

OFFICE OF THE CHIEF JUDICIAL MAGISTRATE:::::GOALPARA

NOTICE INVITING TENDER

Order No. 57

Dated Goalpara the

Dtd. 11/05/26

Sealed quotation 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 Chief Judicial Magistrate, Goalpara 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 *26/5/2026* - during the Office Working Hours.

GENERAL TERMS AND CONDITIONS:

1. The sealed 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.
 - ii) Trade License issued by the appropriate authority.
 - iii) PAN card in the name of the firm.
 - iv) GST registration certificate.
 - v) Up to Date tax Clearance Certificate.
 - vi) 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 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 by 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 suppliers account.
4. The rate should be submitted with GST and without GST separately.
5. The rate quoted for each item will be final and 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 Courts/District Courts.
7. The bidder shall have to supply the ordered items immediately on receipt of supply order. The items 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.
9. Payments will only be made through Bank Accounts and through the Treasury Office, Goalpara only and Payments will be made only after proper deduction of Income Tax, GST and other related deductions as per Govt rules.
10. Payments made will be subject to fund availability from the Govt. In case of any delay in payment this establishment will not be liable.
11. Sample of the items should be submitted where necessary.
12. 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.
13. The Undersigned reserves the right to accept or reject any or all quotation in part or full and he shall not be bound to accept the lowest bidder.
14. In case of violation of the terms and conditions of the tender document or unsatisfactory supply of material or of poor quality the undersigned reserves the right to terminate the supply order.
15. The decision of the undersigned in all respect shall be final and binding.

Enclosed:

List of stationery items.

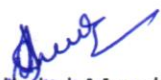
Memo No.GJ/2026/ 1105-1107

Copy for information and necessary action:

- ✓ 1. The System Officer, Goalpara District Judiciary. He is directed to upload the Quotation in the Official Website of Goalpara District Judiciary along with the list of items enclosed with the Quotation.
2. Notice Board of this Establishment.
3. Office File


Chief Judicial Magistrate,
Goalpara

Dated 11/05/26


Chief Judicial Magistrate,
Goalpara

Sheet4

LIST OF ITEMS FOR THE FY 2026-2027

SL NO	LIST OF ITEMS	QUANTITY	RATE (IN RS)		
			MRP	WITH GST	WITHOUT GST
1	ARZULAIID PAPER 43X69 CM(B.Q)	500 SHEETS(SAMPLE NEEDED)			
2	DFC PAPER 43 X69 CM(B.Q)	DO			
3	DUPPLICATING PAPER(B.Q)	PER REEM			
4	XEROX PAPER A-4	PER PKT			
5	XEROX PAPER A-3	DO			
6	XEOX PAPER F-S	DO			
7	CARBON(KOREX) BLUE	DO			
8	COMPUTE RIBBON DOT MATRIX	10 NOS PKT			
9	COMPUTER PRINTER DOT MATRIX	1 PIECE			
10	GEL REFIL	PER PKT(SAMPLE NEEDED)			
11	REFILL(CEL GRIPPER)	PER DOZ (SAMPLE NEEDED)			
12	REFIL(RED)	DO (SAMPLE NEEDED)			
13	COMPUTER HP CARTRIDGE 388A	PER NOS			
14	CARTRIDGE PRODOT 337	PER NOS			
15	CARTRIDGE HP LASERJET 88A	PER NOS			
16	CARTRIDGE HP LASERJET 137A	PER NOS			
17	CARTRIDGE CANNON 326	PER NOS			
18	CARTRIDGE HP LASERJET 12A	PER NOS			

Sheet4

19	REFIL (DOCTOR) RED/BLUE SMALL	PER DOZ			
20	INK (CELPARK) 60ML	PER DOZ			
21	GUM LIQUID 700 ML	PER DOZ			
22	GUM 30 ML TUBE	PER DOZ			
23	CORRECTING FLUID 15 ML	PER DOZ			
24	CANDLE STICK 6 INCH	PER DOZ			
25	PEN STAND BIG(GLASS)	PER PIECE			
26	PEN STAND MEDIUM (GLASS)	DO			
27	BALL PEN BOTH SIDE (B.Q PLASTIC)	PER DOZ (SAMPLE NEEDED)			
28	BALL PEN(BEST QUALITY) STEEL	PER DOZ (SAMPLE NEEDED)			
29	ADD GEL PEN	PER DOZ (SAMPLE NEEDED)			
30	ALPPIN(KORES) 100 GM	PER DOZ			
31	THREAD BALL 100 GM	PER DOZ			
32	JUTE SUTLI	PER KG			
33	PHYNIL 500 ML	PER DOZ			
34	PHYNIL(SCENTED)500 ML	PER DOZ			
35	VIM BAR (BIG)	PER DOZ			
36	VIM POWDER 500 GM	PER PKT			
37	HARPIC 500 ML	PER DOZ			
38	BASKET(WASTED PAPER)	PER DOZ			
39	PLASTIC BUCKET (BIG)	PER PIECE			
40	PLASTIC BUCKET (MEDIUM)	PER PIECE			
41	PLASTIC MUG(BIG) 1KG	PER DOZ			
42	JUG PLASTIC (2LT)	PER DOZ			
43	CUP PLATE (BONE CHINA)	PER SET(SAMPLE NEEDED)			
44	CUP PLATE (VIP)	PER SET(SAMPLE NEEDED)			
45	TUMBER GLASS(PLAIN) 2	PER SET			
46	TEA SPOON(STEEL)	PER DOZ			
47	CUSHION (KURL ON)	PER PIECE			

Sheet4

48	DOOR MAT 3 X2 FT	PER PIECE			
49	DOOR MAT 3 X6 FT	PER PIECE			
50	BROOM STICK (PHULHARU)	PER DOZ			
51	CEILING BRUSH(LONG)	PER DOZ			
52	FILE COVER 4 FOLDER	PER DOZ			
53	FILE COVER AND BOARD	PER DOZ			
54	DUPLICATING INK	PER DOZ			
55	GUARD FILE	PER DOZ			
56	LOCK AND KEY 50 MM (GODREJ)	PER PIECE			
57	LOCK AND KEY 100MM (GODREJ)	PER PIECE			
58	ENVELOPE(BIG)	100 NOS PKT			
59	ENVELOPE (SMALL)	100 NOS PKT			
60	STAPLE MACHINE(24 X6) 10 NOS	DOZ			
61	STENO NOTE BOOK	PER DOZ			
62	CLOTH BINDING REGISTER 300 PAGES INCLUDING PAPER (30 X40) CM	PER PIECE			
63	DO 250 PAGES DO	PER PIECE			
64	DO 200 PAGES DO	PER PIECE			
65	BINDING REGISTER 10 NOS PLAIN AND ROLE	PER PIECE			
66	BINDING REGISTER 10 NOS	PER PIECE			
67	ATTENDANCE REGISTER	PER PIECE			
68	FORM BINDING 500 PAGES	PER PIECE			
69	FILTER CANDLE (MILTON) SINGLE	PER PIECE			
70	TABLE KNIFE (MEDIUM)	PER DOZ			
71	WHITE TAPE	PER DOZ			
72	PEON BOOK	PER DOZ			
73	FILTER (STEEL) 18 LITRES	PER PIECE			
74	FILTER MILTON 18 LITRES	PER PIECE			
75	NEPTHALIN BALL	PER KG			
76	ODONIL	PER PKT			
77	FAX ROLL	PER PIECE			
78	PENCIL BATTERY (WALL CLOCK)	PER DOZ			

Sheet4

79	STAMP PAD (KORES) BIG	PER DOZ			
80	STAMP PAD (KORES) MEDIUM	PER DOZ			
81	PAD INK(BEST QUALITY)	PER DOZ			
82	URINAL BRUSH	PER PIECE			
83	CALCULATOR 12 DIGITS	PER PIECE			
84	LOOKING GLASS(FOR URINAL)	PER PIECE			
85	FILTER CANDLE(BEST QUALITY)	PER PIECE			
86	TOWEL BIG (BEST QUALITY)	PER DOZ			
87	TOWEL BOMBAY DYEING	PER DOZ			
88	COTTON TAG (LONG)	PER KG/BUNDLE			
89	BALL PEN(CELLO GRIPPER)	PER DOZ			
90	TABLE GLASS 5 MM	PER SQ FT			
91	TAP DISPENSER (MEDIUM)	PER PIECE			
92	TYPE RIBON(BLACK)	PER DOZ			
93	WATER TAPE PLASTIC (BEST QUALITY)	PER PIECE			
94	WATER TAP (STEEL)	PER PIECE			
95	LEATHER BAG	PER PIECE			
96	KEY BAG	PER PIECE			
97	COCONUT JHARU	PER KG			
98	COMPUTER RIBON SET (FOR DOT MATRIX)	PER PIECE			
99	NATIONAL FLAG(BIG)	PER PIECE			
100	REGISTER 250 PAGES	PER PIECE			
101	REGISTER 200 PAGES	PER PIECE			
102	REGISTER 300 PAGES	PER PIECE			
103	XEROX TONER (RICHIO)	PER PIECE			
104	XEROX TONER (CANNON)	PER PIECE			
105	BALCK HIT (MOSQUITO KILLER)	PER DOZ			
106	MOSQUITO KILLER MACHINE	PER PIECE			
107	COMPUTER EYE PROTECTOR	PER PIECE			
108	PEN DRIVE	PER PIECE			
109	BLEACHING POWDER	PER PKT			

Sheet4

110	CLIP BOARD PLASTIC	PER PIECE			
111	GUARD FILE (CLIP FITTED)	PER PIECE			
112	STAPLE WIRE (24 X6)	PER PIECE			
113	TABLE TRAY (PLASTIC)	PER PIECE			
114	PAPER WEIGHT	PER DOZ			
115	SOAP	PER PIECE			
116	HANDWASH	PER PIECE			
117	HAXOBIN POWDER	PER PKT			
118	BUCKET (GALVANISHED BIG)	PER PIECE			
119	STAPLE WIRE(14 X6)	PER DOZ			
120	COAT HANGER	PER DOZ			
121	WALL CLOCK (BATTERY SYSTEM)	PER PIECE			
122	WATER PIPE (B.Q)	35 METRES			
123	PUNCHING MACHINE	PER PIECE			
124	INK (CAMLIN) BOTTLE	PER DOZ			
125	PENCIL BATTERY (A/C REMOTE CONTROL)	PER DOZ			
126	SKETCH PENCIL	PER PKT			
127	ROOM FRESHNER	PER BOTTLE			
128	TONER T-06	PER NOS			


 Chief Judicial Magistrate
 Goalpara, Assam
