# OFFICE OF THE CIVIL JUDGE(JR. DIV.),BOKAKHAT

## NOTICE INVITING QUOTATION

**Dated Bokakhat, the 28rd May, 2025**

Sealed quotation affixing Court fee stamps of Rs. 8.25/- only (Non refundable) are hereby invited from registered local firms for supply of **(1) Stationery articles (2) Miscellaneous articles, and 3) Computer accessories and Electrical Articles** to the Office of **The Civil Judge(Jr. Div.), Bokakhat** for a period of **one year**. The quotation should reach the undersigned on or before **10/06/2025**.

## GENERAL TERMS & CONDITIONS:

1) The quotation shall be submitted separately for supply of each category of article mentioned above and the envelope containing the quotation should be super scribed separately for each category as **" Quotation for supply of Stationary items" , " Quotation for supply of Miscellaneous Articles"** and **" Quotation for supply of Computer Accessories and Electrical Articles"** and should contain the following documents:-
    a) Copy of PAN Card
    b) Upto date copy of GST clearance certificate
    c) Copy of Trade License
    d) Copy of GST Registration certificate

2) The firm should have an established shop dealing in the items mentioned above. Detailed address of shop is to be furnished along with quotation for verification.
3) Rate should be quoted both in words and figure and excluding GST. GST is to be shown separately against the item in the bills, where applicable.
4) Rate quoted for each item will be final and no hike in price of any material will be considered during the contract period. However, the bidders are permitted to increase the rate with the increase of M.R.P, if they quote M.R.P as the price in case of branded products.
5) Sample of the item should be submitted where necessary.
6) The bidder shall quote rate against the specified brand name, size, weight etc. (where applicable) of the articles as per prescribed list/format appended herewith.
7) The articles will be purchased as per requirement and same shall be delivered to the Office of the Civil Judge(Jr. Div.), Bokakhat or wherever necessary immediately.

**Contd.../-**

8) The Civil Judge(Jr. Div.), Bokakhat reserves the right not to accept or reject any or all quotations in part or full and he shall not be bound to accept the lowest price.
9) In case of violation of terms and condition of the quotation document or unsatisfactory supply of materials or of poor quality and below standard, The Civil Judge(Jr. Div.), Bokakhat reserves the right to terminate the contract by giving intimation to the supplier.
10) The decision of the Civil Judge(Jr. Div.), Bokakhat in all respect shall be final and binding.
11) The selected supplier may be directed to supply articles not mentioned in the list on agreed price between both the parties.
12) The bidder shall quote price for best quality only, if not otherwise specified in the list.
13) The bidder shall submit his sealed envelope to the receipt section of the court and shall obtain proper receipts.

Civil Judge(Jr. Div.),
Bokakhat
Civil Judge (Jr. Div.)
Bokakhat
28/5/25

Memo No. CJ(BKT).337-41.../2025 Dated-...28...../...05...../2025

**Copy to :-**

1. Hon'ble District & Sessions Judge, Golaghat
2. The Ld. Sub-Divisional Magistrate(M), Bokakhat
3. The Sub-Divisional Information & Public Relation Officer, Bokakhat for publishing this Tender in two local dailies.
4. System Officer, O/O The Hon'ble District & Sessions Judge, Golaghat.
5. Accounts Section
6. Notice Board
7. Office File
8. Interested parties.

Civil Judge(Jr. Div.),
Bokakhat
Civil Judge (Jr. Div.)
Bokakhat
28/5/25

## LIST OF ARTICLES- COMPUTER ARTICLES

| Sl No. | Name of the Item | Per Unit | Rates(Rs.) |
|---|---|---|---|
| 1 | 12A Tonner | No. | |
| 2 | Cannon printer Tonner | No. | |
| 3 | Pen Drive (32 GB) | No. | |
| 4 | Cannon Xerox machine Tonner | No. | |
| 5 | UPS 600 VA | No. | |

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# List of Electrical Articles

| Sl. No. | Name of the Item | Per unit | Rate(In Rs.) |
|---|---|---|---|
| 1 | CFL Bulb 10W(Bajaj) | No. | |
| 2 | CFL Bulb 10W(Philips) | No. | |
| 3 | CFL Bulb 15W(Bajaj) | No. | |
| 4 | CFL Bulb 15W(Philips) | No. | |
| 5 | CFL Bulb 20W(Bajaj) | No. | |
| 6 | CFL Bulb 20W(Philips) | No. | |
| 7 | Electric Kettle 1 Ltr (Bajaj) | No. | |
| 8 | Extension Cord-15AMP x 4 MTRS.(Anchor) | No. | |
| 9 | Extension Cord-5AMP x 4 MTRS.(Anchor) | No. | |
| 10 | Extension Cord Spike Buster 5AMP (Anchor) | No. | |
| 11 | Extension Cord Spike buster 10AMP(Anchor) | No. | |
| 12 | Room Heater (Double Rod) Bajaj | No. | |
| 13 | Room Heater (Double Rod)USHA | No. | |

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# List of Stationary Articles

| Sl. No. | Name of the Item | Per unit | Rate(In Rs.) |
|---|---|---|---|
| 1 | Add Gel Pen(Blue, Red & Black colour) | No. | |
| 2 | Alpin(50Gm) - Kores | No. | |
| 3 | Azurlaid Paper 14.1Kg(1/2 DFC) Ballarpur | Ream | |
| 4 | Ball Pen ( Cello Maxwriter) | No. | |
| 5 | Ball Pen(Linc Woody) both side(Red/Blue) | No. | |
| 6 | Black Colour Refill(Cello Techo Tip) | Pkt. | |
| 7 | Brown Cello Tap 2 " | No. | |
| 8 | C.D. Marker Pen(Kores) | No. | |
| 9 | Calculator 12 Digit(Citizen) | No. | |
| 10 | Candle (Big) | Pkt. | |
| 11 | CAV Envelop (A4 Size, Plastic Coated) | Pc. | |
| 12 | CAV Envelop (File Size, Cloth Coated) | Pc. | |
| 13 | Cello Tape 1 1/2" | Dzn. | |
| 14 | Cloth Bunding Register No. 10(Rulled/Plain) | Pc. | |
| 15 | Cloth Bunding Register No. 16(Rulled/Plain) | Pc. | |
| 16 | Cloth Bunding Register No. 20(Rulled/Plain) | Pc. | |
| 17 | Cloth Bunding Register No. 40(Rulled/Plain) | Pc. | |
| 18 | Correction Pen (Eraz-Ex, 10ml) | Pc. | |
| 19 | Cotton White Tape(Medium) | Roll | |
| 20 | DFC Paper(White) 17"x27" HPC(8Kg) | Ream | |
| 21 | Envelop (all size) | | |
| 22 | Envelope Medium 4"x10" Cloth Coated | Pc. | |
| 23 | Envelope Medium 4"x10" Plastic Coated | Pc. | |
| 24 | Gems Clip (Plastic Coated) | Pkt. | |
| 25 | Eraser Non Dust Quality | No. | |
| 26 | Gel Pen | No. | |
| 27 | Glue Stick 15 gm(Kores) | No. | |
| 28 | Guard File(Deluxe) | No. | |
| 29 | Gum Pot 150ml Gripex | Bottle | |
| 30 | Gum Pot 150ml Kores | Bottle | |
| 31 | Gum Pot 700ml Gripex | Bottle | |
| 32 | Gum Pot 700ml Kores | Bottle | |
| 33 | Note Book (Desmat) 33 with 20 pages | No. | |
| 34 | Note Book (Desmat) 33 with 40 pages | No. | |
| 35 | Nylon Tag 8" | Bundle | |
| 36 | Parker Pen (full steel) | No. | |
| 37 | Parker Pen (plastic body) | No. | |
| 38 | Parker Ink | | |
| 39 | Paper Clips (Kores) 26mm | Pkt. | |
| 40 | Paper Puncher (One Hole), Kangaro | No. | |
| 41 | Paper Puncher (Two Hole), Kangaro | No. | |
| 42 | Paper Weight of marbal (Big) | No. | |
| 43 | Paper Weight of marbal (Small) | No. | |
| 44 | Paper Weight (Medium Size) | Dzn. | |
| 45 | Pen Stand (For 4 Pens), Best quality | No. | |
| 46 | Pencil(Apsara Platinum, Extra Dark) | No. | |
| 47 | Pencil (Nataraj) | Pkt. | |
| 48 | Pencil Carbon (Kores) | Pkt. | |
| 49 | Peon Book | No. | |

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# List of Stationary Articles

| Sl. No. | Name of the Item | Per unit | Rate(In Rs.) |
|---|---|---|---|
| 50 | Photostat Paper(A4 Size) Century | Ream | |
| 51 | Photostat Paper(A4 Size) My Choice/Orient | Ream | |
| 52 | Photostat Paper(A4 Size) Power | Ream | |
| 53 | Photostat Paper(FS Size) Century | Ream | |
| 54 | Photostat Paper(FS Size) My Choice/Orient | Ream | |
| 55 | Photostat Paper(FS Size) Power | Ream | |
| 56 | Photostat Paper(FS Size) JK | Ream | |
| 57 | Photostat Paper Yellow Colour(A4 Size) | Ream | |
| 58 | Pin Cushion, Best Quality | Dzn. | |
| 59 | Plastic Scale | No. | |
| 60 | Plastic Stick File Transparent (A4 Size), Good Quality | No. | |
| 61 | Plastic Stick File Transparent (FS Size), Good Quality | No. | |
| 62 | Plastic tray for Keeping Paper/File | No. | |
| 63 | Plastic Scale | Dzn. | |
| 64 | Rifills | Pkt. | |
| 65 | Sealing Wax(Gripex) | pkt. | |
| 66 | Sharpner(Nataraj) | No. | |
| 67 | Short Hand Note Book with 160 pages(Best Quality) | No. | |
| 68 | Short Hand Note Book with 200 pages(Best Quality) | No. | |
| 69 | Short Hand Pencil | Pkt. | |
| 70 | Stamp Pad(Korex/GIL) 157mm x 96mm | No. | |
| 71 | Stamp Pad(Korex/GIL) 70mm x 111mm | No. | |
| 72 | Stamp Pad Ink(kores), 25ml | No. | |
| 73 | Stamp Pad Ink(kores), 50ml | No. | |
| 74 | Stapler Machine(Long Size)for stiching Exam Book | No. | |
| 75 | Stapler Machine No . 10 (Kangaro) Plastic | No. | |
| 76 | Stapler Machine No . 10 (Kores) Plastic | No. | |
| 77 | Stapler Machine No . 10 (Kangaro) Steel Body | No. | |
| 78 | Stapler Machine No . 10 (Kores) Steel Body | No. | |
| 79 | Stapler Machine No . 24/6 (Kangaro)plastic | No. | |
| 80 | Stapler Machine No . 24/6 (Kangaro) Steel Body | No. | |
| 81 | Stapler Pin No. 24/6 (Kores) | Pkt. | |
| 82 | Stapler Pin No. 10 (Kores) | Pkt. | |
| 83 | Stapler Pin No. 20 (Kores) | Pkt. | |
| 84 | Stapler Pin No. 23/17 (Stitchwel) | Pkt. | |
| 85 | T.W. Carbon (Black)-Kores(503) Carboplane | Pkt. | |
| 86 | Table Candle | No. | |
| 87 | Tag Cotton 8" (Best Quality) | Bundle | |
| 88 | Thread Ball (Cotton) | Bundle | |
| 89 | Thumb Pin | Pkt. | |
| 90 | Sticky Pad 3" x 2 " | Pkt. | |
| 91 | Water Sponge(General) with cover | No. | |
| 92 | Window Envelope 10"x4" | No. | |
| 93 | Wooden Roller | No. | |

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# List of Articles- Miscellaneous

| Sl. No. | Name of the Item | Per unit | Rate(In Rs.) |
|---|---|---|---|
| 1 | Apparel Perfume(Room Spray) | No. | |
| 2 | Assamese Phulam Gamocha(Cotton) Best Quality(Big/Large) | Pc. | |
| 3 | Assamese Phulam Gamocha(Silk) Best Quality(Big/Large) | Pc. | |
| 4 | Bamboo broom(Long Handle) 5" | No. | |
| 5 | Bamboo broom(Short Handle) 2 1/2" | No. | |
| 6 | Baygon Spray 1 Ltr. | Bottle | |
| 7 | Baygon Spray 1/2 Ltr. | Bottle | |
| 8 | Black Phenyl 1 Ltr., Bengal Chemical | Ltr. | |
| 9 | Black Phenyl 1 Ltr., Cross | Ltr. | |
| 10 | Black Phenyl 1 Ltr., Suraksha | Ltr. | |
| 11 | Black Phenyl 1/2 Ltr., Bengal Chemical | Ltr. | |
| 12 | Black Phenyl 1/2Ltr., Cross | Ltr. | |
| 13 | Black Phenyl 1/2 Ltr., Suraksha | Ltr. | |
| 14 | Black Phenyl 5 Ltr.,Plus | Jar | |
| 15 | Black Phenyl 5 Ltr.,Everest | Jar | |
| 16 | Black Phenyl 5 Ltr., Bengal Chemical | Jar | |
| 17 | Black Phenyl 5 Ltr.,Suraksha | Jar | |
| 18 | Bleaching Powder 1Kg., General | Pkt. | |
| 19 | Bleaching Powder 1Kg., Suraksha | Pkt. | |
| 20 | Bleaching Powder 1/2Kg., General | Pkt. | |
| 21 | Bleaching Powder 1/2Kg., Suraksha | Pkt. | |
| 22 | Chitranala Oil 100ml, Good quality | Bottle | |
| 23 | Coaster, Branded, Good Quality | Dzn. | |
| 24 | Coat Brush, Branded, Good Quallty | No. | |
| 25 | Coat Hanger 4", Branded, Good Quality | No. | |
| 26 | Colin cleaning Spray (250 ml) | Bottle | |
| 27 | Cup Plate (Bon China) | Pair | |
| 28 | Cup Plate Bon China, ACPL | Pair | |
| 29 | Cup Plate Bon China, Bharat | Pair | |
| 30 | Cup Plate Bon China, Camlin | Pair | |
| 31 | Cup Plate Bon China, JCPL | Pair | |
| 32 | Detergent Powder 1Kg, Ariel | Kg. | |
| 33 | Detergent Powder 1Kg, Rin | Kg. | |

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# List of Articles- Miscellaneous

| Sl. No. | Name of the Item | Per unit | Rate(In Rs.) |
|---|---|---|---|
| 34 | Detergent Powder 1Kg, Surf Excel | Kg. | |
| 35 | Detergent Powder 1Kg, Tide | Kg. | |
| 36 | Dettol Liquid Shop, Big | No. | |
| 37 | Dettol Liquid Shop, Small | No. | |
| 38 | Dettol Shop, Big | No. | |
| 39 | Dettol Shop, Small | No. | |
| 40 | Dhup stick(Sandal) | Pkt. | |
| 41 | Drinking Glass Borosil | No. | |
| 42 | Drinking Glass Yer a | No. | |
| 43 | Dustbin (Big Size, Cello with Lid) | No. | |
| 44 | Dustbin (small Size, Cello with Lid) | No. | |
| 45 | Harpic Liquid 250ml | Bottle | |
| 46 | Knife | Pc. | |
| 47 | Lax Soap(small) | Pc. | |
| 48 | Markin Cloth, Good quality | mtr. | |
| 49 | Mug(Cello, 1Ltr.) | No. | |
| 50 | Mug(Cello, 1/2Ltr.) | No. | |
| 51 | Napthalene 100 Gm | Pkt. | |
| 52 | Needle | No. | |
| 53 | Odonil Medium(50Gms) | Dzn. | |
| 54 | OK Shop | Pc. | |
| 55 | Paper Cutter | No. | |
| 56 | Pencil Battary(Eveready) Red, AA Size | No. | |
| 57 | Pencil Battary(Eveready) Red, AAA Size | No. | |
| 58 | Pencil Battary, Duracell, AA Size | No. | |
| 59 | Phool Jharu, long Size, Best Quality | No. | |
| 60 | Plastic Bucket 21 Ltrs. Cello | No. | |
| 61 | Plastic Bucket 22 Ltrs. Cello | No. | |
| 62 | Plastic Mug(Big size) | No. | |
| 63 | Plastic Tray | No. | |
| 64 | Room Freshner (Lavender) | Bottle | |
| 65 | Room Freshner (Odonil) | Bottle | |
| 66 | Room Freshner (Premium) | Bottle | |

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# List of Articles- Miscellaneous

| Sl. No. | Name of the Item | Per unit | Rate(In Rs.) |
|---|---|---|---|
| 67 | Rope(Plastic) | Kg. | |
| 68 | Scotch Bite | No. | |
| 69 | Soap Case 4"(Good quality) | No. | |
| 70 | Soap Case 6"(Good quality) | No. | |
| 71 | Sanitary Cleaning Brush Long, Good Quality | No. | |
| 72 | Sanitary Cleaning Brush Short, Good Quality | No. | |
| 73 | Spoon (VIP) | Set. | |
| 74 | Sutli | Kg. | |
| 75 | Torch Light(Eveready) 3 Batteries | No. | |
| 76 | Towel Bombay Dyeing 4"x2" Flora | Pc. | |
| 77 | Umbrella, Mohendra Dutt, Black, Big Size, Best Quality, Gents | No. | |
| 78 | Vimbar (Medium) | Pc. | |
| 79 | Wall Clock, Ajanta, sweep Type Quartz, Big | No. | |
| 80 | Wall clock, Ajanta, Sweep Type Quartz, Medium | No. | |
| 81 | Waste Paper Bucket(Plastic) | No. | |
| 82 | White Phenyl 1 Ltr., Suraksha/Chitra Fresh | Bottle | |
| 83 | White Phenyl 1/2 Ltr., Cross | Bottle | |
| 84 | White Phenyl 1 Ltr., Suraksha/Chitra Fresh | Bottle | |
| 85 | CFL Bulb 10W(Bajaj) | No. | |
| 86 | CFL Bulb 10W(Philips) | No. | |
| 87 | CFL Bulb 15W(Bajaj) | No. | |
| 88 | CFL Bulb 15W(Philips) | No. | |
| 89 | CFL Bulb 20W(Bajaj) | No. | |
| 90 | CFL Bulb 20W(Philips) | No. | |
| 91 | Electric Kettle 1 Ltr (Bajaj) | No. | |
| 92 | Extension Cord-15AMP x 4 MTRS.(Anchor) | No. | |
| 93 | Extension Cord-5AMP x 4 MTRS.(Anchor) | No. | |
| 94 | Extension Cord Spike Buster 5AMP (Anchor) | No. | |
| 95 | Extension Cord Spike buster 10AMP(Anchor) | No. | |
| 96 | Room Heater (Double Rod) Bajaj | No. | |
| 97 | Room Heater (Double Rod)USHA | No. | |

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