

**OFFICE OF THE CHIEF JUDICIAL MAGISTRATE ::::: NALBARI**

**NOTICE INVITING QUOTATION**

**DATED 7<sup>th</sup> October, 2023**

Sealed quotations are hereby invited from local registered firms /shops affixing Court fee of Rs. 8.25/- (non-refundable) for supply of Office stationary articles to the office of the undersigned for the remaining part of the financial year **2023-24**.

The Quotation should reach the office of the undersigned on or before **19/10/2023**

For details regarding list of stationery articles, please visit - <http://nalbarijudiciary.gov.in>

**GENERAL TERMS AND CONDITIONS :-**

1. The sealed quotation shall be superscribed as "**Quotation for supply of Stationary Articles**" and should contain the following documents -
  - I. Proof of current Bank Account in the name of the Firm.
  - II. Trade License.
  - III. PAN Card in the name of the Firm.
  - IV. GST registration certificate / clearance certificate etc.
2. The rates approved by the Committee constituted for the selection of bidder shall be valid for a period of one year from the date of awarding the contract.
3. The rates quoted for each item will be final and no hike in price shall be considered in the contract period.
4. The rate should be submitted with GST and without GST separately.
5. The firm should have an established shop dealing in Stationary articles / miscellaneous articles within Nalbari Town. Detail of the shop is to be furnished along with the quotation for verification.
6. The articles will be purchased as per requirement and the same shall have to be delivered immediately.

7. The undersigned reserves the right not to accept or reject any or all the quotation in part or full and shall not be bound to accept the lowest price.
8. The decision of the undersigned in all respect shall be final and binding.
9. The tenders offered by the bidders shall be opened on **19/10/2023 at 4:00 pm**. All intending bidders shall remain present at the time of opening the tenders.

Sd/- Imdad Ahmed  
Chief Judicial Magistrate,  
Nalbari

Memo no. NBJ/

Dated :

Copy to :-

1. The Systems Officer, Nalbari. He is requested to upload the "**Notice Inviting Quotation**" in the official website of Nalbari District Judiciary;
2. Notice Board of the Establishment of Hon'ble District & Sessions Judge, Nalbari;
3. Notice Board of this Establishment;
4. Notice Board of the Establishment of District Commissioner, Nalbari;
5. **The DI&PRO, (Janasanyog) Nalbari** is requested to take steps for publicity of the above N.I.Q in two widely circulated newspapers (Preferably one in English and one in Assamese newspaper);
6. Office File.

Chief judicial Magistrate,  
Nalbari

**List of stationery articles**

<b>Sl No</b>	<b>Name of the Items</b>	<b>Per unit</b>	<b>MRP</b>	<b>Rate Without GST</b>	<b>Rate With GST</b>
1.	A4 size paper (JK Copier - 75 GSM) / 500 sheets	Per Ream			
2.	Legal size paper (JK Copier) / 500 sheets	Per Ream			
3.	Ball pen (Linc Smart/Cello/Classmate)	Per pc			
4.	Ball pen (both sides – Blue and Red)	Per Pc			
5.	Trident My Choice Photostat Paper (A4 Size-/500 sheets)	Per Ream			
6.	Stamp Pad (88mX54mm), Small size	Per pc			
7.	Stamp Pad (110X69), Medium size	Per pc			
8.	Stamp Pad Ink 200 ML	Per pc			
9.	Tag 6 inch long (Cotton) Best quality	Bundle			
10.	Alpin Best quality	100 gm			
11.	Alpin (Gem Easy Push "T" Pin Best quality	80 gm box			
12.	Pen Stand for 4 pens (Best Quality)	Per pc			
13.	Envelope (4"X10")	100 nos			
14.	Envelope (3"X9")	100 nos			
15.	Envelope (4"X10") plastic coated (best quality)	100 nos			
16.	Cello Tape 1"	Per Dozen			
17.	Cello Tape 2"	Per Dozen			

18.	File Board (Best Quality)	Per pc			
19.	File Cover (10"X14)	Per pc			
20.	Four Fold File Cover	Per pc			
21.	Guard File (Delux)	Per pc			
22.	Short Hand Book (200 pages-Per Piece)	Per pc			
23.	Towel (Big Size)	Per pc			
24.	Towel (Medium Size)	Per pc			
25.	Towel (Small Size)	Per pc			
26.	Door Mat	Per pc			
27.	Gems Paper clip (Plastic coated)	Per Box			
28.	Glue Stick	Per pc			
29.	Gum Tube (20 ml)	Per pc			
30.	Gum Liquid Bottle (700 ml)	Per pc			
31.	Gum Pot 150 ml	Per pc			
32.	Plastic Stick File Transparent A4 Size	Per pc			
33.	Plastic Stick File FS Size Best Quality	Per pc			
34.	Pin Cushion (best quality)	Per pc			
35.	Plastic Tray for Keeping File/Paper	Per pc			
36.	Sealing Wax	Pkt			
37.	Pen Stand (For 2 pens)	Per pc			
38.	Carbon (Kores) (Best quality)	Pkt			
39.	Thread Ball (100 gms)	Per pc			
40.	Stapler Machine Big Size (For stapling Answer papers)	Per Pc			

41.	Stapler Machine Normal (Kangaroo)	Per Pc			
42.	Stapler Pin NO. 10	Per box			
43.	Stapler Pin 24/6	Per box			
44.	Markin Cloth	Per metre			
45.	Table Glass	Per sq ft			
46.	Paper Weight (Medium Size)	Per pc			
47.	Permanent marker pen	Per pc			
48.	Peon Book	Per Pc			
49.	Calculator 10 digit (Citizen)	Per Pc			
50.	Table Cloth (6'x4')	Per mtr			
51.	Mask	100 pcs			
52.	Binding Register 10	Per pc			
53.	Binding Register 20	Per pc			
54.	Binding Register 26	Per pc			
55.	Cup Plate (6pcs) Bone China	One Set			
56.	Drinking Glass Set	One Set			
57.	Hot Water Steel Flask (Big) /Milton/Cello	Per Pc			
58.	Electric kettle (Prestige)	Per Pc			
59.	Coat Brush	Per pc			
60.	Plastic Bucket(normal)	Per pc			
61.	Plastic Bucket (Small )	Per pc			
62.	Plastic Mug	Per pc			
63.	Black Phenyle ( Bengal chemical)-780 ml	Per pc			
64.	White Phenyle (Cross)	Per pc			
65.	Electric Bulb 60 watt	Per pc			
66.	Electric Bulb 100 watt	Per pc			
67.	LED Bulb 12 watt	Per pc			

68.	CFL Bulb 20 watt	Per pc			
69.	LED Tube Light set	Per pc			
70.	Tube Light with shock	Per pc			
71.	Milton Water Filter 14 Litre	Per pc			
72.	Steel Water Filter (Normal) – Best quality	Per pc			
73.	Water filter candle	Per pc			
74.	Coat Hanger	Per pc			
75.	Naphthalene	Per pkt			
76.	Room freshener (Godrej)	Per pcs			
77.	Good Knight Refill	Per pc			
78.	Good Knight machine	Per pc			
79.	Odonil	Per pc			
80.	Dettol/Savlon hand wash	Per pc			
81.	Correction Pen	Per pc			
82.	Wall Clock (Ajanta)	Per pcs			
83.	Lizol 500 ml	Per pcs			
84.	Citronella	Per bottle			
85.	Colin Spray	Per bottle			
86.	Remote battery (for A.C)	Per pc			
87.	Pencil battery	Per pc			
88.	Tea Spoon (Steel)	6 pcs			
89.	Harpic 200 ml	Per pc			
90.	Chair Cushion	Per pc			
91.	F.C Paper Full Size (Best Quality)	Per ream			
92.	Chelpark 650 ml (black/blue)	Per pc			
93.	Thread ball 100 gms	Per Pkt			
94.	Calling bell (Best Quality)	Per pc			
95.	Lock and key (Big Size)	Per pc			
96.	Lock and key (Medium Size)	Per pc			

97.	Vim Powder	Per Pkt			
98.	Ribbon (Black/Red)	Per Pkt			
99.	Jute Suttle	Per ball			
100.	Quarter Plates	6pcs			
101.	Tray	Per pc			
102.	Umbrella	Per pc			
103.	Bleaching Powder	Per Pkt			
104.	Sanitizer	Per Litre			
105.	Extension Board	Per pc			
106.	Scissors (big)	Per pc			
107.	Bodkin (Plastic Handle)	Per pc			
108.	Multiple Point Holder	Per pc			
109.	Full Jharu	Per pc			
110.	Ceiling Jharu	Per pc			
111.	Floor Wiper	Per pc			
112.	Waste Paper Bin	Per pc			
113.	Dustbin	Per pc			
114.	Stock Register No.10	Per pc			
115.	Stock Register No.5	Per pc			
116.	Page Marker 3 strips	Per Pkt			
117.	Page Marker 4 Strips	Per pkt			
118.	Car Perfume	Per pc			
119.	Dettol Liquid	Per pc			
120.	Water Glass Lid	Per pc			
121.	Wash room cleaning brush	Per pc			
122.	U-clip Pin (plastic coated)	Per pc			
123.	Brown Tape	Per pc			
124.	Long Rule Register Size 10	Per pc			
125.	Long Rule Register	Per pc			
126.	Jute Rope	Per mtr			
127.	Register Binding DFC Size	Per pc			
128.	Register Binding Legal Size	Per pc			

129.	Paper Cutter	Per pc			
130.	Paper Foolscap	1 ream			
131.	Latrine brush	Per pc			
132.	Note pad (40 pages)	Bundle			
133.	Refill ( Red + Blue)	1 Pkt			
134.	Punching Machine (Double hole)	Per pc			
135.	Floor mop (best quality)	Per pc			
136.	Ceiling fan (Orient/Usha)	Per pc			
137.	Tube light (Normal)	Per pc			
138.	LED bulb (7 watt)	Per pc.			
139.	LED bulb (9 watt)	Per pc			
140.	LED bulb (11 watt)	Per pc.			
141.	Twilling light (orange, white and green)	Per pc.			
142.	Stand fan (Havells)	Per pc.			
143.	Wall fan (Havells)	Per pc.			
144.	MCB (16 amp)	Per pc.			
145.	MCB (32 amp)	Per pc.			
146.	MCB (64 amp)	Per pc.			
147.	Isolator	Per pc.			
148.	Switch (5amp)	Per pc.			
149.	Switch (5 amp)	Per pc.			
150.	Switch (15 amp)	Per pc.			
151.	Socket (5 amp)	Per pc.			
152.	Socket (15 amp)	Per pc.			
153.	Bulb holder	Per pc.			
154.	LED Tube Light	Per pc.			
155.	Copper Wire 2mm	Per metr.			
156.	Copper Wire 4 mm	Per metr.			
157.	Copper wire 6 mm	Per metr.			
158.	Fan capacitor (2.5/3.5)	Per pc.			

159.	Extension board (best quality)	Per pc.			
160.	PVC Switch board	Per pc.			
161.	Calling bell	Per pc.			
162.	Gamosa (Good Quality)	Per pc.			

### **List of Register**

Sl. No.	Name of articles	Form no.	Size of paper	Pages per register	Rate without GST	Rate with GST
1.	Court Diary	Assam Schedule VII, Form no. 43, High Court	One Fourth	500		
2.	Judgment register		FC	300		
3.	General register of cases cognizable by	Form no. R(3)	DFC	300		
4.	General register of cases cognizable by	Form no. (R)-4	Crown	300		
5.	Register of complaints of	Form no. (R) 2(i) (R)(ii) and (R) (iii)	DFC	300		
6.	Daily register of petitions etc	Form no. (R) - 10	DFC	300		
7.	Register of attendance of witnesses	Form no. (R) - 11	DFC	300		
8.	Register for process issued	Form no. (R) - 12	DFC	300		
9.	Register for process received	Form no. (R) - 13	DFC	300		
10.	Register of process	Form no. (R) - 14	DFC	300		
11.	Folio copy register	Form no. (R) - 16	DFC	300		
12.	Fine register	Form no. (A) – 21	DFC	300		
13.	Fine register	Form no. (A) – 23	DFC	300		
14.	Register for issue and receipts	Form no. (R) – 35	DFC	300		
15.	Register of police report cases (PRC)		DFC	300		
16.	Register for long pending cases		DFC	300		
17.	Any other printed register		FC DFC Crown	300 each		
18.	Any other printed notice	200 words	A-4	Per page		

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(Imdad Ahmed)

Chief Judicial Magistrate,  
Nalbari

Memo no. NBJ/

Dated : Nalbari, 4<sup>th</sup> October, 2023

Copy to :-

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