Office of the Chief Judicial Magistrate West Karbi Anglong

**OFFICE OF THE CHIEF JUDICIAL MAGISTRATE ::WEST KARBI KARBI ANGLONG :: ASSAM**

**DATED WEST KARBI ANGLONG 22nd May, 2026.**

Sealed quotations affixing court fee stamps of Rs. 8.25/- (Non – refundable) are hereby invited from register local firms for supply of "1) Stationary Articles, 2 Electrical Articles, 3. Cloth Items 4. Computer Accessories, 5. Polymer Seal Sign Board & Name Plate 6. Printing & Blinding of Registers 7. Miscelleneous Articles" for use in the establishment of Chief Judicial Magistrate, West Karbi Anlong for the Financial year 2026 – 27 . The Quotations should reach of the Office undersigned on or before **4 PM of 10/06/2026.**

## GENERAL TERMS & CONDITIONS

1. The sealed envelope containing quotation shall be marked as " **Tender for Supply of Miscellaneous Items- Office Items & Equipment"** and the following documents must be annexed with the quotation.

2. Only Government Registered Suppliers/Firms, are entitled to submit the quotation.

3. Quotation must accompany with latest Sales Tax Certificate/Income Tax Clearance Certificate/Trade License etc.

4. The Tenderers are requested to quote their lowest rate for each of the articles, both in figure and in words excluding GST. GST is to be shown separately against the items.

**Following documents are required to be furnished along with:**

a) Copy of PAN card.
b) Up to date copy of GST Registration certificate.
c) Up to date copy of GST Clearance certificate.
d) Copy of Trade license.

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Each page of the documents should be signed by the bidder with seal to establish the Bidder's eligibility and its qualification to perform the supply of materials if its bid is accepted. In the absence of any of the above documents/information, the offer may summarily rejected without making any further reference in this regard.

The sealed quotation should be submitted to the office of the Chief Judicial Magistrate, West Karbi Anglong, Hamren, Assam during office hours **on working days on or before 4 PM of 10/06/2026.**

5. In case the successful bidder supplies sub-standard materials, its tender shall be cancelled. Therefore, next successive bidder may be considered.

6. The rates approved shall be valid for the 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. Any increase in taxes and other statutory duties/levies after the approval of Rates shall be to the suppliers account.

7. Payments shall be made after satisfactory execution of the order and supply of material in satisfactory condition on bill basis. **The decision of the Chief Judicial Magistrate , West Karbi Anglong, Hamren, Assam towards satisfaction of quality of material shall be final.** Payment of the material supplied under purchase order will be paid on receipt of complete consignment and checking of the material and on production of the Invoice in triplicate.

8. The **Chief Judicial Magistrate, West Karbi Anglong , Hamren, Assam** reserves the right to accept or reject any or all the tenders in part or full, without assigning any reason whatsoever.

9. The **Chief Judicial Magistrate, West Karbi Anglong, Hamren, Assam** reserves the right , to award the work to one or more bidders.

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10. The **Chief Judicial Magistrate, West Karbi Anglong, Hamren, Assam** reserves the right to terminate the purchase order at any time without assigning any reason.

11. 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 Chief Judicial Magistrate, West Karbi Anglong, Hamren, Assam** reserves the right to terminate the supply order by giving intimation to the supplier/contractor.

12. The sealed quotations should reach the undersigned **on or before 10-06-2026** and no quotation/tender will be received thereafter and on the same day the **tenders shall be opened in the Office of the Chief Judicial Magistrate, West Karbi Anglong, Hamren, Assam at 4.00 PM.**

12. The decision of the **Chief Judicial Magistrate, West Karbi Anglong, Hamren, Assam** in all respect shall be final and binding on all.

Sd/—

Chief Judicial Magistrate,
West Karbi Anglong, Hamren.

**Memo No:CJM/WKA/26/**236-37 **Date: -22/06/2026**

Copy forwarded to information and necessary action to:-

1. The System Assistant is directed to upload the notice inviting quotation in the official website of the District Judiciary,West Karbi Anglong,Hamren.
2. Notice Board/Office file.

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Chief Judicial Magistrate,
West Karbi Anglong, Hamren

Chief Judicial Magistrate
West Karbi Anglong, Hamren

1. **LIST OF STATIONARY ARTICLES**

| Sl.No | Name of Items | Sl.No | Name of Items |
|---|---|---|---|
| 1 | Alpin (50 GM)- kores | 46 | Stamp Pad (Kores/GIL)70 MMx111MM |
| 2 | Alpin T type | 47 | Big Size Stapler Machine |
| 3 | Ball pen (Flair) | 48 | Small Size Stapler |
| 4 | Brown Paper (Double Fullscape | 49 | Peon Book |
| 5 | Calculator 12 digits(Orpat) | 50 | stapler pin 24/6 (Kores) |
| 6 | CAV Envelope(A4 Size,Plastic CoaTED) | 51 | Stapler Pin 10(Kores) |
| 7 | cav Envelope(File Size,Cloath Coated) | 52 | Tag Cotton 8"(Best quality) |
| 8 | CAV Envelope (File size,Plastic Coated) | 53 | Tread ball (Cotton) |
| 9 | Correction Pen (Kores,10 ML) | 54 | water sponge(General)with cover |
| 10 | Coolin | 55 | Note book for Officers |
| 11 | Dot Ball Pen (Elkosh) | 56 | Bondihana |
| | Envelope Medium 4"x 10"Cloth Coated | 57 | Calling Bell(Cordless) |
| 13 | Envelope Medium 4"x 10"Plastic Coated | 58 | Calling Bell Push(Electrical) |
| 14 | Gems Clip(Plastic Coated) | 59 | Condenser for ceilling fan (Bajaj) |
| 15 | Glowsign/Highlighted Pen | | |
| 16 | Glue stick 15 GM(kores) | | |
| 17 | Guard File (Deluxe) | | |
| 18 | Gum Pot 150 ML kores | | |
| 19 | Gum Pot 700 ML (Kores) | | |
| 20 | Nylon Tag 8" | | |
| 21 | Paper Clips (Kores) 26 MM | | |
| 22 | Paper Clips (Kores) 35 MM | | |
| 23 | Paper Puncher (1 Hole)Kangaro | | |
| 24 | Paper Puncher (Two hole)Kangaro | | |
| 25 | Paper weight (Medium size) | | |
| 26 | Pen Stand(Two Pens ),Best quality | | |
| 27 | Pen stand (For 4 Pens ) best quality | | |
| 28 | Pencil (Apsara Platinum ,Extra dark ) | | |
| 29 | Steel scale | | |
| 30 | Eraser | | |
| 31 | Sticky Pad 3"x2"(Paper glag) | | |
| 32 | sticky Pad 3"x2 1/2"(Paper Flag) | | |
| 33 | Dhup stand | | |
| 34 | Hand Sanitizer(100 ML) | | |
| 35 | Hand Sanitizer( 5 Litres) | | |
| 36 | Register Khata (No 12,14,16) | | |
| 37 | Photostat paper(A4 size) JK(75/80 GSM) | | |
| 38 | Photostat paper(Legal size) JK(75/80 GSM) | | |
| 39 | Plastic Stick File Transparent ( Fs Size),(Good Quality) | | |
| 40 | Plastic Tray for keeping Paper /File | | |
| 41 | Sealing wax (Gripex) | | |
| 42 | Sharpner | | |
| 43 | Short Hand Note book with 200 Pages(Best quality) | | |
| 44 | Short hand Pencil | | |
| 45 | Sketch Pen ,luxor | | |

Chief Judicial Magistrate
West Karbi Anglong, Hamren

2. **ELECTRICAL ITEMS**

| Sl.No | Name of Items |
|---|---|
| 1 | Led Blub (Philips) 12 Wt |
| 2 | Led Blub 20 Wt (Philips) |
| 3 | Fan |
| 4 | Multipurpose power strips four plus four (15 AMP Computer strip) |
| 5 | Multipurpose power strips four plus four (5 AMP Computer strip) |
| 6 | Inverter Battery (Exide Company with Box) |
| 7 | Room Heater (Double Rod) Bajaj, Philip |
| 8 | calling bell (cordless) |
| 9 | calling bell push (electerical) |
| 10 | condencer for ceiling Fan (Bajaj) |
| 11 | Inverter Luminious |
| 12 | Tube light (LED) 24 w hHavels/Philips/Bajaj/Surya |
| 13 | Electric kettle 1.5 Lt Havels/Philips/Crompton/ Bajaj |

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3. **COMPUTER ACCESSORIES**

| SL . No | Name of Items |
|---|---|
| 1 | Canon Printer Cartridge (Different Model) |
| 2 | Xerox Tonner (Cannon) (Different Model) |
| 3 | Mouse (Different Brands) |
| 4 | Conon Printer Laser Printer |
| 5 | Pen Drive with different capacities (Sandisk Metal) |
| 6 | keyboard (Different Brands) |
| 7 | VGA Spliters 2/4 and 8 port (Different Brands) |
| 8 | Lan Cable (cat-5) |
| 9 | UPS 1 KVA (Numeric/Luminous and Microtek) |
| 10 | UPS 650 KVA (Numeric, Luminous and Microtek) |
| 11 | USB Cable (Different Model) |
| 12 | Mouse Pad |
| 13 | Printer cartridge (Different Brand) (Model PL.H- 388,Canon 337,PLU 378), (Model Canon Toner 306 Black) |
| 14 | Scanner (Different Model)(Legal and A4 size) |
| 15 | Printer cartridge (Different Brand) |

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4. List of Ploymer Seal, Sign Board and Name Plate

| | |
|---|---|
| **Sll. No** | **Name of the Items** |
| 1 | Polymer Seal (Different Size ) |
| 2 | Name Plate (Different Size ) |
| 3 | Writing of Name Plate & Signboard ) |
| 4 | Identity Card with Printed Ribbon |
| 5 | Photo frame (Different Size ) |
| 6 | Date & Numbering Machine (Different Size ) |
| 7 | Received Seal |
| 8 | Seal for Copy Branch |
| 9 | Round Seal |
| 10 | Dispatch Seal |
| 11 | Case Transfer |

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## 5. LIST OF PRINTIMG BINDING IF REGISTERS

| SL.NO | Name of Items |
|---|---|
| 1 | Register (A4 size paper ) plain and binding with red salu cloth |
| 2 | Register (Legal size paper ) plain and binding with red salu cloth |
| 3 | Register (A3 size paper ) plain and binding with red salu cloth |
| 4 | Register (DFC size paper ) plain and binding with red salu cloth |
| 5 | Register (Dummy size paper )plain and binding with red salu cloth |
| 6 | Register (Double size paper ) plain and binding with red salu cloth |
| 7 | Register (Double Dummy size paper ) plain and binding with red salu cloth |
| 8 | Register (A3 size paper ) plain and binding with red salu cloth |
| 9 | Register (DFC size paper ) printed and binding with red salu cloth |
| 10 | Register (Dummy size paper ) printed and binding with red salu cloth |
| 11 | Register (Double Dummy size paper ) printed and binding with red salu cloth |
| 12 | Register (1/4 DFC size paper ) plain and binding with red salu cloth |
| 13 | Register (1/4 DFC size paper ) printed and binding with red salu cloth |
| 14 | Register (1/2 of 4A size paper ) plain and binding with red salu cloth |
| 15 | Register (1/2 of A4 size paper ) printed and binding with red salu cloth |

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| | 6. SUPPLY OF CLOTH ITEMS |
|---|---|
| SL. NO. | NAME OF THE ITEMS |
| 1 | Markin cloth (white) |
| 2 | Red salu cloth |
| 3 | White cotton cloth for Shirt inclusive sweing charge |
| 4 | White cotton cloth for long pant inclusive sweing charge |
| 5 | Blue cotton cloth for Shirt inclusive sweing charge |
| 6 | Blue cotton cloth for long pant inclusive sweing charge |
| 7 | Blue Sharee (including pico and Falls)inclusive Sweing Charge) |
| 8 | B lue Cotton Cloth for Blouse inclusuve sweing charge |
| 9 | door and windows Curtain with Steel pipe including fitting and fixing |
| 10 | Face Mask (3 layers) (surgical) |
| 11 | Face Mask (N-95) |
| 12 | Assamese Plulan Gamocha (cotton), Best Quality (Big/Large) |
| 13 | Assamese Plulan Gamocha (Silk), Quality (Big/Large) |
| 14 | National Flag (Big size) |
| 15 | National Flag (Small Size) |
| 16 | White cap (Cloth) |
| 17 | Brown Cap (Cloth) |
| 18 | Red Belt (Pure Leather) |

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7. List Of Miscellaneous Article

| SL No | Name Of Items | SL No | Name Of Items |
|---|---|---|---|
| 1 | Bamboo Broom(Long Handle)5" | 49 | Room Freshner(Lavender) |
| 2 | Black Phenyl 1 litre,bengal Chemical | 50 | Plastic Table(Neel Kamal) |
| 3 | Pital Base with National Enblem for jarikarak | 51 | Plastic Chair (Neel Kamal) |
| 4 | bleaching Powder 1 Kg ,General | 52 | Rope Plastic |
| 5 | Chair Cushion 18 "x18"(Kurion) | 53 | Sanitary Cleanig Berush Long |
| 6 | Chita nola Oil 200 ML | 54 | Sanitary Cleanig Berush Long |
| 7 | Car Flag Khadi | 55 | Spoon(VIP) |
| 8 | Coat Stand | 56 | SpoonKnife (Fork) |
| 9 | Coat Brush | 57 | Spoon Stainless Steel |
| 10 | Cup Plate,Borosil | 58 | Steel Tray |
| 11 | Cup plate,La-opala | 59 | Sutli |
| 12 | Cup plate Bone China | 60 | Steel wool |
| 13 | Curtain stick Aluminium | 61 | Scotch Brite |
| 14 | Detergent Powder 1/2 KG,Surf Excel | 62 | Table Top Incliner Desk (fiber with Glass) |
| 15 | detrtol Hand Wash 1 Litre | 63 | Table Top Incliner Desk Fiber without Glass |
| 16 | Dettol hand Wash 500 ML | 64 | Tea Pan (Medium, Aluminium) |
| 17 | drinking Glass ,Borosil | 65 | Tea Pot Bon China |
| 18 | Dustbin(Small size,Cello with Lid) | 66 | Tea Spoon Steel |
| 19 | Dustbin(Big size,Cello with Lid) | 67 | Tea Spoon VIP |
| 20 | Dinner Set (Plastic) | 68 | Tissue Paper with Box |
| 21 | Dinner Set Bone china | 69 | Tea Coaster 6 Piece |
| 22 | Distil Water 5 liter | 70 | Towel Bombay Dying 4x2 Flora |
| 23 | FlaskSteel body, 1 liter ,milton ,Cello | 71 | Toilet brush |
| 24 | Floorv Moper, Classic | 72 | Basin Cleanig Brush |
| 25 | Flower Bookey(Natural) | 73 | Wall Clock ,Ajanta |
| 26 | Door mate(Coir) | 74 | Waste Paper bucket Plastic |
| 27 | Foot mate (Durasoft) | 75 | Water Filter 18liter |
| 28 | Godrej lock and Key(Freedom 4 levers) | 76 | Hand Gloves |
| 29 | Harpic Liquid 500 ML | 77 | Lime |
| 30 | Hits Spray | 78 | Green Tea with Leaf bag |
| 31 | Hot case(Medium Milton ) | 79 | Plastic container 1 Liter |
| 32 | Horai No 4 | | |
| 33 | kitchen Knife | | |
| 34 | knife Stainless Steel | | |
| 35 | Markin Cloth | | |
| 36 | Match Box (Home lite) | | |
| 37 | Mortin Coil | | |
| 38 | Mosquito Liqidator(Good Knight Advanced) | | |
| 39 | mirror Different size | | |
| 40 | Napthalin 1/2 KG | | |
| 41 | Odonil Big 75 Grams | | |
| 42 | Paper Cutter | | |
| 43 | Pencil Battery DuraCell AA Size | | |
| 44 | Pencil Battery DuraCell AAA Size | | |
| 45 | Plastic Bucket 16 Liter,Cello | | |
| 46 | Plastic Bucket 20 Liter,Cello | | |
| 47 | plastic Mug (Big and Medium size | | |
| 48 | Plastic Tray | | |

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