OFFICE OF THE CHIEF JUDICIAL MAGISTRATE::SONITPUR: AT TEZPUR.

SHORT NOTICE INVITING QUOTATIONS 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, Sonitpur, Tezpur, for the year 2025-26 as per specification given below.

GENERAL TERMS AND CONDITIONS

1. The sealed envelope containing quotation shall be marked as **"Quotation for Supply of Stationery items"** and the following documents must be annexed with the quotation.

   a) Copy of PAN Card
   b) Copy of GST Registration Certificate
   c) Copy of Tezpur Municipal Board Trade License.

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, Sonitpur, Tezpur** during office hours on working days.

2. 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 Price, Taxes and other statutory duties will not affect the price during this period of supply. The supplier will be responsible for increase in price, Taxes and Duties.

3. Payments shall be made after satisfactory execution of the order and supply of material in satisfactory condition on bill basis. The decision of the undersigned, 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.

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4. The undersigned reserves the right to accept or reject any or all the tenders in part or full, without assigning any reason whatsoever.

5. The undersigned is not bound to accept the lowest tender.

6. The undersigned reserves the right, to award the work to one or more bidders. No communication shall be made in this regard except the selected firm/tenderer/bidder.

7. The undersigned reserves the right to terminate the purchase order at any time by giving intimation in writing without assigning any reason.

8. 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 undersigned 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 June, 2025** and no quotation/tender will be received thereafter. The tenders shall be opened in the office of the undersigned on **4th June, 2025** at 2:30 p.m.

9. The decision of the undersigned in all respect shall be final and binding in all.

Enclosed :- List of items

Sd/-

Chief Judicial Magistrate,
Sonitpur,Tezpur.

Memo No.CJM(S) 1516-19 / Dated Tezpur,the 19th May, 2025.

Copy to :-

1. The District & Sessions Judge, Sonitpur,Tezpur for favour of kind information.
2. The System Officer, Sonitpur District Judiciary for uploading the above short NIT in the District Judiciary website, immediately.
3. Notice Board.
4. Office file.

Chief Judicial Magistrate,
Sonitpur,Tezpur.

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Sonitpur, Tezpur

LIST OF STATIONERY ARTICLES

Sl. No.	Particulars	Per Unit	Rates (in Rupees) inclusive GST	Rates (in Rupees) exclusive GST
1	Alpin (50 Gms) Corporate	Box		
2	Alpin (50 Gms) Kores	Box		
3	Alpin (70 Gms) Corporate	Box		
4	Alpin (70 Gms) Kores	Box		
5	Books- Short Hand Note Book 160 pgs	No.		
6	Books- Short Hand Note Book 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 4 $^{1/2}$ "x10" Cloth Coated	Per 100 Pc		
14	Envelope- Medium 4 $^{1/2}$ "x10" Plastic Coated	Per 100 Pc		
15	Envelope- 9"x4"	Per 100 Pc		
16	Envelope- 11"x5"	Per 100 Pc		
17	Envelope- 14"x15"	Per 100 Pc		
18	Envelope- 16"x12"	Per 100 Pc		
19	Envelope- Window Envelope (White) 10"x4 $^{1/2"}$	Per 100 Pc		
20	Envelope- Window Envelope 10"x4 $^{1/2"}$	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 Folder 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.		

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Sl. No.	Particulars	Per Unit	Rates (in Rupees) inclusive GST	Rates (in Rupees) exclusive GST
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 150 ml 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. Blue (Kores) 210x330	Pkt.		
46	Paper- FS size (Dista)	Ream		
47	Paper Puncher (One Hole), Kangaroo	No.		
48	Paper Puncher (Two Hole), Kangaroo	No.		
49	Paper Weight (Medium Size)	Pc.		
50	Pen- Add Gel (Black,Red,Blue)	No.		
51	Pen- Ballpen (Cello Gripper) Black,Red,Blue	No.		
52	Pen- Ballpen (Cello Maxwriter) Black,Red,Blue	No.		
53	Pen- Ballpen (Linc woody) Both side Red,Blue	No.		
54	Pen- Ballpen (Linc woody) One side Blue	No.		
55	Pen- Ballpen (Linc woody) One side Red	No.		
56	Pen- C.D. Marker Pen (Kores)	No.		
57	Pen- Correction Pen (Eraz Ex, 10 ml)	No.		
58	Pen- Correction Pen (Flair, 10 ml)	No.		
59	Pen- Correction Pen (Kores, 10 ml)	No.		
60	Pen- Fountain Pen (Good Quality)	No.		
61	Pen- Highlighter Coloured (Camlin)	No.		
62	Pen- Highlighter Coloured (Kores)	No.		

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Sl. No.	Particulars	Per Unit	Rates (in Rupees) inclusive GST	Rates (in Rupees) exclusive GST
63	Pen- Marker (Kores)	No.		
64	Pen- Parker Pen (Ball)	No.		
65	Pen- Parker Pen (Inkjet)	No.		
66	Pen- Parker Pen (Ink)	No.		
67	Pen- Permanent Marker (Camlin)	No.		
68	Pen- Permanent Marker (Kores)	No.		
69	Pen- Refill Ballpen (Cello Maxwriter) Black,Red,Blue	Pkt.		
70	Pen- Refill Ballpen (Cello Gripper) Black,Red,Blue	Pkt.		
71	Pen- Refill Ballpen (Linc woody) Both side Red/Blue	Pkt.		
72	Pen- Refill Ballpen (Linc woody) One side Blue	Pkt.		
73	Pen- Refill Ballpen (Linc woody) One side Red	Pkt.		
74	Pen- Refill Linc Smart Gel	Pkt.		
75	Pen- Sketch Pen (Camlin)	Pkt.		
76	Pen- Sketch Pen (Luxor)	Pkt.		
77	Pen- Smart Gel Linc	No.		
78	Pen Stand (For 2 Pens)	No.		
79	Pen Stand (For 4 Pens)	No.		
80	Pencil- Apsara Platinum Extra Dark)	Pkt.		
81	Pencil- Nataraj	Pkt.		
82	Pencil Carbon (Kores)	Pkt.		
83	Pencil- Short Hand Pencil (Apsara)	Pkt.		
84	Photostat Paper A4 Century	Ream		
85	Photostat Paper A4 JK	Ream		
86	Photostat Paper A4 Orient	Ream		
87	Photostat Paper FS Century	Ream		
88	Photostat Paper FS JK	Ream		
89	Photostat Paper FS Orient	Ream		
90	Pin Holder	Pc.		
91	Push Pin	Pkt.		
92	Poker- Plastic	Dzn		
93	Refill- Short- Red/Blue/Black (Linc)	Pkt.		
94	Refill- Long - Red/Blue/Black (Linc)	Pkt.		

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Sl. No.	Particulars	Per Unit	Rates (in Rupees) inclusive GST	Rates (in Rupees) exclusive GST
95	Register- Cloth binded Register- FS Size- 200 pages (Rulled/Plain)	Pc.		
96	Register- Cloth binded Register- DFC Size- 200 pages (Rulled/Plain)	Pc.		
97	Register- Cloth binded Register- Quarter Size- 200 pages (Rulled/Plain)	Pc.		
98	Register- Stock Register Big size No.12	Pc.		
99	Register- Stock Register Big size No.14	Pc.		
100	Register- Stock Register Big size No.16	Pc.		
101	Register- Hard Binding No.8 (Plain/Rulled)	Pc.		
102	Register- Hard Binding No.10 (Plain/Rulled)	Pc.		
103	Register- Hard Binding No.12 (Plain/Rulled)	Pc.		
104	Register- Hard Binding No.16 (Plain/Rulled)	Pc.		
105	Ribbon - White	Bundle		
106	Ribbon - Red	Bundle		
107	Scale- 12" Plastic	No.		
108	Scale- 12" Steel	No.		
109	Scale- 24" Steel	No.		
110	Scale- 6" Plastic	No.		
111	Scale- 6" Steel	No.		
112	Sealing Wax (Gripex)	Pkt.		
113	Sharpner	No.		
114	Stamp Pad 157mm x 96mm (GIL)	No.		
115	Stamp Pad 157mm x 96mm (Kores)	No.		
116	Stamp Pad 70mm x 111mm (GIL)	No.		
117	Stamp Pad 70mm x 111mm (Kores)	No.		
118	Stamp Pad Ink 25 ml (GIL)	Bottle		
119	Stamp Pad Ink 25 ml (Kores)	Bottle		
120	Stamp Pad Ink 50 ml (GIL)	Bottle		
121	Stamp Pad Ink 50 ml (Kores)	Bottle		
122	Stapler Machine No.10 Plastic (Kangaroo)	Pc.		
123	Stapler Machine No.10 Plastic (Kores)	Pc.		
124	Stapler Machine No.10 Steel (Kangaroo)	Pc.		

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Sl. No.	Particulars	Per Unit	Rates (in Rupees) inclusive GST	Rates (in Rupees) exclusive GST
125	Stapler Machine No.10 Steel (Kores)	Pc.		
126	Stapler Machine No.24/6 Steel (Kangaroo)	Pc.		
127	Stapler Machine No.24/6 Steel (Kores)	Pc.		
128	Stapler Pin No. 10 (Kangaroo)	Pkt.		
129	Stapler Pin No. 10 (Kores)	Pkt.		
130	Stapler Pin No. 24/6 (Kangaroo)	Pkt.		
131	Stapler Pin No. 24/6 (Kores)	Pkt.		
132	Tag Cotton 8"	Bundle		
133	Tape - Cellotape 1 1/2"	Dzn		
134	Tape - Cellotape 1/2"	Dzn		
135	Tape - Cellotape 2"	Dzn		
136	Tape - Cellotape brown Tap 1"	Dzn		
137	Tape - Cellotape brown Tap 2"	Dzn		
138	Thread Ball (Cotton)	No.		
139	Tray - Plastic Tray for keeping file/paper	Pc.		
140	Water Sponge with cover	No.		
141	Adjustible Table Top	Per Piece		
142	Rexin	Per metre		

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