OFFICE OF THE DISTRICT & SESSIONS JUDGE, MORIGAON ::: ASSAM

NOTICE INVITING TENDER (FOR SUPPLY OF STATIONARY & MISCELLANEOUS ITEMS)

Sealed quotations are invited affixing Court Fee stamp of Rs.8.25 (Non-refundable) from the intending registered firms for supply of Stationary & Miscellaneous Items, for the establishment of the District and Sessions Judge, Morigaon, Assam for the Calendar year 2025 as per specification given with the Notice.

GENERAL TERMS & CONDITIONS

1. The sealed envelope containing quotation shall be marked as **"Tender for Supply of Stationary & Miscellaneous Items"** and the following documents must be annexed with the quotation.

   a) Copy of PAN card of the firm
   b) Up to date copy of GST Registration certificate.
   c) Up to date copy of GST return filing.
   d) Copy of 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 District and Sessions Judge, Morigaon **during office hours on working days on or before 29.05.2025.**

2. In case the District & Sessions Judge finds the items supplied by the successful bidder to be of sub-standard category, the Purchase order of the Supplier shall be liable to be cancelled.

3. The rates approved shall be valid for the calendar year 2025 only. 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 suppliers 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, Morigaon, 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 the Invoice in triplicate.

5. The District and Sessions Judge, Morigaon 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, Morigaon, reserves the right, to award the work to one or more bidders.

7. The District and Sessions Judge, Morigaon, reserves the right to terminate the purchase order at any time 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-quality of items, The District and Sessions Judge, Morigaon reserves the right to terminate the supply order by giving intimation to the supplier/contractor.

9. The sealed quotations should reach the undersigned on or before ***5:00 PM of 29^{h} day of May, 2025*** and no quotation/tender will be received thereafter.

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

Enclosed: List of Items

Sd/-
District & Sessions Judge
Morigaon ::: Assam

Memo No.DJM/Ac/26 Date 14.05.25

Copy forwarded to :-

1. The Systems Officer, District Judiciary, Morigaon. He is directed to upload the Tender Notice in the official website.
2. Office Notice Board.
3. Office File.

District & Sessions Judge
Morigaon :: Assam
14.5.25

RATES OF STATIONERY & MISCELLANEOUS ITEMS TO BE QUOTED BY BIDDER			
SL. NO.	**PARTICULARS**	**UNIT**	**RATE**
1	A4 Size Paper (J.K. Copier 75 GSM)	Per Pkt.	
2	File-Cover with Board (Good Quality)	Per Pc	
3	File-4 Fold File Cover (Good Quality)	Per Pc	
4	File-Guard File (Good Quality)	Per Pc	
5	Envelope- (Small)	100 Pc	
6	Envelope- (Medium)	100 Pc	
7	Envelope- (A4)	100 Pc	
8	Envelope- (Legal)	100 Pc	
9	Hard Board with clip (Good quality)	Per Pc	
10	Stamp Pad Ink-50 ml.	Per Bottle	
11	Legal Size Paper (J.K. Copier 75 GSM)	Per Pkt.	
12	Steno pad notebook	Per pc	
13	Correction Fluid	Per Pc.	
14	Double DFC Register	Per Pc.	
15	Cotton tape roll	per pkt	
16	File Tag	Per Pkt	
17	Stamp Pad-Small	Per Pc.	
18	Stamp Pad-Big	Per Pc.	
19	Stapler Medium Size	Per Pc.	
20	Toner for NPG-59 Black	Per Pc	
21	Prodot PL(H) 230 Laser Toner Cartridge	Per Pc	
22	Prodot (PL) 337 Laser Toner Cartridge	Per Pc	
23	HP Laserjet Toner 137A	Per Pc	
24	Tonner-HP LaserJet 1020 Plus (Prodot)	Per Pc	
25	Prodot (PL) H 388A	Per Pc	
26	Tonner-HP LaserJet P1008 (Prodot)	Per Pc	
27	Pen Drive (Kingston/Sandisk) – 8 GB	Per Pc	
28	Anti Virus-Quick heal-Single User	Per Unit	
29	Anti Virus-Quick heal- 5 User	Per Unit	
30	Anti Virus-Quick heal- 10 User	Per Unit	
31	LED Bulb 9 Watt	Per Pc	
32	LED Bulb 12 Watt	Per Pc	
33	Tube Light 20 Watt	Per Pc	
34	Tube Light 35 Watt	Per Pc	
35	Phenyl- Black 1 ltr.	Per Pc	
36	Phenyl White- 1 ltr.	Per Pc	
37	Room freshner 500 ml.	Per Pc	
38	Sanitary cleaning liquid- Harpic 500 ml.	Per Pc	
39	Sanitary cleaning liquid- Harpic 750 ml.	Per Pc	
40	Dettol Handwash-200 ml.	Per Pc	

41	Colin-125 ml	Per Pc	
42	Towel-Big	Per Pc	
43	Towel-Medium	Per Pc	
44	Towel-small	Per Pc	
45	Stand Fan(Bajaj/Crompton/Usha/Orient)	Per Pc	
46	Ceiling Fan 48''(Bajaj/Crompton/Usha/Orient)	Per Pc	
47	Ceiling Fan 56''(Bajaj/Crompton/Usha/Orient)	Per Pc	
48	Bleaching powder	Per KG	
49	Broom Bamboo	Per Pc	
50	Broom Coconut	Per Pc	

District & Sessions Judge
Morigaon : Assam
14.5.25