জিলা ও সত্র ন্যায়াধীশৰ কার্য্যালয় :: কার্বি আংলং
OFFICE OF THE DISTRICT & SESSIONS JUDGE, KARBI ANGLONG.

Memo No. DJKA/2026/3778 Dated. 13-05-2026

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 Office of the District & Sessions Judge, Karbi Anglong.

1. Scope of Work:

- Supply of Stationary items (As per enclosed list).
- The Housekeeping items must be of a reputed brand.
- The supplier shall provide housekeeping 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 seven (7) working days of notification, at the expense of the supplier.

5. Eligibility Criteria:

- The bidder must be an authorized dealer/supplier of the proposed brand.

- The bidder must have experience in supplying Housekeeping items to government offices or institutions.
- The bidder must submit GST registration, PAN Card and trade license.

6. Submission of Bids:

- The sealed tender shall be addressed to the "Office of the District & Sessions Judge, Karbi Anglong, Diphu" and must be submitted on or before 29.05.2026 by 05:00 PM in the office of the undersigned.
- The envelope should be super scribed as "Tender for Supply of Housekeeping items".
- The tender must include the proposed model, warranty details, total price (including GST and 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 04.06.2026 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.

13/5/26

District & Sessions Judge
Karbi Anglong

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Copy and Necessary action to:

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

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District & Sessions Judge
Karbi Anglong

(List of Stationary items)				
No	Description of Items	Unit	Unit Price	Remarks
Paper				
1	A4 Paper (75-80 GSM) (500 Pages)	Per Pkt.		
2	Legal Paper (75-80 GSM) (500 Pages)	Per Pkt.		
3	Bond Paper (100-110 GSM) (500 Pages)	Per Pkt.		
4	A4 Adhesive Paper (100 Pages)	Per Pkt.		
5	A4 Glossy Paper (20 Sheet)	Per Pkt.		
Pens & Pencil				
6	Pen (Black, Blue, Red)	Per Dozen		
7	Gel Pen (Black, Blue, Red)	Per No		
8	Wooden Pencil	Per Dozen		
9	Pencil Sharpener Large	Per No		
10	Pencil Sharpener Small	Per No		
11	Eraser	Per Box		
12	Correction Pen	Per No		
File & Folders				
13	Binder File 2 Ring - Small (ESPP)	Per Piece		
14	Binder File 2 Ring - A4 (ESPP)	Per Piece		
15	Binder File 2 Ring - Large (ESPP)	Per Piece		
16	Hanging Files	Per Piece		
17	Four Folder File	Per Piece		
18	File Board	Per Piece		
19	Guard File	Per Piece		
20	Stick File	Per Piece		
Envelopes & Holders				
21	A4 Envelope (Plastic Coated)	Per Piece		
22	A3 Envelope	Per Piece		
23	Legal Envelope (Cloth Coated)	Per Piece		

24	Envelope Small (11 x 4)	Per Piece		
25	Envelope Small (11 x 5)	Per Piece		
26	Envelope Small (11 x 7)	Per Piece		
Staplers & Punches				
27	Stapler Large	Per Piece		
28	Stapler No 10	Per Piece		
29	Stapler No 24/6	Per Piece		
30	Staples No 10	Per Box		
31	Staples No 24/6	Per Box		
32	Staples Remover	Per Piece		
33	2 Hole Punch Medium	Per Piece		
34	Single Hole Punch Small	Per Piece		
35	Bodkin (Gazang)	Per Piece		
36	Extra 2 hole large punch	Per Piece		
Batteries				
37	Battery Alkaline AA	Per Piece		
38	Battery Alkaline AAA	Per Piece		
39	Battery C	Per Piece		
40	Battery D	Per Piece		
41	Battery Alkaline - 9 Volt	Per Piece		
42	Battery for pointer - 27 A	Per Piece		
43	Battery for pointer - 23 AE	Per Piece		
44	Battery for pointer - CR 2025	Per Piece		
45	Battery for pointer - CR 2032	Per Piece		
Binders & Clips				
46	Binder Clips No 107	DOZ		
47	Binder Clips No 155	DOZ		
48	Binder clips No 260	Box		
49	Gem Clip	Per Box		
50	White Cotton Ribbon	Roll		
51	Cotton Tag (8 Inch) Both Side Steel Coated	Bundle		
52	Cotton Tag (6 Inch) Both Side Steel Coated	Bundle		
53	Damper	Per No		
54	Paper clip no 5	DOZ		

Calculator				
55	Calculator CASIO GX-125	No		
56	Calculator CASIO AX120S	No		
57	Calculator CASIO JJ-120D	No		
Books & Notes				
58	Spiral Note Book A5	Per Piece		
59	Stick Notes 654 (White)	Per Piece		
60	Short Hand Note Book (150-160 Page)	Per Piece		
61	Peon Book	Per Piece		
62	Register-Cloth binded DFC Size-200 pages(Ruled/Plain)	Per Piece		
63	Register-Cloth binded (FS Size-200 pages(Ruled/Plain)	Per Piece		
64	Register-Cloth binded (Quarter Size-200 pages (Ruled/Plain)	Per Piece		
65	Register-Hard Binding No.10 (Plain/Ruled)	Per Piece		
66	Register-Hard Binding No.15 (Plain/Ruled)	Per Piece		
67	Register-Hard Binding No.20 (Plain/Ruled)	Per Piece		
68	Stick Notes 655 (Yellow)	Per Piece		
69	Sticky Note (Three Color)	Per Box		
Board & Markers				
70	White Board	No		
71	White Board 150mm x 100mm (medium)	No		
72	White Board Eraser	No		
73	Flip Chart	No		
74	Flip Chart Paper	No		
75	White Board Marker Black	Box		
76	White Board Marker Blue	Box		
77	White Board Marker Red	Box		
78	White Board Marker Green	Box		

79	Permanent Marker Black	Box		
80	Permanent Marker Blue	Box		
81	Permanent Marker Red	Box		
82	Permanent Marker Green	Box		
83	Highlighter Yellow	Box		
84	Highlighter Green	Box		
85	Highlighter Blue	Box		
86	Highlighter Pink	Box		
87	Highlighter Purple	Box		
Tapes & Glue				
88	Double Side Tape Green	Box		
89	Double Side Tape White	Box		
90	Cloth Tape 24mm	Box		
91	Cloth Tape 48mm	Box		
92	Cloth Tape Roll Small	Box		
93	Duct Tape	Box		
94	Cloth Tape 12mm	Box		
95	Tape 2"	Dozen		
96	Tape 1"	Dozen		
97	Stick Glue	Box		
Scissors & Pins				
98	Scissor	Per Piece		
99	Scissor Large	Per Piece		
100	Cutter L-500	Per Piece		
101	Push Pin	DZ		
Miscellaneous				
102	Paper Weight	Per No		
103	Seal (Horizontal)	Per Line		
104	Round Seal	Per No		
105	Stamp Pad	Per No		
106	Steel Ruler (30 CM)	Per No		
107	Plastic Ruler (30 CM)	Per No		
108	Sealing Wax	Per Pkt.		
109	Postal stamp	Per piece		