OFFICE OF THE DISTRICT & SESSIONS JUDGE
MAJULI:::ASSAM

NOTICE INVITING TENDER

Dated Majuli, the 12th day of March 2026

Sealed quotations are hereby invited from local registered firms/shops for entering into Annual Rate Contract for supply of stationery and other articles for use in the establishment of the District & Sessions Judge, Majuli, for the financial year 2026-2027. The intending firms must submit their quotations in the precribed format (Annexure-A) in sealed envelope to the Office of the undersigned on or before 1st of April, 2026 during the working hours.

GENERAL TERMS & CONDITIONS:

1. The sealed quotation shall be superscribed as "Quotation for supply of Stationery and Other Articles" and should contain the following documents:-

I. Trade licence issued by appropriate authority.

II. PAN card in the name of the firm.

III. GST registration certificate.

IV. Any other documents which are required for supplying of Article to the Govt. Office.

2. The firm should have an established shop dealing in Stationery/Electrical/Miscellaneous articles. Details of the shop is to be furnished along with the quotation for verification.

3. The rates approved by undersigned shall be valid for period of one year from the date of approval letter of this establishment. 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 supplier's account.

4. The rate should be submitted with GST and without GST seperately.

5. The rate quoted for each item will be final and no hike in price shall be considered in the contract period. Further, rate quoted in the price bid should be on door delivery to this establishment.

6. Preferance may be given to Firm/Shop which has experience in dealing with supply of Office/goods/articles in High Court/District Courts.

District & Sessions Judge
Majuli

7. The bidder shall have to supply the ordered items immediately on receipt of such supply order. The article to be supplied should be of standard quality.

8. Payments shall be made after satisfactory execution of the order and supply of material in satisfactory condition in bill basis.

9. Sample of the items should be submitted where necessary.

10.The firms should quote rate of items for the specified brand name, size, weight etc. (where applicable) as per the prescribed list/format appended herewith without adding any extra item.

11. The undersigned reserves the right not to accept or reject any or all quotation in part or full and he shall not be bound to accept the lowest bidder.

12. In case of violation of terms and conditions of the tender document or unsatisfactory supply of material or of poor quality and below standard, the undersigned reserves the right to terminate the supply order by giving intimation to the supplier.

13. The deceision of the undersigned in all respect shall be final and binding.

OFFICE OF THE DISTRICT & SESSIONS JUDGE ★ MAJULI ★

District & Sessions Judge,
Majuli.
District & Sessions Judge
Majuli

Memo No. DSJ(M)/ 683 - 685 /2026 date:

Copy to:

1. Systems Assistant, Majuli District Judiciary. He is directed to upload the notice in the Official Website of the Majuli District Judiciary, along with the annexure enclosed.

2. Notice Board.

3. Office File.

District & Sessions Judge,
Majuli.
District & Sessions Judge
Majuli

ANNEXURE-A

QUOTATION FORM FOR SUPPLY OF STATIONERY ARTICLES

To,

The District & Sessions Judge,

Majuli.

1. Name of the bidder with address: .....

.....

2. Contact person with phone no.: .....

.....

3. GST Registration No. : .....

.....

4. Details of items:

Sl. No.	Name of items	Per unit	Rate (in Rs.)		
			MRP	Quoted Rate	
				Without GST	With GST
1	Alpin (50 Gm), Good Quality	Box			
2	Ball Pen (Linc Smart Gel) – Black/Blue/Red	No.			
3	Ball Pen (Elkos) - Black/Blue/Red	No.			
4	Ball Pen both side – Blue & Red	No.			
5	Both sided Tape 1”	No.			
6	Brown Cello Tape 2”	No.			
7	Binding Register No. 10 (Rulled/Plain)	Pc.			
8	Binding Register No. 20 (Rulled/Plain)	Pc.			
9	Binding Register No. 30 (Rulled/Plain)	Pc.			
10	Binding Register DFC Size No. 10	Pc.			
11	Binding Register DFC Size No. 20	Pc.			
12	Permanant Marker Pen	No.			
13	Calculator 10 Digit (Citizen)	No.			
14	Carbon Paper (Kores)	Pkt			
15	Candle (Medium)	Pkt			
16	Cello Tape 1”	Dzn			
17	Cello Tape 2”	Dzn			
18	Correction Pen (10 ml)	Pc.			
19	Cotton White Tape/ Thread Ball	Roll			
20	Clipboard	No.			
21	Damper Sponge Pad	No.			



22	Envelope (A4 size, Plastic Coated)	Pc.			
23	Envelope (File Size, Plastic Coated)	Pc.			
24	Envelope (4"x10")	Pc.			
25	Envelope (3"x9")	Pc.			
26	Envelope (4"x10") Plastic Coated	Pc.			
27	Eraser Non-Dust Quality	Pkt.			
28	File Board (Extra Thick) 10"x14"	No.			
29	File Board 10"x14"	No.			
30	File Cover 10"x14"	No.			
31	Four Fold file cover	No.			
32	Gems Clip/ Paper Clip (Plastic Coated)	Box			
33	Glue Stick 15 gm	No.			
34	Gum Tube 20 ml	No.			
35	Gum Tube 50 ml	No.			
36	Gum Pot 150 ml	No.			
37	Guard File (Delux)	No.			
38	Highlighter Pen	Pkt.			
39	Lever Arch File, A4 size	No.			
40	Lever Arch File, FS size	No.			
41	Note Book with 20 pages	No.			
42	Note Book with 40 pages	No.			
43	Page Marker, 3 strips	Pkt.			
44	Page Marker, 4 strips	Pkt.			
45	Paper Puncher (One Hole), Kangaroo	No.			
46	Paper Puncher (Two Hole), Kangaroo	No.			
47	Paper Weight (Medium Size)	Dzn.			
48	Pen Stand (for 2 pens), Best Quality	No.			
49	Pen Stand (for 4 pens), Best Quality	No.			
50	Pencil (Apsara)	Pkt.			
51	Pencil (Classmate)	Pkt.			
52	Pencil (Natraj)	Pkt.			
53	Pencil Sharpner	Pkt.			
54	Permanent Marker Pen	No.			
55	Peon Book	No.			
56	Permanent Marker Pen	No.			
57	Pin Cushion, Best Quality	No.			
58	Plastic Scale – 15 cm long	No.			



59	Plastic Scale -30 cm long	No.			
60	Plastic Stick File Transparent (A4 Size) – Good quality	No.			
61	Plastic Stick File Transparent (FS Size) – Good quality	No.			
62	Poker Tool (Plastic Handle), Best Quality	No.			
63	Poker Tool (Wooden Handle), Best Quality	No.			
64	Plastic Tray for keeping File/ Paper	No.			
65	Sealing Wax	Pkt.			
66	Short Hand Note Book with 160 pages (best quality)	No.			
67	Short Hand Note Book with 200 pages (best quality)	No.			
68	Sketch Pen	Pkt.			
69	Spiral Note Book (quote with different sizes including pocket size)	No.			
70	Stamp Pad (88 mm x 54 mm) – small size	No.			
71	Stamp Pad (110 mm x 69 mm)- medium size	No.			
72	Stamp Pad (157 mm x 96 mm)- big size	No.			
73	Stamp Pad Ink, 25 ml	No.			
74	Stapler Machine (Big size) for stitching Exam Book	No.			
75	Stapler Pin No. 23/17	Pkt.			
76	Stapler Machine HD10 (Kangaroo) Plastic Body	No.			
77	Stapler Machine HD45 (Kangaroo) Plastic Body	No.			
78	Stapler Machine HD10 (Kores) Steel Body	No.			
79	Stapler Pin No. 10	Pkt.			
80	Stapler Pin No. 24/6	Pkt.			
81	Sticky Pad 3"x3"	Pkt.			
82	Stock Register No. 5	No.			
83	Stock Register No. 10	No.			
84	Scissor 8", Good Quality	No.			
85	Scissor 6", Good Quality	No.			
86	Tag Cotton (Best Quality)	Bundle			



87	Tag Nylon	Bundle			
88	Table Candle	No.			
89	Thumb Pin	Pkt.			
90	White Board Marker (Different Colour)	No.			
91	White Board	No.			
92	White Board Duster	No.			
93	Wooden Roller	No.			
94	Trident My Choice, Photostat Paper (A4 size) – 75 GSM, 500 sheets	Ream			
95	JK Copier, Photostat Paper (A4 size) – 75 GSM, 500 sheets	Ream			
96	JK Copier, Photostat Paper (FS size) – 75 GSM, 500 sheets	Ream			
97	JK Copier, Photostat Paper (Legal size) – 75 GSM, 500 sheets	Ream			
98	Bond Paper – 100 GSM	Ream			
99	AA size battery	No.			
100	AAA size battery	No.			
101	Calling Bell (battery operated)	No.			
102	Harpic Toilet Cleaner	500 ml			
103	Lizol Floor Cleaner	500 ml			
104	Handwash	250 ml			
105	White Phenyl	500 ml			
106	Black Phenyl	500 ml			
107	Sanitizer	250 ml			
108	Toilet Brush	No.			
109	Soft Broom (Phul Jaroo)	No.			
110	Hard Broom (Bamboo Jaroo)	No.			
111	Plastic Bucket 20 litre	No.			
112	Mug	No.			
113	National Flag (1800 x 1200 mm)	No.			
114	Rope for hoisting National Flag	Kg.			
115	White Paint	500 ml			
116	Paint Thinner	250 ml			
117	Paint Brush (medium size)	No.			
118	CMOS Battery	Pkt.			