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

Memo No. CJM/BMA/2025/2870 E Dated. Mushalpur, the 08th day of October, 2025

NOTICE INVITING TENDER No. 4 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.

   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 **06th of November, 2025** & no quotation/tender will be received thereafter. The tenders shall be opened in the office of the Chief Judicial Magistrate, Baksa on **10th** of **November, 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,
Baksa, Mushalpur

Memo No. CJM/BMA/2025/2871-2874 E Dated. Mushalpur, the 08th day of October, 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,
Baksa, Mushalpur

Chief Judicial Magistrate
Baksa , Mushalpur

08/10/25

"TENDER FOR STATIONERY ITEMS"
Financial Year: 2025-2026

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	Short hand Note books 200 pgs	No.
8	Calculator 10 Digits	Pc.
9	Calculator 12 Digits	Pc.
10	Clips- Paper Clips 26 mm	Pkt.
11	Clips- Paper Clips 35 mm	Pkt.
12	A4 Size Yellow Envelope	Per 100 pc
13	Legal Size Yellow Envelope	Per 100 pc
14	Brown Envelope - 11" x 5"	Per 100 pc
15	Eraser	No.
16	File - Cover with Board	No.
17	File- 4 Fold File Cover	No.
18	File- Guard File (Delux)	No.
19	File- Lever Arch File (HUA JIE No. 205F), A4 Size	No.
20	File- Plastic Stick File Transparent (A4 Size)	No.
21	File- Plastic Stick File Transparent (FS Size)	No.
22	Glue- Glue Stick 15 gms	Pc.
23	Hard Board with Clip	Pc.
24	Ink - Blue/ Red (Camlin)	Pc.
25	Note Pad	Pc.
26	Page Marker	Pkt.
27	Paper- Carbon T.W Black - 210 x 330	Pkt.
28	Paper puncher (One Hole), Kangroo	No.
29	Paper puncher (Two Hole), Kangroo	No.
30	Paper Weight (Medium Size)	Pc.

31	Pen- Add gel (Black, Red, Blue)	No.
32	Pen- Ballpen Black, Red, Blue	No.
33	Pen- C.D Marker Pen (Kores)	No.
34	Pen- Correction Pen	No.
35	Pen - Fountain Pen (Good Quality)	No.
36	Pen- Highlighter Coloured	No.
37	Pen- Marker	No.
38	Pen - Parker Pen (Ball)	No.
39	Pen - Parker Pen (Inkjet)	No.
40	Pen - Parker Pen (Ink)	No.
41	Pen- Permanent Marker	No.
42	Pen Stand (For 2 Pens)	No.
43	Pen Stand (For 4 Pens)	No.
44	Pencil	Pkt.
45	Pin Holder	Pc.
46	Push Pin	Pkt.
47	Poker - Plastic	Dzn.
48	Register - Hard Binding No. 8 (Plain/Rulled)	Pc.
49	Register - Hard Binding No. 10 (Plain/Rulled)	Pc.
50	Register - Hard Binding No. 12 (Plain/Rulled)	Pc.
51	Register - Hard Binding No. 16 (Plain/Rulled)	Pc.
52	Ribbon - White	Bundle
53	Ribbon - Red	Bundle
54	Scale- 12" Plastic	No.
55	Scale- 12" Steel	No.
56	Scale- 24" Steel	No.
57	Scale- 6" Plastic	No.
58	Scale- 6" Steel	No.
59	Sealing Wax	Pkt.
60	Sharpner	No.
61	Stamp Pad 157mm x 96 mm	No.
62	Stamp Pad 70mm x 111 mm	No.
63	Stampad Ink 25 ml	Bottle.
64	Stampad Ink 50 ml	Bottle.

65	Stapler Machine No. 10 Plastic (Kangaroo)	Pc.
66	Stapler Machine No. 10 Steel (Kangaroo)	Pc.
67	Stapler Machine No. 24/6 Steel (Kangaroo)	Pc.
68	Stapler Pin No.10 (Kangroo)	Pkt.
69	Stapler Pin No.24/6 (Kangroo)	Pkt.
70	Tag Cotton 8"	bundle
71	Tape- Cellotape 1 ½"	Dzn.
72	Tape- Cellotape ½"	Dzn.
73	Tape- Cellotape 2"	Dzn.
74	Tape- Cellotape brown Tap 1"	Dzn.
75	Tape- Cellotape brown Tap 2"	Dzn.
76	Thread Ball (Cotton)	No.
77	Tray- Plastic Tray for keeping File/Paper	Pc.
78	Water Sponge with cover	No.
79	Batteries Pencil (Duracell) AA Size	Pcs.
80	Batteries Pencil (Duracell) AAA Size	Pcs.
81	Batteries Pencil (Eveready) AA Size	Pcs.
82	Batteries Pencil (Eveready) AAA Size	Pcs.
83	Bleaching Powder 1/2 kgs	Kgs.
84	Bleaching Powder 1kgs	Kgs.
85	Broom Bamboo (Long Handle) 5'	Pcs.
86	Broom Bamboo (Short Handle) 2-1/2'	Pcs.
87	Broom Ceiling	Pcs.
88	Broom coconut	Pcs.
89	Broom Daang	Pcs.
90	Broom Phool Soft	Pcs.
91	Brush Dusting	Pcs.
92	Brush For Dusting	Pcs.
93	Brush Paint (ICI Make) 3"	Pcs.
94	Brush Paint (ICI Make) 4"	Pcs.
95	Bucket Plastic 10 Ltrs	Pcs.
96	Bucket Plastic 20 Ltrs	Pcs.
97	Candle - Big	Pcs.
98	Chair Cushion 14" X 14" (Kurlon)	Pcs.

99	Chair Cushion 16" X 16" (Kurlon)	Pcs.
100	Chair Cushion 18" X 18" (Kurlon)	Pcs.
101	Coat Brush	Pcs.
102	Crockery - Cup and Plate Bon China, APCL	Doz.
103	Crockery - Cup and Plate Bon China, Camlin	Doz.
104	Crockery - Plastic Tray 10" X 4"	Pcs.
105	Crockery - Quater plate Bon China Camlin	Pcs.
106	Crockery - Quater plate Bon China, APCl	Pcs.
107	Crockery - Tea tray Big Size	Pcs.
108	Crockery - Tea tray Medium Size	Pcs.
109	Curtain Stick (Aluminium)	Pcs.
110	Dhup Stick	Box.
111	Distilled Water	Dzn.
112	Door closer General Size	Pcs.
113	Door Mat (Cotton) 3 ft	Pcs.
114	Door Mat (Cotton) 4 ft	Pcs.
115	Door Mat (Cotton) 5 ft	Pcs.
116	Drinking Glass Borosil	Doz.
117	Drinking Glass Yera	Doz.
118	Dry wiper	Pcs.
119	Dustbin Big Size with lid	Pcs.
120	Dustbin Small Size with lid	Pcs.
121	Duster Cloth	Pcs.
122	Flask plastic body, 1 Ltr	Pcs.
123	Flask Steel body, 1 Ltr	Pcs.
124	Floor Cleaning Brush - Long Handle	Pcs.
125	Floor Moper Classic	Pcs.
126	Floor Moper Gala	Pcs.
127	Floor Wipper	Pcs.
128	Foot Mat Coir (Good Quality)	Pcs.
129	Foot Mat Cotton (Good Quality)	Pcs.
130	Foot Mat, Durasoft	Pcs.
131	Godrej Lock and Key (Freedom) 4 levers	Pcs.
132	Godrej Lock and Key (Freedom) 5 levers	Pcs.

133	Godrej Lock and Key (Freedom) 6 levers	Pcs.
134	Godrej Lock and Key (Freedom) 7 levers	Pcs.
135	Godrej Lock and Key (Freedom) 8 levers	Pcs.
136	Hit spray (Mosquito/Cockroach) 700 ml, Baygon/ Mortein/HIT	Pcs.
137	Lock and Key - Big	Pcs.
138	Lock and Key - Small	Pcs.
139	Marking Cloth	Pcs.
140	Moper / Wiper Cotton Cloth Heavy Duty Iron rod 14"	Pcs.
141	Moper / Wiper Cotton Cloth Heavy Duty Iron rod 18"	Pcs.
142	Moper / Wiper Cotton threads Heavy Duty Iron rod 14"	Pcs.
143	Moper / Wiper Cotton Threads Heavy Duty Iron rod 18"	Pcs.
144	Mosquito liquidator refil Allout	Pcs.
145	Mosquito liquidator refil Goodnight	Pcs.
146	Mosquito liquidator with machine Allout	Pcs.
147	Mosquito liquidator with machine Goodnight	Pcs.
148	Mug Plastic 1 ltrs	Pcs.
149	Mug Plastic 750 ml	Pcs.
150	Napthalene Balls 1 kgs	Kgs.
151	Napthalene Balls 1/2 kgs	Kgs.
152	Needles	Pcs.
153	Odonil	Pcs.
154	Odonil BIG	Pcs.
155	Odonil Medium	Pcs.
156	Oil Chitranella 100 ml, Good quality	Pcs.
157	Oil Chitranella 200 ml, Good quality	Pcs.
158	Paper cutter	Pcs.
159	Paper Tray	Pcs.
160	Phenyl - Black Bengal Chemicals 1 ltrs.	Ltrs.
161	Phenyl - Black Cross 1 Ltrs.	Ltrs.
162	Phenyl - White Cross 1 ltrs	Ltrs.
163	Rat Kill Cake, Mortein	Pcs.
164	Room Freshner (Air wick)	Pcs.
165	Room Freshner (Odonil)	Pcs.

166	Scissors	Pcs.
167	Sanitary Cleaning Brush long	Pcs.
168	Sanitary Cleaning Brush Short	Pcs.
169	Sanitary cleaning liquid 500 ml, Harpic	Bottle
170	Sanitary cleaning liquid 750 ml, Harpic	Bottle
171	Sanitary Liquid - Lizol	Bottle
172	Scotch Brite	Pcs.
173	Soap bar big	Pcs.
174	Soap bar Small	Pcs.
175	Soap Case (Plastic) 4"	Pcs.
176	Soap Case (Plastic) 6"	Pcs.
177	Soap Cleaning Bar Medium	Pcs.
178	Soap Cleaning Bar small	Pcs.
179	Soap Cleaning Liquid 250 ml	Bottle
180	Soap Cleaning Liquid 500 ml	Bottle
181	Soap Detergent powder 1kgs	Kgs.
182	Soap Liquid Handwash Big (Dettol)	Bottle
183	Soap Liquid Handwash Small (Dettol)	Bottle
184	Spoon Stainless Steel	Pcs.
185	Spray- Colin 250 ML	Bottle
186	Spray- Colin 500 ML	Bottle
187	Sutli (Plastic Rope)	Pcs.
188	Table Glass Pad 4mm	Pcs.
189	Table Glass Pad 5mm	Pcs.
190	Toilet Brush	Pcs.
191	Towel White Large Size	Pcs.
192	Towel White Small Size	Pcs.
193	Wall Clock, Sweep Type Quartz, Big	Pcs.
194	Wall Clock, Sweep Type Quartz, Medium	Pcs.
195	Water Jug (Glass)	Pcs.
196	Calling Bell – Cordless	No.
197	Calling Bell – Dingdong	No.
198	Calling Bell Push - Electrical	No.