OFFICE OF THE CIVIL JUDGE(Jr. Divn.):::CHARAIDEO, SOANRI

No: CCJ(JD)/ 223 /2025 **Dated:05/05/2025**

NOTICE INVITING QUOTATION

Sealed quotations affixing Court Fee Stamp of Rs. 8.25/- only (Non-refundable) are hereby invited from reputed registered local firms for supply of Stationary office articles and other misc. articles to the office of the Civil Judge (Junior Division), Charaideo for the financial year 2025-2026 on or before 23/05/2025 till 3.00 p.m.. No quotation will be entertained beyond the scheduled date and time.

GENERAL TERMS & CONDITIONS

1. The Parties at the time of submitting quotation shall have to submit photocopy of valid trade License & GST Registration certificate, PAN card, etc. of the firm. The envelope containing the quotation should be superscribed as "**Quotation for supply of Stationery/Misc./Electrical articles**".
2. All pages of the document must be signed by an authorized person on behalf of the firm along with seal at the bottom. The Parties also have to submit firm's Current Bank (Preferably S.B.I.) account number.
3. The rate should be quoted with GST and they also have to mention the name of the brand/company of the articles they intend to quote in the enclosed format.
4. The quotation will be opened on **27/05/2025** at **3:00 p.m.** in the office chamber of the undersigned, by the undersigned or any authorized person, as may be directed, (if any changes on the date of opening the sealed quotations occur owing to any unavoidable circumstances, it would be intimated in the official website only.)
5. No further communication shall be made in this regard.
6. Rate quoted for each item will be final and no hike in price of any material will be considered till the end of this financial year wherever required.
7. Sample of the items should be submitted, if and when necessary. The articles will be purchased as per requirement and same must be delivered immediately. The suppliers will also have to bear the overheads & expenses etc. in connection with carting, packaging, transportation etc. in connection with the supply to the office/Quarters/Guest House.
8. Civil Judge (Jr. Divn.), Charaideo reserves the right not to accept or reject any or all quotation in part or full and shall not be bound to accept the lowest price/bid.
9. In case of violation of terms and condition of the quotation document or unsatisfactory supply of materials or of poor quality and below standard Civil Judge (Jr. Div.), Charaideo reserves the right to terminate the contract by giving intimation to supplier immediately.
10. The decision of the Civil Judge (Jr. Div.), Charaideo in all respect shall be final and binding.

Enclosed: - List of articles.

05.05.2025

Civil Judge (Jr. Div.)
Charaideo

Civil Judge (Jr. Div.)
Charaideo, Sonari

Memo.No:- CCJ(JD)/223 / 2025 **Dated:05.05.2025**

Copy forwarded to: -

1. Hon'ble District & Sessions Judge, Charaideo for information.
2. DIPRO, Charaideo He/She is requested to take the necessary steps for publishing the tender in one English and one Assamese daily and also official Social media handle of DIPRO Charaideo and DIPR Assam.
3. System Assistant, Charaideo District Judiciary He/She is hereby directed to upload the same in the official website immediately.
4. Notice Board.
5. Office File.

05.05.2025

Civil Judge (Jr. Div.)
Charaideo

Civil Judge (Jr. Div.)
Charaideo, Sonari

OFFICE OF THE CIVIL JUDGE (Jr. Divn):::CHARAIDEO, SONARI

SL. NO.	NAME OF THE ARTICLE	BRAND NAMES	Rate (in Rs.) without GST	Rate (In Rs.) Inclusive of GST
1	Copier paper-A4 (white /yellow)	J.K. copier		
2	Copier Paper (Legal)	J.K. copier		
3	Short Hand Note Book/steno book			
4	Pencil	Apsara/Classmate		
5	Paper Pin (Best Quality)			
6	Paper Clip			
7	Gum Liquid (Medium)			
8	Glue stick			
9	Stamp pad Ink (Big bottle)			
10	Stamp Pad (Big Size)			
11	Gel Pen			
12	Pen: (I) Ball pen (Black, Blue, Red (ii) Pilot V7 (Refillable) (iii) Fountain pen (iv) Both faced ball pen (Blue & Red)	Flair/Hauser/parker		
13	Tape/Ribbon (White)			
14	Tag (cotton- Good Quality)			
15	L.E.D. Bulb (20W)			
16	Register Book (300 pages-Plain)			
17	Register Book (300 Pages-Ruled)			
18	Note Book (100 Pages-Plain)			
19	Note Book (100 Pages- Ruled)			
20	Scissor			
21	Correction Pen			
22	Water Sponge/damper			
23	Needle			
24	Good Night Refill			
25	Eraser			
26	Pie/Bindhona			
27	Cello Tape (Large/Medium/Small)			
28	LED Tube Light	Bajaj/Phillips		
29	Calculator (Casio)			
30	Pencil battery AAA	Eveready/Duracell		
31	Clock Battery (Medium)AA	Eveready/Duracell		
32	Bathroom freshener (godrej/odonil)			
33	Room freshener	Godrej		
34	Staple Machine			
35	Staple Pin (Big)			
36	Staple Pin (Small)			
37	Phenyl (Black/White)			
38	Harpic/White harpic			
39	Lysol Cleaner`			
40	Floor Wiper			
41	Grass broom			
42	Naphthalene			
43	Table Brush			

44	Carbon Paper			
45	Sutli Rope			
46	Condenser (Ceiling fan)			
47	Seals (Rubber)			
48	Plastic Tool			
49	Paper weight			
50	Plastic Mug			
51	Bucket (Plastic)	Milton		
52	Filter (Steel) (20 liters)			
53	Filter candle			
54	Room Heater (Double Candle)	Usha/Orient/Havells		
55	Door mat (cotton/coconut/plastic)			
56	Towel (big size, white)			
57	Towel (Medium size, white)			
58	Thermo flask 1 Ltr &1.5 Ltr	Milton/Cello		
59	Cup Saucer Set			
60	Lock & Key (Big & Medium)			
61	Chair Cushion with cover (good Quality)			
62	Stand Fan	Usha		
63	Ceiling Fan	Usha		
64	Pen-drive (16 GB, 64 GB)	Kingstone/Sandisk/HP		
65	Markin Cloth (Red/White)			
66	Envelope (Big/Small)			
67	Door Curtain			
68	Window Curtain			
69	Toilet Soap			
70	Scale (Plastic/Metal)			
71	UPS			
72	Mouse			
73	Keyboard			
74	Waste paper Bucket			
75	Dustbin with Lid			
76	Electric Kettle	Bajaj/Prestige		
77	Punch Machine			
78	File Cover (Big/Small)			
79	Stick Note Pad			
80	Indian Flag			
81	Flag Rope			
82	White Enamel Paint			
83	Extension Board (multi sockets)	Anchor/Havells		
84	Sharpener			
85	Copper Wire 2 & 2.5 mm			
86	Cartridge: (I) HP Laser MFP 136a (ii) Canon LBP 151 DW (iii) Canon LBPb230 dn			
87	Measuring Tape			
88	Pen Stand			
89	Steelgrip Tape			
90	Cable Clip			
91	3 Pin Top			
92	Tissue Paper			
93	Chitranala			
94	Face Mask			
95	Coaster			
96	Table Mat			
97	Table Cloth			
98	Wall Clock	Ajanta		
99	Platic Bag for dustbins			

100	Calling Bell (Wireless) Rechargeable	Havells/Anchor		
101	Torch Light (Three batteries)			
102	Torch Light Battery	Eveready		
102	LED Bulb9 & 12 Watt	Orient/Syska/Bajaj		
103	Stand Fan	Usha/Orient/Bajaj		
104	Inverter Battery	Luminous/Exide/ Amaron		
105	Inverter Machine	Microtek/Luminous		
105	Iinverter Trolley(Best quality			
106	Distilled Water			
107	Water Purifier	Kent/Aquaguard		
108	Switch Board 16 Amp			
109	Assames Fulam Gamucha (Best Quality)			
110	Assamese Japi			
111	Hand Sanitizer	Lifebuoy		
112	Disinfectant spray	Dettol/Savlon		
113	Hand Wash (Liquid)	Dettol/Lifebuoy		
114	Soap	Lux/Lifebuoy/Pears		
115	Soap Case			
116	Toilet Brush			
117	Toilet Paper			
118	Mop			
119	Wipe			
120	Bleaching powder			
121	Collin			
122	Lizol			
123	Vim (Liquid)			
124	Drinking Glass Set	Borosil/Cello/Milton		
125	Glass Lid	Milton		
126	Tea Spoon (Stainless steel)			
127	Table Spoon (stainless steel)			
128	Fork (Stainless Steel)			
129	Dinner Set	Laopala/Borosil		
130	Tray (Plastic) (Big Size)			
131	Scotch Brite (Scrubber)			
132	Scotch Brite (Dishwash)			
133	Screw Driver Set (Big & Small)			
134	Scissors medium size (Stainless Steel)			
135	Knife medium size (stainless steel)			

05.05.2025

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