OFFICE OF THE DISTRICT AND SESSIONS JUDGE, SONITPUR
AT TEZPUR

No. DJ(S) 1589 Dated, Tezpur, the 23 / 04 /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 District and Sessions Judge, Sonitpur, Tezpur, for the year 2025 - 2026 as per specification given with the Notice.

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) Up to date copy of G.S.T Registration 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's, 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 District and Sessions Judge, Sonitpur, Tezpur**, 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 rates 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 of material in satisfactory condition on bill basis. The decision of the District and Sessions

Judge, Sonitpur, Tezpur, 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 triplicate,
- Delivery Challan duly signed by the consignee.

5. The District and Sessions Judge, Sonitpur, Tezpur, reserves the right to accept or reject any or all the tenders in part or full, without assigning any reason whatsoever.

6. The District and Sessions Judge, Sonitpur, Tezpur, is not bound to accept the lowest Tender.

7. The District and Sessions Judge, Sonitpur, Tezpur, reserves the right, to award the work to one or more bidders.

8. The District and Sessions Judge, Sonitpur, Tezpur, reserves the right to terminate the purchase order at any time by giving an 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 District and Sessions Judge, Sonitpur, Tezpur, 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 **3rd of May, 2025** & no quotation/tender will be received thereafter. The tenders shall be opened in the office of the District and Sessions Judge, Sonitpur, Tezpur, on **5th of May, 2025** at **4.30 PM.**

10. The decision of the District and Sessions Judge, Sonitpur, Tezpur, in all respect shall be final and binding on all.

By Order

Enclosed: List of Items

Bonic. 23/4/25

Chief Administrative Officer
O/o the District and Sessions Judge,
Sonitpur, Tezpur

List of Stationery Articles

Sr. No	Particulars	Per Unit	Rates (in Rupees) inclusive of GST	Rates (in Rupees) exclusive of GST
1	Alpin (50Gms) Corporate	Box		
2	Alpin (50Gms) Kores	Box		
3	Alpin (70 gms) Corporate	Box		
4	Alpin (70 gms) Kores	Box		
5	Books- Short hand Note books 160 pgs	No.		
6	Books- Short hand Note books 200 pgs	No.		
7	Calculator 10 Digits (Citizen)	Pc.		
8	Calculator 10 Digits (Orpat)	Pc.		
9	Calculator 12 Digits (Citizen)	Pc.		
10	Calculator 12 Digits (Orpat)	Pc.		
11	Clips- Paper Clips 26 mm (Kores)	Pkt.		
12	Clips- Paper Clips 35 mm (Kores)	Pkt.		
13	Envelope- medium 4½" x 10" Cloth Coated	Per 100 pc		
14	Envelope- medium 4½" x 10" Platic Coated	Per 100 pc		
15	Envelope - 9" x 4"	Per 100 pc		
16	Envelope - 11" x 5"	Per 100 pc		
17	Envelope - 14" x 15"	Per 100 pc		
18	Envelope - 16" x 12"	Per 100 pc		
19	Envelope- Window Envelope (White) 10" X 4½"	Per 100 pc		
20	Envelope- Window Envelope 10" X 4½"	Per 100 pc		
21	Eraser- Eraz Ex	No.		
22	Eraser- Kores	No.		
23	Eraser- Non Dust Quality	No.		
24	Fax Roll- Fax roll 30 mtrs(Century)	Roll.		
25	Fax Roll- Fax roll 30 mtrs(Kores)	Roll.		
26	File - Cover with Board	No.		

27	File- 4 Fold File Cover	No.		
28	File- Guard File (Delux)	No.		
29	File- Lever Arch File (HUA JIE No. 205F), A4 Size	No.		
30	File- Plastic Stick File Transparent (A4 Size)	No.		
31	File- Plastic Stick File Transparent (FS Size)	No.		
32	Glue- Glue Stick 15 gms(Kores)	Pc.		
33	Glue- Glue Stick 15 gms(Fevi Stick)	Pc.		
34	Glue- gum pot 150 ml Gripex	Bottle.		
35	Glue- Gum Pot 150ml Kores	Bottle.		
36	Glue- Gum Pot 700 ml Gripex	Bottle.		
37	Glue- Gum Pot 700 ml Kores	Bottle.		
38	Hard Board with Clip	Pc.		
39	Ink - Blue/ Red (Camlin)	Pc.		
40	Note Pad	Pc.		
41	Page Marker, Desmat, 3 Strips, Claro	Pkt.		
42	Page Marker, Desmat, 4 Strips, Claro	Pkt.		
43	Paper Clips - 26mm - Kores	Pkt.		
44	Paper Clips - 35mm - Kores	Pkt.		
45	Paper- Carbon T.W Black (Kores) - 210 x 330	Pkt.		
46	Paper puncher (One Hole), Kangroo	No.		
47	Paper puncher (Two Hole), Kangroo	No.		
48	Paper Weight (Medium Size)	Pc.		
49	Pen- Add gel (Black, Red, Blue)	No.		
50	Pen- Ballpen (Cello Gripper) Black, Red, Blue	np		
51	Pen- Ballpen (Cello Maxwriter) Black, Red, Blue	No.		
52	Pen- Ballpen (Linc Woody) Both Side Red/Blue	No.		
53	Pen- Ballpen (Linc Woody)One Side Blue	No.		
54	Pen- Ballpen (Linc Woody)One Side Red	No.		
55	Pen- C.D Marker Pen (Kores)	No.		
56	Pen- Correction Pen (Eraz Ex, 10 ml)	No.		
57	Pen- Correction Pen (Flair, 10 ml)	No.		

58	Pen- Correction Pen (Kores, 10 ml)	No.		
59	Pen - Fountain Pen (Good Quality)	No.		
60	Pen- Highlighter Coloured (Camlin)	No.		
61	Pen- Highlighter Coloured (Kores)	No.		
62	Pen- Marker (Kores)	No.		
63	Pen - Parker Pen (Ball)	No.		
64	Pen - Parker Pen (Inkjet)	No.		
65	Pen - Parker Pen (Ink)	No.		
66	Pen- Permanent Marker (Camlin)	No.		
67	Pen- Permanent Marker (Kores)	No.		
68	Pen-Refill Ballpen (Cello Maxwriter) Black, Red, Blue	Pkt.		
69	Pen- Refill Ballpen (Cello Gripper) Black, Red, Blue	Pkt.		
70	Pen- Refill Ballpen (Linc Woody) Both Side Red/Blue	Pkt.		
71	Pen- Refill Ballpen (Linc Woody)One Side Blue	Pkt.		
72	Pen- Refill Ballpen (Linc Woody)One Side Red	Pkt.		
73	Pen-Refill Linc smart Gel	Pkt.		
74	Pen- Sketch pen (Camlin)	Pkt.		
75	Pen- Sketch pen (Luxor)	Pkt.		
76	Pen- Smart Gel Linc	No.		
77	Pen Stand (For 2 Pens)	No.		
78	Pen Stand (For 4 Pens)	No.		
79	Pencil- Apsara Platinum extra Dark)	Pkt.		
80	Pencil Carbon (Kores)	Pkt.		
81	Pencil- Natraj	Pkt.		
82	Pencil- Short Hand Pencil (Apsara)	Pkt.		
83	Photostat Paper A4 Century	Ream		
84	Photostat Paper A4 JK	Ream		
85	Photostat Paper A4 Orient	Ream		
86	Photostat Paper FS Century	Ream		
87	Photostat Paper FS JK	Ream		
88	Photostat Paper FS Orient	Ream		

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

118	Stapler Machine No. 10 Plastic (Kangroo)	Pc.		
119	Stapler Machine No. 10 Plastic (Kores)	Pc.		
120	Stapler Machine No. 10 Steel (Kangroo)	Pc.		
121	Stapler Machine No. 10 Steel (Kores)	Pc.		
122	Stapler Machine No. 24/6 Steel (Kangroo)	Pc.		
123	Stapler Machine No. 24/6 Steel (Kores)	Pc.		
124	Stapler Pin No.10 (Kangroo)	Pkt.		
125	Stapler Pin No.10 (Kores)	Pkt.		
126	Stapler Pin No.24/6 (Kangroo)	Pkt.		
127	Stapler Pin No.24/6 (Kores)	Pkt.		
128	Tag Cotton 8"	bundle		
129	Tape- Cellotape 1 ½"	Dzn.		
130	Tape- Cellotape ½"	Dzn.		
131	Tape- Cellotape 2"	Dzn.		
132	Tape- Cellotape brown Tap 1"	Dzn.		
133	Tape- Cellotape brown Tap 2"	Dzn.		
134	Thread Ball (Cotton)	No.		
135	Tray- Plastic Tray for keeping File/Paper	Pc.		
136	Water Sponge with cover	No.		