

**OFFICE OF THE DISTRICT & SESSIONS JUDGE
NAGAON : ASSAM**



NOTICE INVITING QUOTATION

Dated Nagaon, the 6th March, 2025.

Sealed quotations are hereby invited from local registered firms/shops for entering into **Annual Rate Contract** and supply of **miscellaneous articles** for use in the establishment of the District & Sessions Judge, Nagaon, for the financial year 2025-2026. The intending firms must submit their quotations in sealed envelope to the Office of the undersigned on or before **25th March, 2025** during the working hours.

GENERAL TERMS & CONDITIONS :

1. The seal quotation shall be superscribed as “**Quotation for supply of Miscellaneous Articles**” and should contain the following documents :-

- I. Proof of Current Bank Account in the name of the Firm.
- II. Trade licence 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.

2. The firm should have an established shop dealing in Stationery/Electrical/Miscellaneous articles. Details of the shop is 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. 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. Further, rate quoted in the price bid should be on door delivery to this establishment.

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 of best and standard quality.
8. Payments shall be made after satisfactory execution of the order and supply of material in satisfactory condition in 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/Judges Bungalow etc. wherever necessary immediately.
12. 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.
13. 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.
14. The decision of the undersigned in all respect shall be final and binding.


District & Sessions Judge,
Nagaon :: Assam

Memo No.DJN/ 1767-69

Dated Nagaon, the 6th March, 2025.

Copy to :-

1. The Systems Officer, Nagaon District Judiciary. He is requested to upload the notice in the Official Website of the Nagaon District Judiciary, along with the ANNEXURE enclosed.
2. Notice Board of this establishment.
3. Office File.


District & Sessions Judge,
Nagaon :: Assam

ANNEXURE- A

QUOTATION FORM FOR SUPPLY OF MISCELLANEOUS ARTICLES

Ref. Memo. No. DJN/ _____

Dated - _____

To,

**The District & Sessions Judge,
Nagaon, Assam.**

1. Name of the bidder with address :

.....

2. Contact person with phone no. :

.....

3. GST Registration No. :

4. Details of items :

Sl. No.	Name of the items	Per Unit	Rate (in Rs.)		
			MRP	Quoted Rate	
				Without GST	With GST
1	Assamese Phulam Gamocha (Cotton), Best Quality, (Big/Large)	Pc.			
2	Assamese Phulam Gamocha (Silk), Best Quality, (Big/Large)	Pc.			
3	Amul Taaza, 1 Ltr	No.			
4	Amul Taaza, ½ Ltr	No.			
5	Brasso, 100 ml.	No.			
6	Battery, AAA, Eveready	No.			
7	Battery, AA, Eveready	No.			
8	Car Perfume	No.			
9	Chair Cushion 14" x 14", Good Quality	No.			
10	Chair Cushion 16" x 16", Good Quality	No.			

11	Chair Cushion 18" x 18", Good Quality	No.			
12	Coaster, Branded, Good Quality	Dzn.			
13	Coat Brush, Good Quality	No.			
14	Coat Hanger 6", Good Quality	No.			
15	Cup & Saucer (Bone China)	Set			
16	Cup & Saucer (Bharat)	Set			
17	Cup & Saucer (Cello)	Set			
18	Coffee (Nescafe, 100 mg)	Pkt.			
19	Coffee (Nescafe, 100 mg)	Pkt.			
20	Curtain Stick Aluminium	Per Feet			
21	Dhup Stick, Branded, Good Quality	Pkt.			
22	Door Mat (Cotton)	Pc.			
23	Door Mat (Synthetic)	Pc.			
24	Door Mat, Coir, Good Quality	Pc.			
25	Drinking Glass (Borosil)	Set			
26	Dry Wiper	No.			
27	Duster Cloth	Pc.			
28	Flask, Steel Body, 1 Ltr, Milton	No.			
29	Flask, Steel Body, ½ Ltr, Milton	No.			
30	Fork Stainless Steel (Best Quality)	Set			
31	Goodknight Power Activ+ System (Machine + Refill)	No.			
32	Goodknight Power Activ+ System (Refill)	No.			
33	Hit Spray (Mosquito/Cockroach) 700 ml	Bottle			
34	Hot Case Medium, Milton	No.			

35	Hand Gloves	Pair			
36	Knife Stainless Steel (Best Quality)	Set			
37	Lock & Key	Set			
38	Markin Cloth, Good Quality	Mtr.			
39	Mug (Cello, 1 Ltr)	No.			
40	Napthalene, 50 gms	Pkt.			
41	Paper Napkin	Pkt.			
42	Plastic Bucket, 22 Ltrs., Cello	No.			
43	Quarter Plate, Bone China	Set.			
44	Room Freshener	No.			
45	Rope (Plastic)	Kg.			
46	Red Cloth	Bundle			
47	Scotch Bite	No.			
48	Soap Case, Good Quality	No.			
49	Soup Bowl, Bon China	Set			
50	Spoon Stainless Steel, Good Quality	Set			
51	Spray Gun	Pc.			
52	Sugar Cube	Pkt.			
53	Sutli	Kg.			
54	Table Glass Pad, 4 mm	Sq. Ft.			
55	Table Glass Pad, 5 mm	Sq. Ft.			
56	Table Glass Pad, 6 mm	Sq. Ft.			
57	Table Top Inclinder Desk (Fibre)	No.			
58	Tea, 500 gms, Good Quality	Pkt.			
59	Tea, 250 gms, Good Quality	Pkt.			
60	Tea, Lipton Green Tea, 100 Bags	Pkt.			

61	Tea Pot Bone China	Pc.			
62	Tea Spoon, Steel, Good Quality	Dzn.			
63	Tea Tray (Plastic, Big Size, Milton)	No.			
64	Tea Tray (Plastic, Medium Size, Milton)	No.			
65	Tea Tray (Plastic, Small Size, Milton)	No.			
66	Tile Cleaner	No.			
67	Toilet Cleaning Brush	No.			
68	Torch Light (Eveready)	No.			
69	Towel Bombay Dyeing 4' x 2'	Pc.			
70	Towel Bombay Dyeing 5' x 2 ½'	Pc.			
71	Towel Bombay Dyeing Small	Pc.			
72	Vim Bar, Small	Pc.			
73	Wall Clock, Ajanta, Big	No.			
74	Wall Clock, Ajanta, Medium	No.			
75	Waste Paper Bucket (Plastic)	No.			
76	Waste Paper Bucket Paddle Type (Plastic)	No.			
77	Water Jug (Plastic), Good Quality	Pc.			
78	Water Dispenser	No.			
79	Water Dispenser bottle, 20 Ltr	No.			
80	Calling Bell (Remote Control)	No.			
81	Acid for cleaning floor	Bottle			
82	Bamboo Broom (long handle) 5'	No.			
83	Black Phenyl ½ Ltr, Bengal Chemicals/Cross	Bottle			
84	Bleaching Powder, ½ Kg, General	Pkt.			
85	Chitranaala Oil, 100 ml, Good Quality	Bottle			
86	Colin Cleaning Spray, 500ml	Bottle			

87	Dettol Soap, Small	No.			
88	Dettol Disinfectant Multi-use Hygiene Liquid, 500ml	Bottle			
89	Floor Moper, Spotzero	No.			
90	Face Mask good quality	No.			
91	Garbage Polythene Bag, Small	Pkt.			
92	Garbage Polythene Bag, Medium	Pkt.			
93	Garbage Polythene Bag, Big	Pkt.			
94	Harpic Liquid, 250 ml	Bottle			
95	Hand Sanitizer, Dettol/Lifebuoy, 50 ml (Alcohol Based)	No.			
96	Hand Sanitizer, Dettol/Lifebuoy, 500 ml (Alcohol Based)	No.			
97	Hand Gloves (latex, good quality)	Pair			
98	Hand Gloves, Spotzero	Pair			
99	Hand wash, Dettol, 200ml	No.			
100	Hand wash refill, Dettol, 175ml	No.			
101	Lizol (with size/quantity)	Bottle			
102	Napthalene, 50 gms	Pkt.			
103	Odonil Medium (50 gms)	Dzn.			
104	Phool Jharu, Long Size, Best Quality	No.			
105	Sanitary Cleaning Brush, Long, Good Quality	No.			
106	Sanitary Cleaning Brush, Short, Good Quality	No.			
107	White Phenyl, 1 Ltr, Cross	Bottle			
108	White Phenyl, 1 Ltr, Chitra Fresh	Bottle			
109	White Phenyl, ½ Ltr, Cross	Bottle			
110	White Phenyl, ½ Ltr, Chitra Fresh	Bottle			

111	PPE kit	No.			
112	Sodium Hypochlorite	Gallon			
113	Isopropyl Alcohol	Gallon			
114	Umbrella	No.			

(Signature of Proprietor/Manager)
Full Name with Date & Seal.