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

Memo No. SDJMJNI/ /2025, Dated Jonai the October/2025

## Q U O T A T I O N

Dated Jonai the 17th October/2025

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 2025-2026.

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 31st October/2025.

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.

Smti. Sabeena Yasmeen
Sub -- Divisional Judicial Magistrate (M)
Jonai

Memo No. SDJMJNI/ 754-58 /2025, Dated Jonai the 17th October/2025

Copy to (for information and necessary action):-

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

Smti. Sabeena Yasmeen
Sub -- Divisional Judicial Magistrate (M)
Jonai

Sub-Divisional Judicial Magistrate (M)
Jonai
17-10-25

List of Stationery Articles, for the Financial Year 2025-2026 – for the Office of the Sub – Divisional Judicial Magistrate (M), Jonai.

| Sri. 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 | DOOR MAT BIG (BEST QUALITY) | | |
| 28 | DISTILLED WATER | | |
| 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 | FLOOR BRUSH (LONG HANDLE) | | |
| 38 | FLOWER BROOM (PHOOL JHARU | | |
| 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 | GUARD FILE | | |
| 46 | GOOD KNIGHT LIQUID | | |
| 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 (55MM) | | |
| 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 | NAPTHALENE | | |
| 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 | | |

Sub-Divisional Judicial Magistrate (M)
Jonai

## List of Office Equipment items required for the Financial Year, 2025-26 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 | CARTRIDGE CANON (Image Class MF244dw) | | |
| 11 | CARTRIDGE CANON (IMAGE CLASS MF244DW) | | |
| 12 | CARTRIDGE CANON (IMAGE CLASS LBP151DW) | | |
| 13 | CARTRIDGE CANON (IMAGE CLASS LBP6230DN) | | |
| 14 | CARTRIDGE (TONER) PHOTOCOPIER (CANON IMAGE RUNNER 2004N) | | |
| 15 | CARTRIDGE (TONER) PHOTOCOPIER (CANON IMAGE RUNNER 2002N) | | |
| 16 | DISTILLED WATER | | |
| 17 | EXTENSION CORD | | |
| 18 | ELECTRIC BULB CFL (T – SHAPED, 10 W) | | |
| 19 | FAN (STAND) | | |
| 20 | FAN (WALL) | | |
| 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 | | |



Sub-Divisional Judicial Magistrate (M)
Jonai