

জিলা ও সত্ৰ ন্যায়াধীশৰ কাৰ্য্যালয় :: কাৰ্বি আংলং
OFFICE OF THE DISTRICT & SESSIONS JUDGE, KARBI ANGLONG.

Memo No. DJKA/2025/ **3552**

Dated 29.03.2025.

NOTICE INVITING TENDER (NIT)

Sealed tenders affixing Court fee stamps of Rs. 8.25/- only (Non-refundable) are invited from reputed and authorized dealers/suppliers for the **Stationary items** (As per enclosed list) for the Court of the District & Sessions Judge, Karbi Anglong.

1. Scope of Work:

- Supply of **Stationary items** (As per enclosed list).
- The Stationary items must be of a reputed brand.
- The supplier shall provide Stationary items as per the agreed product list and specifications. Any changes in the items or quantities must be approved in writing by both parties.

2. Quality Assurance:

- All products supplied must be of high quality, free from defects and conform to industry standards. Substandard or damaged goods will be rejected and must be replaced at the supplier's cost.

3. Delivery Schedule:

- Delivery must be made within the stipulated time as mentioned in the purchase order. Delays without prior notice may lead to penalties or cancellation of the order.

4. Replacement and Returns:

- Defective or damaged items must be replaced within [7] working days of notification, at no additional cost to the buyer.

5. Eligibility Criteria:

- The bidder must be an authorized dealer/supplier of the proposed brand.
- The bidder must have experience in supplying **Stationary items** to government offices or institutions.
- The bidder must submit GST registration, PAN Card and trade license.


District & Sessions Judge,
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6. Submission of Bids:

- The sealed tender, addressed to the **District & Sessions Judge, Karbi Anglong**, must be submitted on or before **25.04.2025** by **05:00 PM**.
- The envelope should be superscribed as "**Tender for Supply Stationary items**".
- The tender must include the proposed model, warranty details, total price (including GST & installation charges) and any other relevant terms.

7. Price Stability:

- The quoted rate must not exceed the Maximum Retail Price (MRP).
- The quoted rate for each item will be final and binding and no price hike will be considered during the contract period.

8. Submission of Samples:

- Samples of the quoted items should be submitted where necessary.

9. Supply Obligation:

- The supplier will be obligated to supply items on any date and time specified in the procurement indent/order. Items shall be delivered to the Office of the undersigned or any other location within Karbi Anglong, Diphu town as per written orders from the Office of the undersigned.

10. Tender Acceptance Rights:

- The undersigned reserves the right to accept or reject any or all tenders, in part or full and is not bound to accept the lowest rate.

11. Contract Termination:

- In case of violation of the tender terms and conditions or in the event of unsatisfactory supply of items/services in terms of quality, promptness or standard, the undersigned reserves the right to terminate the contract with prior intimation to the supplier.

12. Opening of Tenders:

- The bids will be opened on **03.05.2025** at **03:00PM** in the presence of the bidders or their representatives.
- The authority reserves the right to accept or reject any or all tenders without assigning any reason.

For further details, please contact the office during working hours.


District & Sessions Judge,
Karbi Anglong, Diphu, Assam

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District & Sessions Judge,
Karbi Anglong,
Karbi Anglong, Diphu, Assam

Memo No. DJKA/2025/ 3553

Dated 29.03.2025.

Copy for information and necessary action to :-

1. Notice Board of District & Sessions Judge, Karbi Anglong.
2. The System Officer, Karbi Anglong for uploading the same in the official Web-Site.
3. Office file.



District & Sessions Judge,
Karbi Anglong,
Karbi Anglong, Diphu, Assam

Sl No.	Name of the Items	Per Unit	Rate (Inclusive of all Taxes)
Office Stationery items			
1	A4 Paper JK (75GSM)	Per Packet	
2	Alpin (50 gms)	Per Box	
3	Alpin T-Type	Per Box	
4	Bodkin	Per Packet	
5	Books-Short hand Note Books 200 pages	No.	
6	Brown Paper	Per Packet	
7	Calculator (Casio 12 Digit)	No.	
8	Carbon Paper (Blue)	Per Packet	
9	Damper	Per Packet	
10	Envelope- 9"x 4"	Per 100 Piece	
11	Envelope A4	Per 100 Piece	
12	Envelope-11"x 5"	Per 100 Piece	
13	Envelope-14"x15"	Per 100 Piece	
14	Envelope-16"x12"	Per 100 Piece	
15	Envelope-medium 4 1/2" x 10" Cloth Coated	Per 100 Piece	
16	Eraser	Per Piece	
17	File-4 Fold File Cover	No.	
18	File-Cover with Board	Per Pair	
19	File-Guard File	No.	
20	Fountain Pen Ink Bottel (blue, red, black)	Per bottle	
21	Legal Size paper JK (75GSM)	Per Packet	
22	Gems Clip	Per Packet	
23	Gum Dry Stick	Per Packet	
24	Gum Liquid (600ml)	Per bottle	
25	Legal Paper JK (75GSM)	Per Packet	
26	Note Pad	Per Piece	
27	Notice board Pin	Per Box	
28	Page Marker (Stick Notes)	Dozen	
29	Paper Clip	Dozen	
30	Paper Cutter	No.	
31	Paper Weight	Per Packet	
32	Pen (Both Side)	No.	
33	Pen- Ball pen (Black, Red, Blue)	No.	
34	Pen-Add gel (Black, Red, Blue)	No.	
35	Pencil	Per Packet	
36	Pen-Correction Pen	No.	
37	Pen-Fountain Pen (Good Quality)	No.	
38	Pen-Highlighter Coloured	No.	
39	Pen-Permanent Marker (Black, Red, Blue)	No.	
40	Peon Book	No.	
41	Plastic Ruler (30CM)	Per Packet	
42	Pin Holder (Magnetic)	Per Piece	
43	Punching Machine (1 Hole)	Dozen	
44	Punching Machine (2 Hole)	Dozen	

29.04.2025.
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 Karbi Anglong, Diphu

SI No.	Name of the Items	Per Unit	Rate (Inclusive of all Taxes)
45	Register-Cloth binded register-DFC Size-200 pages(Ruled/Plain)	Per Piece	
46	Register-Cloth binded register-FS Size-200 pages(Ruled/	Per Piece	
47	Register-Cloth binded register-Quarter Size-200 pages(Ruled/Plain)	Per Piece	
48	Register-Hard Binding No.10 (Plain/Ruled)	Per Piece	
49	Register-Hard Binding No.12 (Plain/Ruled)	Per Piece	
50	Register-Hard Binding No.16 (Plain/Ruled)	Per Piece	
51	Register-Hard Binding No.8 (Plain/Ruled)	Per Piece	
52	Ribbon-White (Cotton,Best Quality)	No.	
53	Round Seal	Line	
54	Seal (Stamp)	Line	
55	Sealing wax	Per Packet	
56	Sharpner	Per Packet	
57	Stamp Pad 157mm x 96 mm (red, blue)	No.	
58	Stamp Pad 70mm x 111 mm (red, blue)	No.	
59	Stamp Pad Ink 50 ml (red, blue)	Per Bottle	
60	Stapler Machine No.10 Steel	Per Piece	
61	Stapler Machine No.24/6 Steel	Per Piece	
62	Stapler Pin No. 10	Per Packet	
63	Stapler pin No. 24/6	Per Packet	
64	Steel Ruler (30CM)	Per Packet	
65	Steel Ruler (60CM)	Per Packet	
66	Stick File	No.	
67	Tag Cotton 16"	Per Bundle	
68	Tag Cotton 8"	Per Bundle	
69	Wooden Ruler (60 cm)	Per Packet	


 29.04.2025
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 Karbi Anglong, Diphu