

OFFICE OF THE CHIEF JUDICIAL MAGISTRATE:::BAKSA::ASSAM

Memo No. CJM/BMA/2025/ 1839 E

Dated. Mushalpur, the 25th day of June, 2025

NOTICE INVITING TENDER No. 1 of 2025

(FOR STATIONERY ITEMS)

Sealed quotations are invited affixing Court Fee stamp of Rs. 8.25 (Non-refundable) from the intending registered firms for supply of Stationery items, for the establishment of the Chief Judicial Magistrate, Baksa for the year 2025-2026 as per specification given with the Notice.

The undersigned is not bound to accept of a particular firm even it may be lowest rate. Rate should be mentioned in figure and word showing the CGST, SGST and other charges etc. separately.

GENERAL TERMS & CONDITIONS

1. The sealed envelope containing quotation shall be marked as **"Tender for Supply of Stationery items"** and the following documents must be annexed with the quotation.
 - a) Copy of PAN Card.
 - b) Copy of Trade license from Municipal Board or any other authority.
 - c) Up to date copy of GST clearance certificate.
 - d) An established showroom or shop of respective products.

Each page of the documents should be signed by the bidder with seal to establish the Bidder's eligibility and its qualification to perform the supply of materials if its bid is accepted. In the absence of any of the above documents / information, the offer may be summarily rejected without making any further reference in this regard.

The sealed quotation should be submitted to the office of the **Chief Judicial Magistrate, Baksa, Assam**, during office hours on working days.

2. In case the successful bidder supplies sub-standard materials the Security deposit shall be forfeited and its tender shall be cancelled. Thereafter, next successive bidder may be considered.
3. The rate approved by the Committee constituted for the selection of bidder, shall be valid for the 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. Payments shall be made after satisfactory execution of the order and supply material in satisfactory condition on bill basis. The decision of the Chief Judicial Magistrate, Baksa towards satisfaction of quality of material shall be final. Payment of the material supplied under purchase order will be paid on receipt of complete consignment and checking of the material and on production of following.
- Invoice in duplicates.
 - Delivery Challan duly signed by the consignee.
5. The Chief Judicial Magistrate, Baksa reserves the right to accept or reject any or all the tenders in part or full, without assigning any reason whatsoever.
6. The Chief Judicial Magistrate, Baksa is not bound to accept the lowest tender.
7. The Chief Judicial Magistrate, Baksa reserves the right, to award the work to one or more bidders.
8. The Chief Judicial Magistrate, Baksa reserves the right to terminate the purchase order at any time by giving intimation in writing without assigning any reason.
9. 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 Chief Judicial Magistrate, Baksa reserves the right to terminate the supply order by giving intimation to the supplier/contractor.

The sealed quotations should reach the undersigned on or before **25th of July, 2025** & no quotation/tender will be received thereafter. The tenders shall be opened in the office of the Chief Judicial Magistrate, Baksa on **28th of July, 2025** at **4:00 pm**.

10. The decision of the Purchase Committee in all respect shall be final and binding on all.

Enclosed: List of Items.

Chief Judicial Magistrate,
Chief Judicial Magistrate,
Baksa, Mushalpur
25/6/25

Memo No. CJM/BMA/2025/ 1840-1843 E

Dated. Mushalpur, the 25th day of June, 2025

Copy to:

1. The System Assistant, Baksa. He is directed to upload the order along with list of articles in the official website of District Judiciary, Baksa, BTAD, Assam.
2. The Notice Board of Hon'ble District & Sessions Judge, Baksa.
3. The Notice Board of Chief Judicial Magistrate, Baksa.
- ✓ 4. Office file.

Chief Judicial Magistrate,
Chief Judicial Magistrate,
Baksa, Mushalpur
25/6/25

LIST OF STATIONERY ITEMS OR ANY OTHER ITEM(S) AS DECIDED BY THE PURCHASE COMMITTEES

Sl. No	Particulars	Per Unit
1	A4 Photostat Paper Century	Ream
2	A4 Photostat Paper JK	Ream
3	A4 Photostat Paper Orient	Ream
4	FS Photostat Paper Century	Ream
5	FS Photostat Paper JK	Ream
6	FS Photostat Paper Orient	Ream
7	Books- Short hand Note books 200 pgs	No.
8	Calculator 10 Digits (Citizen)	Pc.
9	Calculator 10 Digits (Orpat)	Pc.
10	Calculator 12 Digits (Citizen)	Pc.
11	Calculator 12 Digits (Orpat)	Pc.
12	Clips- Paper Clips 26 mm (Kores)	Pkt.
13	Clips- Paper Clips 35 mm (Kores)	Pkt.
14	Envelope- medium 4½" x 10" Cloth Coated	Per 100 pc
15	Envelope- medium 4½" x 10" Plastic Coated	Per 100 pc
16	Envelope - 9" x 4"	Per 100 pc
17	Envelope - 11" x 5"	Per 100 pc
18	Envelope - 14" x 15"	Per 100 pc
19	Envelope - 16" x 12"	Per 100 pc
20	Envelope- Window Envelope (White) 10" X 4½"	Per 100 pc
21	Envelope- Window Envelope 10" X 4½"	Per 100 pc
22	Eraser- Eraz Ex	No.
23	Eraser- Kores	No.
24	Eraser- Non Dust Quality	No.
25	File - Cover with Board	No.
26	File- 4 Fold File Cover	No.
27	File- Guard File (Delux)	No.
28	File- Lever Arch File (HUA JIE No. 205F), A4 Size	No.
29	File- Plastic Stick File Transparent (A4 Size)	No.
30	File- Plastic Stick File Transparent (FS Size)	No.
31	Glue- Glue Stick 15 gms(Kores)	Pc.
32	Glue- Glue Stick 15 gms(Fevi Stick)	Pc.
33	Glue- gum pot 150 ml Gripex	Bottle.
34	Glue- Gum Pot 150ml Kores	Bottle.
35	Glue- Gum Pot 700 ml Gripex	Bottle.
36	Glue- Gum Pot 700 ml Kores	Bottle.
37	Hard Board with Clip	Pc.
38	Ink - Blue/ Red (Camlin)	Pc.
39	Note Pad	Pc.

40	Page Marker, Desmat, 3 Strips, Claro	Pkt.
41	Page Marker, Desmat, 4 Strips, Claro	Pkt.
42	Paper Clips - 26mm - Kores	Pkt.
43	Paper Clips - 35mm - Kores	Pkt.
44	Paper- Carbon T.W Black (Kores) - 210 x 330	Pkt.
45	Paper puncher (One Hole), Kangaroo	No.
46	Paper puncher (Two Hole), Kangaroo	No.
47	Paper Weight (Medium Size)	Pc.
48	Pen- Add gel (Black, Red, Blue)	No.
49	Pen- Ballpen (Cello Gripper) Black, Red, Blue	np
50	Pen- Ballpen (Cello Maxwriter) Black, Red, Blue	No.
51	Pen- Ballpen (Linc Woody) Both Side Red/Blue	No.
52	Pen- Ballpen (Linc Woody)One Side Blue	No.
53	Pen- Ballpen (Linc Woody)One Side Red	no
54	Pen- C.D Marker Pen (Kores)	No.
55	Pen- Correction Pen (Eraz Ex, 10 ml)	No.
56	Pen- Correction Pen (Flair, 10 ml)	No.
57	Pen- Correction Pen (Kores, 10 ml)	No.
58	Pen - Fountain Pen (Good Quality)	No.
59	Pen- Highlighter Coloured (Camlin)	No.
60	Pen- Highlighter Coloured (Kores)	No.
61	Pen- Marker (Kores)	No.
62	Pen - Parker Pen (Ball)	No.
63	Pen - Parker Pen (Inkjet)	No.
64	Pen - Parker Pen (Ink)	No.
65	Pen- Permanent Marker (Camlin)	No.
66	Pen- Permanent Marker (Kores)	No.
67	Pen-Refill Ballpen (Cello Maxwriter) Black, Red, Blue	Pkt.
68	Pen- Refill Ballpen (Cello Gripper) Black, Red, Blue	Pkt.
69	Pen- Refill Ballpen (Linc Woody) Both Side Red/Blue	Pkt.
70	Pen- Refill Ballpen (Linc Woody)One Side Blue	Pkt.
71	Pen- Refill Ballpen (Linc Woody)One Side Red	Pkt.
72	Pen-Refill Linc smart Gel	Pkt.
73	Pen- Sketch pen (Camlin)	Pkt.
74	Pen- Sketch pen (Luxor)	Pkt.
75	Pen- Smart Gel Linc	No.
76	Pen Stand (For 2 Pens)	No.
77	Pen Stand (For 4 Pens)	No.
78	Pencil- Apsara Platinum extra Dark)	Pkt.
79	Pencil Carbon (Kores)	Pkt.
80	Pencil- Natraj	Pkt.
81	Pencil- Short Hand Pencil (Apsara)	Pkt.
82	Pin Holder	Pc.

83	Push Pin	Pkt.
84	Poker - Plastic	Dzn.
85	Refill - Short - Red/Blue/Black (Linc)	Pkt.
86	Refill - Long - Red/Blue/Black (Linc)	Pkt.
87	Register- Cloth binded register - FS Size - 200 pages (Rulled/Plain)	Pc.
88	Register- Cloth binded register - DFC Size - 200 pages (Rulled/Plain)	Pc.
89	Register- Cloth binded register - Quarter Size - 200 pages (Rulled/Plain)	Pc.
90	Register - Hard Binding No. 8 (Plain/Rulled)	Pc.
91	Register - Hard Binding No. 10 (Plain/Rulled)	Pc.
92	Register - Hard Binding No. 12 (Plain/Rulled)	Pc.
93	Register - Hard Binding No. 16 (Plain/Rulled)	Pc.
94	Ribbon - White	Bundle
95	Ribbon - Red	Bundle
96	Scale- 12" Plastic	No.
97	Scale- 12" Steel	No.
98	Scale- 24" Steel	No.
99	Scale- 6" Plastic	No.
100	Scale- 6" Steel	No.
101	Sealing Wax (Gripex)	Pkt.
102	Sharpner	No.
103	Stamp Pad 157mm x 96 mm (GIL)	No.
104	Stamp Pad 157mm x 96 mm (Kores)	No.
105	Stamp Pad 70mm x 111 mm (GIL)	No.
106	Stamp Pad 70mm x 111 mm (Kores)	No.
107	Stampad Ink 25 ml (GIL)	Bottle.
108	Stampad Ink 25 ml (Kores)	Bottle.
109	Stampad Ink 50 ml (GIL)	Bottle.
110	Stampad Ink 50 ml (Kores)	Bottle.
111	Stapler Machine No. 10 Plastic (Kangaroo)	Pc.
112	Stapler Machine No. 10 Plastic (Kores)	Pc.
113	Stapler Machine No. 10 Steel (Kangaroo)	Pc.
114	Stapler Machine No. 10 Steel (Kores)	Pc.
115	Stapler Machine No. 24/6 Steel (Kangaroo)	Pc.
116	Stapler Machine No. 24/6 Steel (Kores)	Pc.
117	Stapler Pin No.10 (Kangaroo)	Pkt.
118	Stapler Pin No.10 (Kores)	Pkt.
119	Stapler Pin No.24/6 (Kangaroo)	Pkt.
120	Stapler Pin No.24/6 (Kores)	Pkt.
121	Tag Cotton 8"	bundle
122	Tape- Cellotape 1 1/2"	Dzn.
123	Tape- Cellotape 1/2"	Dzn.

124	Tape- Cellotape 2"	Dzn.
125	Tape- Cellotape brown Tap 1"	Dzn.
126	Tape- Cellotape brown Tap 2"	Dzn.
127	Thread Ball (Cotton)	No.
128	Tray- Plastic Tray for keeping File/Paper	Pc.
129	Water Sponge with cover	No.
130	Batteries Pencil (Duracell) AA Size	Pcs.
131	Batteries Pencil (Duracell) AAA Size	Pcs.
132	Batteries Pencil (Eveready) AA Size	Pcs.
133	Batteries Pencil (Eveready) AAA Size	Pcs.
134	Bleaching Powder 1/2 kgs	Kgs.
135	Bleaching Powder 1kgs	Kgs.
136	Broom Bamboo (Long Handle) 5'	Pcs.
137	Broom Bamboo (Short Handle) 2-1/2'	Pcs.
138	Broom Ceiling	Pcs.
139	Broom coconut	Pcs.
140	Broom Daang	Pcs.
141	Broom Phool Soft	Pcs.
142	Brush Dusting	Pcs.
143	Brush For Dusting	Pcs.
144	Brush Paint (ICI Make) 3"	Pcs.
145	Brush Paint (ICI Make) 4"	Pcs.
146	Bucket Plastic 10 Ltrs, Cello	Pcs.
147	Bucket Plastic 10 Ltrs, Neelkamal	Pcs.
148	Bucket Plastic 20 Ltrs, Cello	Pcs.
149	Bucket Plastic 20 Ltrs, Neelkamal	Pcs.
150	Candle - Big	Pcs.
151	Chair Cushion 14" X 14" (Kurlon)	Pcs.
152	Chair Cushion 16" X 16" (Kurlon)	Pcs.
153	Chair Cushion 18" X 18" (Kurlon)	Pcs.
154	Coat Brush	Pcs.
155	Crockery - Cup and Plate Bon China, APCL	Doz.
156	Crockery - Cup and Plate Bon China, Camlin	Doz.
157	Crockery - Plastic Tray 10" X 4"	Pcs.
158	Crockery - Quater plate Bon China Camlin	Pcs.
159	Crockery - Quater plate Bon China, APCI	Pcs.
160	Crockery - Tea tray Big Size(Cello)	Pcs.
161	Crockery - Tea tray Big Size(Milton)	Pcs.
162	Crockery - Tea tray Medium Size(Cello)	Pcs.
163	Crockery - Tea tray Medium Size(Milton)	Pcs.
164	Curtain Stick (Aluminium)	Pcs.
165	Dhup Stick (Denim)	Box.
166	Dhup stick (Shalimar)	Box.

167	Distilled Water	Dzn.
168	Door closer General Size	Pcs.
169	Door Mat (Cotton) 3 ft	Pcs.
170	Door Mat (Cotton) 4 ft	Pcs.
171	Door Mat (Cotton) 5 ft	Pcs.
172	Drinking Glass Borosil	Doz.
173	Drinking Glass Yera	Doz.
174	Dry wiper (Classic)	Pcs.
175	Dry wiper (Gala)	Pcs.
176	Dustbin Big Size Cello with lid	Pcs.
177	Dustbin Small Size Cello with lid	Pcs.
178	Duster Cloth	Pcs.
179	Flask plastic body, 1 Ltr, Cello	Pcs.
180	Flask plastic body, 1 Ltr, Milton	Pcs.
181	Flask Steel body, 1 Ltr, Cello	Pcs.
182	Flask Steel body, 1 Ltr, Milton	Pcs.
183	Floor Cleaning Brush - Long Handle	Pcs.
184	Floor Moper Classic	Pcs.
185	Floor Moper Gala	Pcs.
186	Floor Wipper	Pcs.
187	Foot Mat Coir (Good Quality)	Pcs.
188	Foot Mat Cotton (Good Quality)	Pcs.
189	Foot Mat, Durasoft	Pcs.
190	Godrej Lock and Key (Freedom) 4 levers	Pcs.
191	Godrej Lock and Key (Freedom) 5 levers	Pcs.
192	Godrej Lock and Key (Freedom) 6 levers	Pcs.
193	Godrej Lock and Key (Freedom) 7 levers	Pcs.
194	Godrej Lock and Key (Freedom) 8 levers	Pcs.
195	Hit spray (Mosquito/Cockroach) 700 ml, Baygon/ Mortein/HIT	Pcs.
196	Lock and Key - Big	Pcs.
197	Lock and Key - Small	Pcs.
198	Marking Cloth	Pcs.
199	Moper / Wiper Cotton Cloth Heavy Duty Iron rod 14"	Pcs.
200	Moper / Wiper Cotton Cloth Heavy Duty Iron rod 18"	Pcs.
201	Moper / Wiper Cotton threads Heavy Duty Iron rod 14"	Pcs.
202	Moper / Wiper Cotton Threads Heavy Duty Iron rod 18"	Pcs.
203	Moper / Wiper refill cotton Cloth	Pcs.
204	Moper / Wiper refill cotton Threads	Pcs.
205	Mosquito liquidator refill Allout	Pcs.
206	Mosquito liquidator refill Goodnight	Pcs.
207	Mosquito liquidator refill Kesper	Pcs.
208	Mosquito liquidator with machine Allout	Pcs.

209	Mosquito liquidator with machine Goodnight	Pcs.
210	Mosquito liquidator with machine Kesper	Pcs.
211	Mug Plastic 1 ltrs	Pcs.
212	Mug Plastic 750 ml	Pcs.
213	Napthalene Balls 1 kgs	Kgs.
214	Napthalene Balls 1/2 kgs	Kgs.
215	Needles	Pcs.
216	Odonil	Pcs.
217	Odonil BIG (75 gms)	Pcs.
218	Odonil Medium (50 gms)	Pcs.
219	Oil Chitranelle 100 ml, Good quality	Pcs.
220	Oil Chitranelle 200 ml, Good quality	Pcs.
221	Paper cutter	Pcs.
222	Paper Tray	Pcs.
223	Phenyl - Black Bengal Chemicals 1 ltrs.	Ltrs.
224	Phenyl - Black Cross 1 Ltrs.	Ltrs.
225	Phenyl - White Cross 1 ltrs	Ltrs.
226	Rat Kill Cake, Mortein	Pcs.
227	Room Freshner 500 ml (Air wick)	Pcs.
228	Room Freshner 500 ml (Odonil)	Pcs.
229	Room Freshner 750 ml (Air Wik)	Pcs.
230	Room Freshner 750 ml (Odonil)	Pcs.
231	Room Freshner liquidator machine (Airwik)	Pcs.
232	Room Freshner liquidator machine (Odonil)	Pcs.
233	Room Freshner refill (Airwik)	Pcs.
234	Room Freshner refill (Odonil)	Pcs.
235	Scissors	Pcs.
236	Sanitary Cleaning Brush long	Pcs.
237	Sanitary Cleaning Brush Short	Pcs.
238	Sanitary cleaning liquid 500 ml, Harpic	Bottle
239	Sanitary cleaning liquid 500 ml, Sanifresh	Bottle
240	Sanitary cleaning liquid 750 ml, Harpic	Bottle
241	Sanitary cleaning liquid 750 ml, Sanifresh	Bottle
242	Sanitary Liquid - Lizol	Bottle
243	Scotch Brite	Pcs.
244	Soap bar Dettol big	Pcs.
245	Soap bar Dettol Small	Pcs.
246	Soap Case (Plastic) 4"	Pcs.
247	Soap Case (Plastic) 6"	Pcs.
248	Soap Cleaning Bar Medium (Vim)	Pcs.
249	Soap Cleaning Bar small (Vim)	Pcs.
250	Soap Cleaning Liquid 250 ml (Vim Drop)	Bottle
251	Soap Cleaning Liquid 500 ml (Vim Drop)	Bottle

252	Soap Detergent powder 1kgs.(Nirma)	Kgs.
253	Soap Detergent powder 1kgs.(Wheel)	Kgs.
254	Soap Liquid Dettol Handwash Big	Bottle
255	Soap Liquid Dettol Handwash Small	Bottle
256	Spoon	Pcs.
257	Spoon Stainless Steel	Pcs.
258	Spray- Colin 250 ML	Bottle
259	Spray- Colin 500 ML	Bottle
260	Sutli (Plastic Rope)	Pcs.
261	Table Glass Pad 4mm	Pcs.
262	Table Glass Pad 5mm	Pcs.
263	Toilet Brush	Pcs.
264	Towel - White - 5" X 2 1/2 Flora (Bombay Dyeing)	Pcs.
265	Towel - White - 5" X 2 1/2 Tulip (Bombay Dyeing)	Pcs.
266	Towel small Flora (Bombay Dyeing)	Pcs.
267	Towel small Tulip (Bombay Dyeing)	Pcs.
268	Wall Clock, Sweep Type Quartz, Big	Pcs.
269	Wall Clock, Sweep Type Quartz, Medium	Pcs.
270	Water Jug (Plastic)	Pcs.
271	Water Jug (Steel)	Pcs.
272	Calling Bell – Cordless	No.
273	Calling Bell – Dingdong	No.
274	Calling Bell Push - Electrical	No.

Chief Judicial Magistrate
Baksa, Mushalpur
[Signature]
25/6/25