & Sessions Judge, Nagaon.
2. The Learned Chief Judicial Magistrate, Nagaon.
3. The S.D.O(Civil), Kaliabor, Nagaon with a request to take necessary steps to publish the same in the notice board of his office.
- ✓ 4. The System Officer, o/o the Hon'ble District & Sessions Judge, Nagaon for uploading the same in the official website.
5. The Notice Board of this establishment.
6. Office File.


Sub-Divisional Judicial Magistrate(M)

Sub-Divisional Judicial Magistrate
Kaliabor, Nagaon, Assam.
Kaliabor, Nagaon (Assam)

24/6/21

List of Stationery Articles

Sl. No.	Name of the items	Per Unit	Rate (in Rs.)
1	Add Gel Pen (Achiever)	No.	
2	Add Gel Pen (Achiever) Refill	No.	
3	Alpin (50gm)- Corporate	Box	
4	Alpin (50gm)- Kores	Box	
5	Alpin (70gm)- Corporate	Box	
6	Alpin (70gm)- Kores	Box	
7	Alpin (Bright Nickel Plated)- King	Box	
8	Ball Pen (Linc Smart Gel) Black/Blue/Red	No.	
9	Ball Pen Refill (Linc Smart Gel) Black/Blue/Red	No.	
10	Ball pen Use & Throw (Black/Blue/Red)	No.	
11	Ball Pen Both side – Blue & Red	No.	
12	Both sided Tape 1”	No.	
13	Brown Cello Tape 1”	No.	
14	Brown Cello Tape 2”	No.	
15	Binding Register No.10(Ruled/Plain)	Pc.	
16	Binding Register No.20(Ruled/Plain)	Pc.	
17	Binding Register No.30(Ruled/Plain)	Pc.	
18	Binding Register DFC Size No. 10	Pc.	
19	Binding Register DFC Size No. 20	Pc.	
20	Calculator 10 Digit (Orpat)	No.	
21	Calculator 10 Digit (Flair)	No.	
22	Cello Tape 1”	Dzn.	
23	Cello Tape 2”	Dzn.	
24	Correction Pen (10ml)	Pc.	
25	Cotton White Tape	Roll	
26	Damper Sponge Pad	No.	
27	Envelope (A4 Size, Plastic Coated)	Pc.	
28	Envelope (A4 Size, Cloth Coated)	Pc.	
29	Envelope (File Size, Plastic Coated)	Pc.	

30	Envelope (File Size, Cloth Coated)	Pc.	
31	Envelope (4"x10")	Pc.	
32	Envelope (3"x9")	Pc.	
33	Envelope (4"x10") Plastic Coated	Pc.	
34	Envelope (4"x10") Cloth Coated	Pc.	

35	Eraser Non-Dust Quality	Pkt.	
36	File Board Plain 10"x14"	No.	
37	Four fold File Cover	No.	
38	Gems Clip	Box	
39	Glue stick 15 gm	No.	
40	Gum Tube 20ml	No.	
41	Gum Tube 50ml	No.	
42	Gum Pot 150ml	No.	
43	Guard File (Deluxe)	No.	
44	Highlighter Pen	Pkt.	
45	Lever Arch File A4 Size	No.	
46	Page Marker, 3 Strips	Pkt.	
47	Page Marker, 4 Strips	Pkt.	
48	Paper Puncher (One Hole), Kangaroo	No.	
49	Paper Puncher (Two Hole), Kangaroo	No.	
50	Paper Weight (Medium Size)	Dzn.	
51	Pen Stand (for 2 Pens), Best Quality	No.	
52	Permanent Marker Pen	No.	
53	Peon Book	No.	
54	Plastic Scale 30 cm long	No.	
55	Sketch Pen	Pkt.	
56	Stamp Pad (110 mm x 69 mm)	No.	
57	Stamp Pad (160 mm x 97 mm)	No.	
58	Stamp Pad Ink 50 ml.	No.	
59	Stapler Machine (Big Size)	No.	
60	Stapler Machine No. 10 (Kangaroo) Plastic Body	No.	
61	Stapler Machine No. 24/6 (Kangaroo) Plastic Body	No.	
62	Stapler Pin No. 23/17	Pkt.	
63	Stapler Pin No. 24/6	Pkt.	
64	Stapler Pin No. 10	Pkt.	
65	Sticky Pad 3" x 3"	Pkt.	
66	Stock Register No.5	No.	

67	Stock Register No.10	No.	
68	Scissor 10", Good Quality	No.	
69	Scissor 8", Good Quality	No.	

70	Scissor 6", Good Quality	No.	
71	Tag Cotton, Best Quality	Bundle	
72	Tag Nylon	Bundle	
73	Thread Ball (Cotton)	No.	
74	Thumb Pin	Pkt.	
75	Floor Cleaning Acid	Pc.	
76	Harpic 500 ml (Blue/Red)	Pc.	
77	Hit flying insect Killer 200 ml	Pc.	
78	Lizol 625 ml	Pc.	
79	Odonil	Pkt.	
80	Towel (Big/Small)	Pc.	
81	Chair Cushion 16" * 16", Good Quality	No.	
82	Chair Cushion 18" * 18", Good Quality	No.	
83	cup&Saucer (Bone Quality)	Set.	
84	Door Mat (Cotton)	Pc.	
85	Door Mat (Synthetic)	Pc.	
86	Flask, Steel Body, 1 Ltr, Milton	No.	
87	Hot Case Medium, Milton	No.	
88	Hand Gloves	Pair	
89	Knife Stainless Steel (Best Quality)	Pc.	
90	Paper Napkin	Pkt.	
91	Plastic Bucket, 22 Ltrs., Cello	No.	
92	Quarter Plate, Bone China	Set.	
93	Spoon Stainless Steel, Good Quality	Set.	
94	Spray Gun	Pc.	
95	Sugar Cube	Pkt.	
96	Table Glass Pad, 4 mm, 5 mm	Sq.Ft.	
97	Table Glass Pad, 6 mm	Sq.Ft.	
98	Tea Pot Bon China	Pc.	
99	Tea Tray (Plastic, Small Size, Milton)	No.	
100	Torch Light (Everyday)	No.	

101	Towel Bombay Dyeing (4*2), (5*2-1/2)	Pc.	
102	Wall Clock, Ajanta, Big & Small	No.	
103	Water Jug Plastic, Good Quality	Pc.	
104	Acid for cleaning floor	Bottle	
105	Bamboo Broom, (long no. handle)5'	No.	
106	Black Phenyl ½ Ltr, Bengal Chemicals	Bottle	
107	Bleaching Power, 2 Kg, General	Pkt.	
108	Chitranaala Oil, 100 ml, Good Quality	Bottle	
109	Colin Cleaning Spray, 500 ml	Bottle	
110	Dettol Soap, Small	No.	
111	Dettol Disinfectant Multi-use Hygiene Liquid, 500 ml	No.	
112	Harpic Liquid, 250 ml	Bottle	
113	Hand Sanitizer, Dettol/Lifeboy, 50 ml, (Alcohol Based)	No.	
114	Hand Wash, Dettol, 200 ml	No.	
115	Phool Jharu, Long Size, Best quality	No.	
116	Sanitary Cleaning Brush, Long,	No.	
117	White Phenyl, 1 Ltr, Cross	Bottle	
118	White Phenyl, 1 Ltr. Chitra Fresh	Bottle	
119	White Phenyl, ½ Ltr, Cross	Bottle	
120	White Phenyl, 1/2 Chitra Fresh	Bottle	
121	Sodium Hypochlorite	Gallon	
Electrical Goods			
01	Bulb 20W (LED)	No.	
02	Bulb 30W (CFL)	No.	
04	Tube Light (Phillips)	No.	
05	Condenser (for fan)	No.	
06	Cutout 60 mps	No.	
07	Flexible wire	Mtr.	
08	Room Heater (single/ Double)	No.	
09	Choke (Electronic)	No.	
10	Choke (General)	No.	
11	Tube Light (Full Set)	No.	

COMPUTER EQUIPMENTS

01	Photostat Paper (A4 Size) – 75 GSM	Ream	
02	TNPL Copier Paper – 70 GSM	Ream	
03	Canon Xerox Toner 2004N	No.	
04	Canon Cartridge 337	No.	
05	Canon 326 Starter Cartridge	No.	

Sub-Divisional Judicial Magistrate (M)
Kaliabor, Nagaon, Assam.