OFFICE OF THE DISTRICT & SESSIONS JUDGE
NAGAON : ASSAM

NOTICE INVITING QUOTATION

Dated Nagaon, the 16th March, 2026.

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 2026-2027. The intending firms must submit their quotations in sealed envelope to the Office of the undersigned on or before **31st March, 2026** 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.

12/3/26

District & Sessions Judge,
Nagaon :: Assam.

District & Sessions Judge,
Nagaon : Assam

Memo No.DJN/ 2096 -98 Dated Nagaon, the 16th March, 2026.

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.

12/3/26

District & Sessions Judge,
Nagaon :: Assam.

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	Acid for cleaning floor	Bottle			
2	Amul Taaza, ½ Ltr	No.			
3	Amul Taaza, 1 Ltr	No.			
4	Assamese Phulam Gamocha (Cotton), Best Quality, (Big/Large)	Pc.			
5	Assamese Phulam Gamocha (Silk), Best Quality, (Big/Large)	Pc.			
6	Bamboo Broom (long handle) 5'	No.			
7	Battery, AA, Eveready	No.			
8	Battery, AAA, Eveready	No.			
9	Black Phenyl ½ Ltr, Bengal Chemicals/Cross	Bottle			
10	Bleaching Powder, ½ Kg, General	Pkt.			
11	Brasso, 100 ml.	No.			
12	Calling Bell (Remote Control)	No.			
13	Car Perfume	No.			
14	Chair Cushion 14" x 14", Good Quality	No.			
15	Chair Cushion 16" x 16", Good Quality	No.			
16	Chair Cushion 18" x 18", Good Quality	No.			
17	Chitranala Oil, 100 ml, Good Quality	Bottle			



18	Coaster, Branded, Good Quality	Dzn.			
19	Coat Brush, Good Quality	No.			
20	Coat Hanger 6", Good Quality	No.			
21	Coffee (Nescafe, 100 mg)	Pkt.			
22	Coffee (Nescafe, 100 mg)	Pkt.			
23	Colin Cleaning Spray, 500ml	Bottle			
24	Cup & Saucer (Bharat)	Set			
25	Cup & Saucer (Bone China)	Set			
26	Cup & Saucer (Cello)	Set			
27	Curtain Stick Aluminium	Per Feet			
28	Dettol Disinfectant Multi-use Hygiene Liquid, 500ml	Bottle			
29	Dettol Soap, Small	No.			
30	Dhup Stick, Branded, Good Quality	Pkt.			
31	Door Mat (Cotton)	Pc.			
32	Door Mat (Synthetic)	Pc.			
33	Door Mat, Coir, Good Quality	Pc.			
34	Drinking Glass (Borosil)	Set			
35	Dry Wiper	No.			
36	Duster Cloth	Pc.			
37	Face Mask good quality	No.			
38	Flask, Steel Body, ½ Ltr, Milton	No.			
39	Flask, Steel Body, 1 Ltr, Milton	No.			
40	Floor Mopper, Spotzero	No.			
41	Fork Stainless Steel (Best Quality)	Set			
42	Garbage Polythene Bag, Big	Pkt.			
43	Garbage Polythene Bag, Medium	Pkt.			
44	Garbage Polythene Bag, Small	Pkt.			
45	Goodknight Power Activ+ System (Machine + Refill)	No.			
46	Goodknight Power Activ+ System (Refill)	No.			
47	Hand Gloves	Pair			
48	Hand Gloves (latex, good quality)	Pair			
49	Hand Gloves, Spotzero	Pair			
50	Hand Sanitizer, Dettol/Lifebuoy, 50 ml (Alcohol Based)	No.			
51	Hand Sanitizer, Dettol/Lifebuoy, 500 ml (Alcohol Based)	No.			
52	Hand wash refill, Dettol, 175ml	No.			

53	Hand wash, Dettol, 200ml	No.			
54	Harpic Liquid, 250 ml	Bottle			
55	Hit Spray (Mosquito/Cockroach) 700 ml	Bottle			
56	Hot Case Medium, Milton	No.			
57	Isopropyl Alcohol	Gallon			
58	Knife Stainless Steel (Best Quality)	Set			
59	Lizol (with size/quantity)	Bottle			
60	Lock & Key	Set			
61	Markin Cloth, Good Quality	Mtr.			
62	Mug (Cello, 1 Ltr)	No.			
63	Napthalene, 50 gms	Pkt.			
64	Napthalene, 50 gms	Pkt.			
65	Odonil Medium (50 gms)	Dzn.			
66	Paper Napkin	Pkt.			
67	Phool Jharu, Long Size, Best Quality	No.			
68	Plastic Bucket, 22 Ltrs., Cello	No.			
69	PPE kit	No.			
70	Quarter Plate, Bone China	Set.			
71	Red Cloth	Bundle			
72	Room Freshener	No.			
73	Rope (Plastic)	Kg.			
74	Sanitary Cleaning Brush, Long, Good Quality	No.			
75	Sanitary Cleaning Brush, Short, Good Quality	No.			
76	Scotch Bite	No.			
77	Soap Case, Good Quality	No.			
78	Sodium Hypochlorite	Gallon			
79	Soup Bowl, Bon China	Set			
80	Spoon Stainless Steel, Good Quality	Set			
81	Spray Gun	Pc.			
82	Sugar Cube	Pkt.			
83	Sutli	Kg.			
84	Table Glass Pad, 4 mm	Sq. Ft.			
85	Table Glass Pad, 5 mm	Sq. Ft.			
86	Table Glass Pad, 6 mm	Sq. Ft.			
87	Table Top Inclinder Desk (Fibre)	No.			
88	Tea Pot Bone China	Pc.			
89	Tea Spoon, Steel, Good Quality	Dzn.			
90	Tea Tray (Plastic, Big Size, Milton)	No.			

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91	Tea Tray (Plastic, Medium Size, Milton)	No.			
92	Tea Tray (Plastic, Small Size, Milton)	No.			
93	Tea, 250 gms, Good Quality	Pkt.			
94	Tea, 500 gms, Good Quality	Pkt.			
95	Tea, Lipton Green Tea, 100 Bags	Pkt.			
96	Tile Cleaner	No.			
97	Toilet Cleaning Brush	No.			
98	Torch Light (Eveready)	No.			
99	Towel Bombay Dyeing 4' x 2'	Pc.			
100	Towel Bombay Dyeing 5' x 2 ½'	Pc.			
101	Towel Bombay Dyeing Small	Pc.			
102	Umbrella	No.			
103	Vim Bar, Small	Pc.			
104	Wall Clock, Ajanta, Big	No.			
105	Wall Clock, Ajanta, Medium	No.			
106	Waste Paper Bucket (Plastic)	No.			
107	Waste Paper Bucket Paddle Type (Plastic)	No.			
108	Water Dispenser	No.			
109	Water Dispenser bottle, 20 Ltr	No.			
110	Water Jug (Plastic), Good Quality	Pc.			
111	White Phenyl, ½ Ltr, Chitra Fresh	Bottle			
112	White Phenyl, ½ Ltr, Cross	Bottle			
113	White Phenyl, 1 Ltr, Chitra Fresh	Bottle			
114	White Phenyl, 1 Ltr, Cross	Bottle			

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