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

SHORT NOTICE INVITING QUOTATIONS NO.1 OF 2026

(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 2026-27 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.

Contd...2/

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 **12th May, 2026** and no quotation/tender will be received thereafter. The tenders shall be opened in the office of the undersigned on **13th May, 2026** at 02:30 p.m.

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

Enclosed :- List of items

Sd/-
(A. Bhuyan)
Chief Judicial Magistrate,
Sonitpur,Tezpur.

Memo No.CJM(S) 1200 - 03 / Dated Tezpur,the 20th April, 2026.

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.

(A. Bhuyan)
Chief Judicial Magistrate,
Sonitpur,Tezpur.

Chief Judicial Magistrate,
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	Per Box		
2	Alpin (50 Gms) Kores	Per Box		
3	Alpin (70 Gms) Corporate	Per Box		
4	Alpin (70 Gms) Kores	Per Box		
5	Books- Short Hand Note Book 160 pgs	Per No.		
6	Books- Short Hand Note Book 200 pgs	Per No.		
7	Calculator 10 Digits (Citizen)	Per Pc		
8	Calculator 10 Digits (Orpat)	Per Pc		
9	Calculator 12 Digits (Citizen)	Per Pc		
10	Calculator 12 Digits (Orpat)	Per Pc		
11	Clips- Paper Clips 26 mm (Kores)	Per Pkt.		
12	Clips- Paper Clips 35 mm (Kores)	Per 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	Per No.		
22	Eraser- Kores	Per No.		
23	Eraser- Non Dust Quality	Per No.		
24	Fax Roll- Fax Roll 30 mtrs(Century)	Per Roll		
25	Fax Roll- Fax Roll 30 mtrs(Kores)	Per Roll		
26	File- Cover with Board	Per No.		
27	File- 4 Folder File Cover	Per No.		
28	File- Guard File (Delux)	Per No.		
29	File- Lever Arch File (HUA JIE No. 205F), A4 size	Per No.		
30	File- Plastic Stick File Transparent (A4 Size)	Per No.		

Chief Judicial Magistrate,
Sonitpur, Tezpur

Sl. No.	Particulars	Per Unit	Rates (in Rupees) inclusive GST	Rates (in Rupees) exclusive GST
31	File- Plastic Stick File Transparent (FS Size)	Per No.		
32	Glue- Glue Stick 15 gms (Kores)	Per Pc.		
33	Glue- Glue Stick 15 gms (Fevi Stick)	Per Pc.		
34	Glue- Gum Pot 150 ml Gripex	Per Bottle		
35	Glue- Gum Pot 150 ml Kores	Per Bottle		
36	Glue- Gum Pot 700 ml Gripex	Per Bottle		
37	Glue- Gum Pot 700 ml Kores	Per Bottle		
38	Hard Board with Clip	Per Pc.		
39	Ink- Blue/Red (Camlin)	Per Pc.		
40	Note Pad	Per Pc.		
41	Page marker, Desmat, 3 Strips, Claro	Per Pkt.		
42	Page marker, Desmat, 4 Strips, Claro	Per Pkt.		
43	Paper Clips- 26mm- Kores	Per Pkt.		
44	Paper Clips- 35mm- Kores	Per Pkt.		
45	Paper- Carbon T.W. Blue (Kores) 210x330	Per Pkt.		
46	Paper- FS size (Dista)	Per Ream		
47	Paper Puncher (One Hole), Kangaroo	Per No.		
48	Paper Puncher (Two Hole), Kangaroo	Per No.		
49	Paper Weight (Medium Size)	Per Pc.		
50	Pen- Add Gel (Black,Red,Blue)	Per No.		
51	Pen- Ballpen (Cello Gripper) Black,Red,Blue	Per No.		
52	Pen- Ballpen (Cello Maxwriter) Black,Red,Blue	Per No.		
53	Pen- Ballpen (Linc woody) Both side Red,Blue	Per No.		
54	Pen- Ballpen (Linc woody) One side Blue	Per No.		
55	Pen- Ballpen (Linc woody) One side Red	Per No.		
56	Pen- C.D. Marker Pen (Kores)	Per No.		
57	Pen- Correction Pen (Eraz Ex, 10 ml)	Per No.		
58	Pen- Correction Pen (Flair, 10 ml)	Per No.		
59	Pen- Correction Pen (Kores, 10 ml)	Per No.		
60	Pen- Fountain Pen (Good Quality)	Per No.		
61	Pen- Highlighter Coloured (Camlin)	Per No.		
62	Pen- Highlighter Coloured (Kores)	Per No.		

Chief Judicial Magistrate,
Sonitpur, Tezpur

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

Chief Judicial Magistrate,
Sonitpur, Tezpur

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

Chief Judicial Magistrate,
Sonitpur, Tezpur

Sl. No.	Particulars	Per Unit	Rates (in Rupees) inclusive GST	Rates (in Rupees) exclusive GST
125	Stamp Pad Ink 25 ml (Kores)	Per Bottle		
126	Stamp Pad Ink 50 ml (GIL)	Per Bottle		
127	Stamp Pad Ink 50 ml (Kores)	Per Bottle		
128	Stapler Machine No.10 Plastic (Kangaroo)	Per Pc.		
129	Stapler Machine No.10 Plastic (Kores)	Per Pc.		
130	Stapler Machine No.10 Steel (Kangaroo)	Per Pc.		
131	Stapler Machine No.10 Steel (Kores)	Per Pc.		
132	Stapler Machine No.24/6 Steel (Kangaroo)	Per Pc.		
133	Stapler Machine No.24/6 Steel (Kores)	Per Pc.		
134	Stapler Pin No. 10 (Kangaroo)	Per Pkt.		
135	Stapler Pin No. 10 (Kores)	Per Pkt.		
136	Stapler Pin No. 24/6 (Kangaroo)	Per Pkt.		
137	Stapler Pin No. 24/6 (Kores)	Per Pkt.		
138	Tag Cotton 10"	Per Bundle		
139	Tag Cotton 8"	Per Bundle		
140	Tag Cotton 6"	Per Bundle		
141	Tape - Cellotape 1 1/2"	Per Dzn		
142	Tape - Cellotape 1/2"	Per Dzn		
143	Tape - Cellotape 2"	Per Dzn		
144	Tape - Cellotape brown Tap 1"	Per Dzn		
145	Tape - Cellotape brown Tap 2"	Per Dzn		
146	Thread Ball (Cotton)	Per No.		
147	Tray - Plastic Tray for keeping file/paper	Per Pc.		
148	Water Sponge with cover	Per No.		
149	Adjustible Table Top	Per Piece		
150	White Board (90 cmx 60 cm)	Per Piece		
151	White Board (45 cmx 60 cm)	Per Piece		
152	White Board (30 cmx 40 cm)	Per Piece		
153	Coaster	Per Pkt		
154	Rexin	Per metre		

Chief Judicial Magistrate,
Sonitpur, Tezpur