

OFFICE OF THE DISTRICT & SESSIONS JUDGE::: CHARAIDEO

Memo. No. DJCHA/2025/ **1305-1307**

Dated: 16.10.2025

SHORT TENDER NOTICE

Sealed Quotations affixing non-refundable Court Fee Stamp of Rs.8.25 (Eight rupees and twenty five paisa only) are hereby invited from the intending reputed registered Firms/Suppliers for supply of stationery articles and other misc. articles to the office of the District & Sessions Judge, Charaideo for the financial year 2025-2026 (for the period: November 2025 to March 2026)

The envelope containing the quotation must be quoted as **"QUOTATION FOR SUPPLY OF STATIONERY/MISC. ARTICLES"** in block letters. The interested firms need to submit their sealed quotations in the office of the undersigned by 17-11-2025 by putting in drop box of the establishment during office hours.

GENERAL TERMS & CONDITIONS

- 1) The parties must submit their quotations in sealed envelop and shall be marked as **"Quotation for Supply of Stationary and Miscellaneous Articles for the financial year 2025-2026"**.
- 2) The quotation must contain i) photocopy of trade license, ii) photocopy of GST Registration certificate, iii) copy of PAN Card and iv) bank account details of the firm. Detailed address of the firm/shop is to be furnished along with quotation for verification.
- 3) All pages of the document must be signed by an authorized person on behalf of the firm along with seal at the bottom.
- 4) Rate should be quoted both in word and figures without overwriting/cutting/erasing.
- 5) The suppliers will have to bear all the overheads and expenses in connection with carting, packaging, transportation etc. in connection to the supply to the office undersigned. The supplier will have to replace the rejected articles immediately at their own expenses.
- 6) Rates Quoted for each item will be final (Inclusive of GST) and no hike in price of any material will be considered till the end of this financial year. Sample of the items should be submitted if and when necessary.

- 7) Supplier would also supply other branded goods which was not enlisted in the tender notification at mutually agreed price, which shall not be more than MRP, as per need.
- 8) Quality, rate and immediate service etc, shall be the criteria for acceptance of quotations and mere submission of lowest rate will not legally bind the undersigned to accept the quotation with lowest rate .
- 9) Quotation for tender will be available at the office of the undersigned during office hours.
- 10) The decision of the District & Sessions Judge, Charaideo in all respect shall be final and binding. In case of violation of terms and condition of the quotation document or unsatisfactory supply of materials or of poor quality and below standard, the District & Sessions Judge, Charaideo reserves the right to terminated the contract immediately .

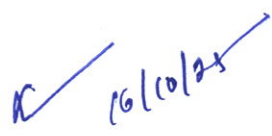

District & Sessions Judge,
Charaideo

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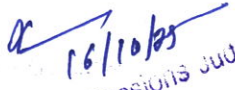
Copy Forwarded to-

- 1) The DIPRO, Charaideo. He/She is requested to take necessary steps for publishing the tender in 1(one) Assamese and 1(one) English Daily and also in official social media handle of DIPRO, Charaideo and DIPR, Assam for wide publicity.
- ✓ 2) The System Assistant, Charaideo District Judiciary with a direction to upload the tender in the official website immediately.
- 3) Notice Board, O/o The District & Sessions Judge, Charaideo
- 4) Office File.


District & Sessions Judge,
District & Sessions Judge
Charaideo, Sonan

OFFICE OF THE DISTRICT & SESSIONS JUDGE::: CHARAIDEO

Sl. No.	NAME OF THE ARTICLES	PER UNIT	RATE/ARTICLE	RATE INCLUSIVE G.S.T
1	A4 Paper (JK Coppier 75gsm)	pkt.		
2	Legal Paper (JK Coppier 75gsm)	pkt.		
3	A3 Paper (JK Coppier 75gsm)	pkt.		
4	Carbon paper	pkt.		
5	Short Hand Note Book	pc.		
6	Register Book (300 pages) (Plain)	pc.		
7	Register Book (300 pages)(Ruled)	pc.		
8	Note Book (100 pages) (Plain)	pc.		
9	Note Book (100 pages) (Ruled)	pc.		
10	Alpin (Best Quality)	pkt.		
11	Paper Clip	pkt.		
12	Gum liquid (Medium)	pc.		
13	Glue Stick	pkt.		
14	Stamp pad (Big size)	pc.		
15	Stamp pad (Small size)	pc.		
16	Pad ink (Big Bottle)	pc.		
17	Wooden Pencil	pkt.		
18	Eraser Rubber	pkt.		
19	Pencil Sharpener	pkt.		
20	Scissor (6 inch)	pc.		
21	Scissor (9 inch)	pc.		
22	Gel pen (classmate/cello)	pkt.		
23	Ball pen (Max writer/Hauser/Pentonic/Flair) (Blue/Black/red)	pkt.		
24	Correction Pen Whitener	pkt.		
25	Marker Pen (Small head)	pc.		
26	Marker Pen (Large head)	pc.		
27	Bodkin	pc.		
28	Punch Machine (Single)	pc.		
29	Punch Machine (Double)	pc.		
30	Stick note pad	pkt.		
31	Page Marker	pkt.		
32	White Cotton Ribbon	pkt.		
33	Red Ribbon	pkt.		
34	Cotton Tag (Long)	bundle		
35	Cotton Tag (Short)	bundle		
36	Lah (Sealing Wax)	pkt.		
37	Cello Tape (Large)	pc.		
38	Cello Tape (Medium)	pkt.		


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Sl. No.	NAME OF THE ARTICLES		RATE/ARTICLE	RATE INCLUSIVE G.S.T
39	Cello Tape (Small)	pkt.		
40	Pie/bindhona	pkt.		
41	Pen Stand	pc.		
42	Table Glass	pc.		
43	Table Calander	pc.		
44	Staple Machine (big)	pc.		
45	Staple Machine (small)	pc.		
46	Staple Pin (small)	pkt.		
47	Staple Pin (big)	pkt.		
48	Needle	pkt.		
49	Paper Clip (standard packet)	pkt.		
50	Notice Board Pin	pkt.		
51	Damper	pkt.		
52	Binder Clip (Small Size)	pkt.		
53	Binder Clip (Large Size)	pkt.		
54	Cover File	pkt of 6		
55	Record File cover with Hard Board	pc.		
56	Plastic Ruler (30 cm)	pkt.		
57	Steel Ruler (30 cm)	pkt.		
58	Paper Cutter	pc.		
59	Paper Weight	pkt.		
60	Pendrive (kingstone/Hp, 4Gb)	pc.		
61	Pendrive (kingstone/Hp, 8GB)	pc.		
62	Pendrive (kingstone/Hp, 16GB)	pc.		
63	Envelope (Legal)	pkt.		
64	Envelope (A4)	pkt.		
65	Envelope (A3)	pkt.		
66	Envelope (Letter)	pkt.		
67	Envelope (medium)	pkt.		
68	Envelope (Small)	pkt.		
69	Calculator (Casio DJ-240D+) (14 Digit)	pc.		
70	Pencil Battery (AA) (Eveready)	pc.		
71	Remote Battery (AAA) (Eveready)	pc.		
72	Battery (23A)			
73	Table Calling Bell (Electric)	pc.		
74	Table Calling Bell (Manual)	pc.		
75	Room freshner (Hanging) (Godrej/ Odonil)	pc.		
76	Room Freshner (Spray) (Godrej)	pc.		
77	Phenyl (outdoor)	pc.		
78	Phenyl (white)	pc.		

Sl. No.	NAME OF THE ARTICLES		RATE/ARTICLE	RATE INCLUSIVE G.S.T
79	Harpick (Blue)	pc.		
80	Harpick (Red)	pc.		
81	Lizol per bottle	pc.		
82	Naphthalene Packet	pc.		
83	Hand Wash (200 ml) (Dettol)	pc.		
84	Hand Wash Refill (Dettol) (500ml)	pc.		
85	Hand Wash Refill (Dettol) (1L)	pc.		
86	Toilet Shop	pc.		
87	Seals (Rubber)	pc.		
88	Mosquito repealler (Goodknight)	pc.		
89	Goodknight Refill	pc.		
90	White Candle (standard size)	pkt.		
91	Match Box	pkt.		
92	Incense sticks (Agarbatti)	pkt.		
93	Tube Light (40W)	pc.		
94	L.E.D Bulb (12W)	pc.		
95	L.E.D Bulb (15W)	pc.		
96	L.E.D Bulb (18W)	pc.		
97	L.E.D Bulb (20W)	pc.		
98	L.E.D Bulb (30W)	pc.		
99	LED Helogen Light (50W)	pc.		
100	LED Helogen Light (100W)	pc.		
101	Markin Cloth (Red/white)	meter		
102	Towel (Big size, white)	pc.		
103	Towel (Medium size, white)	pc.		
104	Wall Clock (12 inch)	pc.		
105	Wall Clock (18 inch)	pc.		
106	Sutly Rope (Per 100gm)			
107	Door Curtain	pc.		
108	Window Curtain	pc.		
109	Lock and key (Big Size)	pc.		
110	Lock and key (Medium Size)	pc.		
111	Chair Cushion white Cover (Best quality)	pc.		
112	Floor wiper/Mop	pc.		
113	Indoor brooms	pc.		
114	Tissue Paper (good quality)	pkt.		
115	Grass brooms	pc.		
116	Waste paper basket	pc.		
117	Dustbin	pc.		
118	Door Mat	pc.		
119	Toilet Brush	pc.		

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Sl. No.	NAME OF THE ARTICLES		RATE/ARTICLE	RATE INCLUSIVE G.S.T
120	Plastic tool	pc.		
121	Plastic Mug	pc.		
122	Plastic Bucket	pc.		
123	Filter (Steel) 20 Lt. (Milton)	pc.		
124	Filter Candle	pc.		
125	Hot water flask (500ml) (Milton)	pc.		
126	Hot water flask (1L) (Milton)	pc.		
127	Hot water flask (2L) (Milton)	pc.		
128	Water Glass Set.	pc.		
129	Glass Cover	pc.		
130	Cup Set. (Bone china)	set.		
131	Cup plate set (Bone China)	set.		
132	Plate Set (small) (Bone China)	set.		
133	Plate Set (Medium) (Bone China)	set.		
134	Plate Set (dining) (Bone China)	set.		
135	Fork Set (Steel)	set.		
136	Spoon Set (Steel)	set.		
137	Dining Knife Set (Steel)	set.		
138	Dining Mat (Set of 6)	set.		
139	Tea Pot (Bone China) (1L)	pc.		
140	Bowl Set (Bone China) Small	set.		
141	Bowl (Bone China) Medium	pc.		
142	Bowl (Bone China) large	pc.		
143	Serving Tray Small	pc.		
144	Serving Tray Large	pc.		
145	Plastic Water Jug (2-2.5L)	pc.		
146	Glass Water Jug (2-2.5L) (Milton)	pc.		
147	Water Can (20L)	pc.		
148	Dispanser	pc.		
149	Electric kettle (1L) (Usha/bajaj/havells)	pc.		
150	Electric kettle (1.5L) (Usha/bajaj/havells)	pc.		
151	Room heater	pc.		
152	Wall Fan (Usha/bajaj/havells)	pc.		
153	Ceiling fan (Usha/bajaj/havells)	pc.		
154	Fan Capacitor	pc.		
155	Stand Fan (Usha/bajaj/havells)	pc.		
156	Extension Board	pc.		
157	UPS (600VA/360W)	pc.		
158	Mouse (HP/Dell/Logitech)	pc.		
159	Keyboard (HP/Dell/Logitech)	pc.		

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Sl. No.	NAME OF THE ARTICLES		RATE/ARTICLE	RATE INCLUSIVE G.S.T
160	Printer Cartridge (110A) (Canon)	pc.		
161	Printer Cartridge (110A) (Prodor)	pc.		
162	Printer Cartridge (326) (Canon)	pc.		
163	Printer Cartridge (326) (Prodor)	pc.		
164	Printer Cartridge (395) (Canon)	pc.		
165	Printer Cartridge (395) (Prodor)	pc.		
166	Printer Cartridge (337) (Canon)	pc.		
167	Printer Cartridge (337) (Prodor)	pc.		
168	Canon NPG-59 Cartridge	pc.		
169	Canon Tonner Cartridge T06 Black	pc.		
170	Network Switch 5 Ports	pc.		
171	Wifi Modem (Di-link)	pc.		
172	External Disc Drive (CD/DVD drive)	pc.		
173	RJ45 Ethernet Coupler	pc.		
174	White enamel paint (500ml)	pc.		
175	Lime/kg	kg.		
176	Painting Brush 1 inch	pc.		
177	Painting Brush 3 inch	pc.		
178	Indian National Flag (6x4.5 inch)	pc.		
179	Indian National Flag (4x3 inch)	pc.		
180	Indian National Flag (Car Flag)	pc.		
181	Flag rope	pc.		
182	Tuny Light (per meter)	pc.		
183	PVC Waterproof LED Strip Light (per meter)	meter		
184	Dacorative Baloon (Single Colour packet)	pkt.		
185	Black Tap (For elecric wire join)	pc.		
186	Car Tyre Polish	pc.		
187	Car Desk Board Polish	pc.		
188	Car Body Polish	pc.		
189	Car Duster	pc.		
190	Car Shampoo	pc.		
191	Detargent Powder	pc.		


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 District & Sessions Judge
 Chhindwara

