

OFFICE OF THE CHIEF JUDICIAL MAGISTRATE :: :: DHEMAJI

Memo No. CJDH/QN/

/2024, Dated Dhemaji the 9th April /2024.

NOTICE INVITING TENDER

Quotations in sealed envelope are invited affixing Court fee stamps of Rs. 8.25 (Non-refundable) only from the intending Firms / Shops to supply of stationery articles / Miscellaneous articles, Office Equipment and Electrical items to the Office of the Chief Judicial Magistrate, Dhemaji, P.O. & P.S. Dhemaji, District Dhemaji 787057, for the Financial Year 2024-25 i.e. up to the month of 31-03-2025.

The quotation should reach the undersigned on or before 04-05-2024.

The details of the quotations may be collected from the office or downloaded from the Dhemaji District Judiciary website <https://dhemaji.dcourts.gov.in/>



(J. Saikia)
Chief Judicial Magistrate
Dhemaji

Memo No. CJDH/QN/ 837-38 /2024, dated Dhemaji the 9th April /2024.

Copy for information & necessary action to :-

- ✓1. The System Officer, Dhemaji District Judiciary. He is requested to upload the quotation notice in the Dhemaji District Judiciary website.
2. The Notice Board of the undersigned.
3. Office File.



(J. Saikia)
Chief Judicial Magistrate
Dhemaji
Chief Judicial Magistrate
Dhemaji

ANNEXURE - A

"STATIONERY ARTICLES / MISCELLANEOUS ARTICLES / COMPUTER PERIPHERALS / OFFICE EQUIPMENT / ELECTRICAL ITEMS"

TO,

**THE CHIEF JUDICIAL MAGISTRATE,
DHEMAJI**

- 1 Name of the bidder with Address
- 2 Contact details of the Person with Mobile Number.....
- 3 Details items in Annexure - I, II, III, & IV.

Annexure-I						
List of Stationery Articles, for the Financial Year, 2024-2025 for the Office of the Chief Judicial Magistrate, Dhemaji :-						
STATIONERY ARTICLES						
Sl. No.	Name of the quoted Items	Size/weight/ Pkts. etc.	Preferred Brand	Rate (in Rs.)		
				MRP	without GST	with GST
1	2	3	4	5	6	
1	Copier paper – A4 (best quality – 210 mm & 297 mm having not less than 75 GSM)	A4	Recognized Brand			
2	Photo-copier paper (best quality with 215 mm & 345 mm having not less than 75 GSM)	Legal	Recognized Brand			
3	A4 Paper (Yellow Colour Paper)	A4	-do-			
4	Bond Paper (100 GSM)	A4	-do-			
5	Rolling Register Book (Best Quality)	Per Volume	-do-			
6	Peon/Dak Books	50-100 pages	-do-			
7	Short hand Book for Stenographer (Best Paper Quality)	50-100 Pages	-do-			
8	Steno Pencil	Per Pkt.	-do-			
9	Carbon Paper (Blue) best quality	Per Pkt.	-do-			
10	File Cover (4 – folded) best quality	Standard	-do-			
11	Loose File Cover & Board best quality	-do-	-do-			
12	Guard File for Circular best quality	-do-	-do-			
13	Envelop (Big & size 14cm x 28 cm	Per Pkts.	-do-			
14	Envelop (Small & size 11cm x 22 cm	-do-	-do-			
15	Envelop 10 ^{inch} x 16 ^{inch}	-do-	-do-			
16	Dot Ball Pen (Best quality)	-do-	-do-			
17	Gel Pen (Best quality)	-do-	-do-			
18	Ink Pen (Best quality)	Per Unit	-do-			
19	Permanent Marker Pen	-do-	-do-			
20	Eraser Pen (whitener)	-do-	-do-			
21	Al- Pin (Box)	Per pkt	-do-			
22	Stapler Pin (24 number pin)	- do -	-do-			
23	Stapler Pin (10 number pin)	- do -	-do-			
24	Cotton Tag	Per Bundle	-do-			
25	Gum Paste – 750 ml.	Per unit	-do-			
26	Glue Stick – Big size	-do-	-do-			
27	Binding Register in DFC (Big size with Best Paper Quality)	500-600 pages	-do-			

28	Binding Register half DFC (Legal paper size with Best Paper Quality)	450 pages	-do-			
29	Court Case Diary Binding Register half DFC (Legal paper size with Best Paper Quality)	450 Pages	-do-			
30	Page Marker	Per Unit	-do-			
31	Plastic Tray (for Paper keeping file/Paper)	Per Piece	-do-			
32	Damper	Per Piece	-do-			
33	Seal Stamp (Square Size Seal)	Per Piece	-do-			
34	Seal Stamp (Round Seal)	Per Piece	-do-			
35	Stamp Pad	Per Piece	-do-			
36	Stamp Pad Ink	Per bottle	-do-			

Annexure-II

List of Miscellaneous Articles, for the Financial Year, 2024 – 2025 for the Office of the Chief Judicial Magistrate, Dhemaji :-

MISCELLANEOUS ARTICLES

Sl. No.	Name of the quoted Items	Size/weight/ Pkts. etc.	Preferred Brand	Rate (in Rs.)		
				MRP	Quoted Rate	
					without GST	with GST
1	2	3	4	5	6	
1	Cushion (Karl on) (16 by 16 inch)	Per Unit	-do-			
2	Towel (Big) Best quality	- do -	-do-			
3	Towel (Small) - do -	- do -	-do-			
4	Cup-Plate	Per set	-do-			
5	Drinking Glass	Per set	-do-			
6	Pencil Battery	Per Unit	-do-			
7	Dettol Liquid	Per Bottle	-do-			
8	Vimbar liquid	- do -	-do-			
9	Stapler Machine (24 No.)	Per Unit	-do-			
10	Stapler Machine (10 No.)	- do -	-do-			
11	Godrej Lock & Key – 6 Livers	- do -	-do-			
12	Lock & Key (Big)	- do -	-do-			
13	Lock & Key (Medium)	Per unit	-do-			
14	Steel Spoon	Per dozen	-do-			
15	Broom Stick	- do -	-do-			
16	Bamboo Broom Stick	- do -	-do-			
17	Bamboo Broom Stick with long handle	- do -	-do-			
18	Paper Weight	- do -	-do-			
19	Hi-Lighter Pen	-do-	-do-			
20	Harpic	500 ml.	-do-			
21	Colin Spray	500 ml	-do-			
22	Lizol floor cleaner (Red)	500 ml.	-do-			
23	Odonil (Toilet use)	Per Pkt	-do-			
24	Phenyl (Black)	500 ml.	-do-			
25	Phenyl (White)	500 ml.	-do-			
26	Hit Spray (For Mosquito)	300 ml.	-do-			
27	Good Night Liquid with Machine	Per Unit	-do-			
28	Good Night liquid	75 ml.	-do-			
29	Naphthalene	Per pkts.	-do-			
30	Room Refresher	300 ml.	-do-			
31	Bleaching Powder	500 gm.	-do-			
32	Pen Stand (for 4 Pens)	Big	-do-			
33	White Ribbon	Per Mtr.	-do-			

34	Red (Markin) cloth	Per sq mtr.	-do-			
35	Floor Brush (Long handle)	Per unit	-do-			
36	Toilet Brush	- do -	-do-			
37	Plastic Bucket (Big)	20 Ltrs.	-do-			
38	Plastic Bucket (medium)	12 Ltrs.	-do-			
39	Plastic Mug	Standard	-do-			
40	Distilled Water (For Battery)	1 ltrs.	-do-			
41	Wiper Stick (for floor cleaner)	Per piece	-do-			
42	Mop Stick (for floor cleaner)	Per Piece	-do-			
43	Table Glass 4MM (W x L = 3 feet x 5 feet)	bottle	-do-			
44	Floor cleaning Acid	bottle	-do-			
45	Hand Sanitizer (250 ml)	bottle	-do-			

Annexure-III

List of Office Equipment items require for the Financial Year, 2024 – 2025 for the Office of the Chief Judicial Magistrate, Dhemaji :-

COMPUTER PERIPHERALS AS WELL AS CONSUABLES FOR COMPUTER, PRINTER & PHOTOCOPIER

Sl. No.	Name of the quoted Items	Size/weight/ Pkts. etc.	Preferred Brand	Rate (in Rs.)		
				MRP	Quoted Rate	
					without GST	with GST
1	Toner for Canon Image Runner 16431	Per Unit	Canon			
2	Toner for RICOH Photocopier machine (MODEL	Per Unit	Ricoh			
3	Toner for Canon Photocopier machine (MODEL Image RUNNER 2002N)	Per Unit	Canon			
4	HP Printer Cartridge (model- HP LaserJet 1020 & HP LaserJet 1008)	Per Unit	HP			
5	Canon Printer Cartridge (Model No. 337 & 326)	Per Unit	Canon			
6	Pen-drive	Per Unit	-do-			
7	Antivirus (2/3 users)	Per set	-do-			
8	Data Cable	Per Piece	-do-			

Annexure-IV

List of Electrical items require for the Financial Year, 2024 – 2025 for the Office of the Chief Judicial

ELECTRICAL ITEMS

Sl. No.	Name of the quoted Items	Size/weight/ Pkts. etc.	Preferred Brand	Rate (in Rs.)		
				MRP	Quoted Rate	
					without GST	with GST
1	Tube light LED 25 Watt (full set)	Per Set	Recognized Brand			
2	Tube light LED 20 Watt (full set)	Per Set	-do-			
3	Tube light LED 15 Watt (full set)	Per Set	-do-			
4	LED BULB 25 Watt	Per Piece	-do-			
5	LED BULB 20 Watt	Per Piece	-do-			
6	LED BULB 15 Watt	Per Piece	-do-			
7	Extension Board	Per Piece	-do-			
8	Wire (copper 3 mm)	Per/coil/ mtr.	-do-			
9	Wire (copper 2.5 mm)	Per/coil/ mtr.	-do-			
10	Wire (copper 1.5 mm)	Per/coil/ mtr.	-do-			
11	Switch Board Set (Small) including 4 switch & 4 plug	Per Board	-do-			

12	Switch Board Set (Big) including 2 switch & 2 plug	Per Board	-do-			
13	Socket *	Per Piece	-do-			
14	Fan Regulator	Per Piece	-do-			
15	Fan Capacitor	Per Piece	-do-			
16	Ceiling Fan	Per Unit	Recognized Brand			
17	Wall Fan	Per Unit	-do-			
18	Calculator	Per Piece	-do-			
19	Wall Clock	Per Unit	-do-			
20	Electric Heater	Per Unit	-do-			
21	Electric Kettle	Per Unit	-do-			
22	Calling Bell (Electronics)	Per Unit	-do-			


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