

OFFICE OF THE SUB – DIVISIONAL JUDICIAL MAGISTRATE (M):::JONAI

Memo No. SDJMJNI/

/2024, Dated Jonai the

August/2024

Q U O T A T I O N

Dated Jonai the 20th August/2024

Sealed quotation affixing Court fee of Rs. 8.25/- (non- refundable) in closed cover is invited for the intending Govt. Registered Firms/Suppliers having its registered office at Dhemaji/Jonai for probable supply of the articles as mentioned in the enclosed Annexure for the Office of the undersigned during the financial year 2024-2025.

Rates are to be submitted inclusive of all taxes and percentage of gain. The quotation should reach the office of the undersigned on or before 10th September 2024.

The undersigned reserve the right to accept or reject the quotation at any time and which shall be final.

T E R M S

1. Bidders must be registered as per Rules.
2. The successful dealer/supplier has to supply the required articles as per our indent in proper Head of Accounts.
3. The variation in price due to market fluctuation if any will not be considered if the quotation is once accepted.
4. Any inferior or worst quality articles will not be accepted and the undersigned will not be bound to accept the same.
5. Over writing in the quotation paper will not be entertained.
6. Rate against each item must be clearly written or typed in number and words.
7. Rate should be indicative including all taxes.
8. Bill/Vouchers are to be submitted along with the copy of work order and articles/goods supplied otherwise articles/goods will not be accepted.
9. Payment will be made as and when the funds are received from the Government.
10. The bidders should submit along with quotation Bank details, PAN, Trade License etc.
11. Canvassing directly or indirectly shall lead to disqualification.

Sub – Divisional Judicial Magistrate (M),
Jonai.

Memo No. SDJMJNI/ 5835-559 /2024, Dated Jonai the 20th August/2024

Copy to (for information and necessary action):-

1. The Hon'ble District & Sessions Judge, Dhemaji.
2. The Ld. Chief Judicial Magistrate, Dhemaji
3. The SDO (Civil), Jonai.
4. The System Assistant, Dhemaji
5. Notice Board
6. Order File.

Sub-Divisional Judicial Magistrate (M)
Sub – Divisional **JONAI** Magistrate (M),
Jonai. 20/8/24

**List of Stationery Articles, for the Financial Year, 2024 – 2025 for the
Office of the Sub - Divisional Judicial Magistrate (M), Jonai.**

Sr. No.	Particulars	QUANTITY	RATE
1	BAMBOO HAND BROOM		
2	BINDER CLIP (BLACK)		
3	BINDER CLIP (COLOUR)		
4	BLACK PHENYL (HIGH QUALITY)		
5	BUCKET 16 LTR (PLASTIC)		
6	BUCKET 20 LTR (PLASTIC)		
7	BLEACHING POWDER		
8	BRUSH (CAR CLEANER)		
9	BRUSH WITH HANDLE/FLOOR WIPER (FLOOR CLEANER)		
10	CARBON PAPER (BLACK) BEST QUALITY		
11	CARBON PAPER (BLUE) BEST QUALITY		
12	CEILING FAN (BEST QUALITY)		
13	CELLO TAPE (BROWN COLOUR)(LARGE)		
14	CELLO TAPE (SMALL SIZE)		
15	CLIP FILE (PLASTIC)		
16	COAT HANGER STAND (WOODEN)		
17	COCONUT PLANT BROOM		
18	COLIN (GLASS CLEANER)		
19	COAT HANGER STAND (STEEL)		
20	CORRECTION PEN (LUXOR)		
21	COTTON TAG		
22	COVER FILE (PLASTIC COATED) BEST QUALITY		
23	CURTAINS (DOOR, STANDARD SIZE)		
24	CURTAINS (WINDOW, STANDARD SIZE)		
25	DETTOL HAND WASH (MEDIUM)		
26	DETTOL LIQUID 500 ml		
27	DISTILLED WATER		
28	DOOR MAT BIG (BEST QUALITY)		
29	DOOR MAT MEDIUM (BEST QUALITY)		
30	ENVELOPE (09" X 5")		
31	ENVELOPE (11" X 5")		
32	ENVELOPE (18" X 12")		
33	FACE MASK (BEST QUALITY)		
34	FILE COVER WITH BOARD (BEST QUALITY)		
35	FLAG ROPE		
36	FLAG TAPE (PAGE MARKER)		
37	FLOWER BROOM (PHOOL JHARU)		
38	FLOOR BRUSH (LONG HANDLE)		
39	GEL PEN (BLACK)		
40	GEL PEN (RED)		
41	GEL PEN (BLUE)		
42	GEL PEN (GREEN)		
43	GLUE STICK		
44	GOOD KNIGHT (MOSQUITO REPELLENT) MACHINE + LIQUID		
45	GOOD KNIGHT LIQUID		
46	GUARD FILE		
47	GUM (LIQUID) 300 ML		
48	GUM (LIQUID) 700 ML		
49	HARPHIC		
50	HI-LIGHTER PEN		
51	HIT - SPRAY (FOR MOSQUITO)		
52	INDEX FILE		
53	INK PAD		
54	JUG (MILTON)		
55	JUTE COIR (SUTLI)		
56	LOCK & KEY (33 MM)		
57	LOCK & KEY (55 MM)		
58	LOCK & KEY (SMALL)		
59	LIZOL FLOOR CLEANER(Red)		
60	MARKER PEN (PERMANENT) LUXOR (BLACK)		

61	MARKER PEN (PERMANENT) LUXOR (BLUE)		
62	MARKIN CLOTH (WHITE)		
63	MARKIN CLOTH (RED)		
64	Mop Stick (for floor cleaner)		
65	MUG (MILTON)		
66	NAPKIN (TISSUE PAPER)		
67	NAPHTHALENE		
68	ODONIL		
69	PAPER A4 (JK PAPER (75/80 GSM) BEST QUALITY		
70	PAPER TEA CUP (DISPOSABLE)		
71	PAPER LEGAL (JK PAPER (75/80 GSM) BEST QUALITY		
72	PAPER WEIGHT		
73	PAPER CUTTER		
74	PEN STAND WITH TWO (02) HOLDER (BEST QUALITY)		
75	PEN STAND WITH FOUR (04) HOLDER (BEST QUALITY)		
76	PHENYL (WHITE)		
77	PHENYL (BLACK)		
78	PIN HOLDER		
79	PUNCH MACHINE (DOUBLE HOLE)		
80	PUNCH MACHINE (SINGLE HOLE)		
81	ROOM FRESHNER (BEST QUALITY)		
82	ROOM SPRAY (RAJANIGANDHA)		
83	SANITARY BRUSH		
84	SANITIZER (BEST QUALITY)		
85	SHORTHAND BOOK (OXFORD BEST QUALITY)		
86	STAPLE MACHINE NO. 10		
87	STAPLE MACHINE NO. 24/6		
88	STAPLE PIN NO. 10		
89	STAPLE PIN NO. 24/6		
90	STAMP PAD (SMALL)		
91	STAMP PAD (BIG)		
92	STOOL (STEEL)		
93	STICK NOTE		
94	TABLE CLOTH (5 FT X 4 FT)		
95	TABLE TOP ELEVATOR		
96	TEA SPOON (BEST QUALITY)		
97	TEA TRAY (BEST QUALITY)		
98	TOWEL BIG SIZE (WHITE, BEST QUALITY)		
99	TOWEL MEDIUM SIZE (WHITE, BEST QUALITY)		
100	TOWEL SMALL SIZE WHITE (BEST QUALITY)		
101	VIMBAR LIQUID		
102	WASTE PAPER BUCKET (PLASTIC)		
103	WIPER STICK (for floor cleaner)		
104	WASHING CLOTH FOR CAR		
105	WATER SPONGE		
106	WHITE RIBBON		

(Smti. S. Yasmeen)

Sub - Divisional Judicial Magistrate (M) -cum-

Chairman, Sub-Divisional Judicial Magistrate (M)

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20/8/24

List of Office Equipment items require for the Financial Year, 2024 – 2025 for the
Office of the Sub - Divisional Judicial Magistrate (M), Jonai.

Srl. No.	Particulars	QUANTITY	RATE
1	ANTI VIRUS (2/3 USERS)		
2	BATTERY (FOR INVERTER)		
3	BATTERY PENCIL (DURACELL)		
4	CALLING BELL (WIRELESS)		
5	CALLING BELL (ELECTRONIC)		
6	CANON CARTRIDGE (337)		
7	CANON IR 1643i CARTRIDGE		
8	CARTRIDGE (TONER) PHOTOCOPIER (CANON IMAGE RUNNER 2002N)		
9	CARTRIDGE (TONER) PHOTOCOPIER (CANON IMAGE RUNNER 2004N)		
10	DISTILLED WATER		
11	EXTENSION CORD		
12	ELECTRIC BULB CFL (T-SHAPED) 10W)		
13	FAN (STAND)		
14	FAN (WALL)		
15	CARTRIDGE CANON (Image Class MF244dw)		
16	CARTRIDGE CANON (IMAGE CLASS MF244DW)		
17	CARTRIDGE CANON (IMAGE CLASS LBP151DW)		
18	CARTRIDGE CANON (IMAGE CLASS LBP6230DN)		
19	CARTRIDGE (TONER) PHOTOCOPIER (CANON IMAGE RUNNER 2004N)		
20	CARTRIDGE (TONER) PHOTOCOPIER (CANON IMAGE RUNNER 2002N)		
21	ELECTRIC KETTLE		
22	INVERTER		
23	LED BULB 25 WATT		
24	LED BULB 20 WATT		
25	LED BULB 15 WATT		
26	PEN DRIVE		
27	ROOM HEATER (BEST QUALITY)		
28	STABILIZER		
29	SWITCH BOARD SET (BIG)		
30	SWITCH BOARD SET (SMALL)		
31	WALL CLOCK BEST QUALITY		

(Smti. S. Yasmeen)

Sub - Divisional Judicial Magistrate (M) -cum-

Chairman, Purchasing Committee, Jonai.

Sub-Divisional Judicial Magistrate (M)

Jonai

22/8/24