

OFFICE OF THE PRINCIPAL JUDGE, FAMILY COURT::NALBARI

Notice Inviting Quotation

Date: 31st May, 2024

Sealed quotations are invited from Government Registered Suppliers/Firms/Shop affixing court fee of Rs. 8.25/-(Non-Refundable) for supply of Office Stationery & Miscellaneous items to the Office of the Principal Judge, Family Court, Nalbari for the financial year 2024-25.

The quotations should reach the office of the undersigned on or before **15th June, 2024, 4 P.M.**

list of Items are as follows:

Sl. No.	Item Description	Qty./Size/Color
1	337 Toner Original Cartridge for Cannon Printer	Per Piece
2	Canon NPG 59 Original Cartridge for Xerox Machine	Per Piece
3	HP LaserJet 88x Original Toner Cartridge	Per Piece
4	Cannon 326 Original Cartridge	Per Piece
5	Canon T06 BK Original Cartridge	Per Piece
6	A4 Size Paper (75 GSM/70 GSM)	Per Pkt.
7	A4 Size Paper (100 GSM)	Per Pkt
8	Letter Size Paper (100 GSM)	Per Pkt
9	File hard board with cover	Per piece
10	Ambassador Touch Executive File Cover	Per piece
11	Envelope A4/A3 Size clothing(16x12)	Per piece
12	Envelope Yellow (Laminated inside)	100 pieces
13	Envelope Brown	100 pieces
14	Ball pen (Blue/Black/Red/Green)	Per piece
15	Red Gel pen (Flair/Linc/Cello)	Per piece
16	Parker Pen Ink (Blue/Black/Red)	Per bottle
17	Parker Ink Pen (Blue/Black/Red)	Per piece
18	Apsara/Classmate/DOMS Pencil	Per Pkt.
19	Apsara/Classmate/DOMS Sharpener	Per piece
20	Plastic Scale	Per piece
21	Page Marker (Flag Book)	Per pkt.
22	Luxor/Cello Correction Pen	Per piece
23	Luxor Marker Pen (Small)	Per piece
24	Casio Calculator (8 Digit)	Per Unit
25	Casio Calculator (12 Digit)	Per Unit
26	Carbon Paper (Kores)	Per Pkt.
27	Highlighter (Luxor/Kores/Faber Castell)	Per piece
28	Tag White (Best Quality)	Per bundle
29	Long Tag/Lace (16 Inch)	Per bundle
30	Ribbon Roll Cotton (White)	Per roll
31	Kangaro Stepler (Penguin Design)	Per Piece
32	Stapler Pin (Big Penguin Model) (1 pkt= 20X50 staples)	Per Pkt.

33	Kangaro Stepler Machine 24/6- 1M	Per piece
34	Kangaro Stepler Pin 24/6-1m (1pkt=20X50 staples)	Per pkt
35	Kangaro Stepler Machine No. 10	Per piece
36	Kangaro Stepler Pin No. 10 (1 pkt = 20X50 staples)	Per piece
37	Alpin/T-pins (Needle Point)	Per Box
38	Stamp Pad Large (Kores/Gripex)	Per piece
39	Stamp Pad Medium (Kores/Gripex)	Per piece
40	Cello Tap (1 Inch/3 Inch) (Transparent/Brown)	Per piece
41	Pen Stand for officers	Per piece
42	Gum liquid	Per 500 ml.
43	Fevi Stick	Per Piece
44	Fevicol Glue 100g	Per Unit
45	Wall Clock (Ajanta)(Large/Medium)	Per Unit
46	Dapmer (Water Sponge)	Per piece
47	Pencil Battery (AA)	Per piece
48	Remote Battery (AAA)	Per piece
49	Heavy Duty Battery (Duracell/Eveready/Nippo)	Per piece
50	Scissors (Big/Medium/Small)	Per piece
51	Markin Cloth (Cotton) White and Red	Per Meter
52	Double Locking (Lock & Key) (Big Size)	Per piece
53	Double Locking (Lock & Key) (Small Size)	Per piece
54	Room Freshener (Spray type & Automatic Type)	Per piece
56	Napthalene Balls	Per KG
57	Odonil	Per piece
58	Towel (Big Size)	Per piece
60	Hand Towel	Per piece
61	Thermosteel Flask 500ml/1 liter (Milton/Cello/Eagle)	Per Unit
62	Torch light for Night Chowkider (3 battery)	Per Unit
63	Full Jharu	Per piece
64	Coconut/Bamboo Jharu	Per KG
65	Ceiling Jharu Plastic	Per Unit
66	Face Mask N95	Per Unit
67	Hand Gloves	Per Unit
68	Liquid Hand Sanitizer (big size for spray)	Per 500 ml
69	Liquid Hand Sanitizer (Small/Medium Size)	Per 100 ml
70	White Phenyle	Per Bottle
71	Chitronola (50 ml)	Per Unit
72	Harpic (500 ml)	Per Unit
73	Lyzol	Per Unit
74	Colin Spray (500 ml)	Per Unit
75	Hand Wash (Dettol)	Per Unit
76	Hand Wash Refill	Per Unit
77	Room Cleaning Wiper	Per piece
78	Room Washing Mop	Per piece
79	Cleaner Brush for Wash Room	Per piece
80	Broom	Per Unit
81	Bleaching Powder	Per KG
82	Drum (Dustbin)(Steel/Plastic)	Per Unit

83	Paper Pin (Plastic)	Per Unit
84	Bucket (Plastic)	Per Unit
85	Mug (Plastic)	Per Unit
86	Umbrella- Big Size (Best Quality)	Per piece
87	Chair Cushion (Kurl-On) with Cover	Per unit
88	Coconut/Plastic/Premium Door Mat	Per unit
89	Drinking Glass	Per Set
90	Coaster Set	Per Set
91	Cup-Plate (Bon-China)	Per Set
92	Steel Spoon/Fruit Fork	Per Dozen
93	Plastic Tray	Size-Medium
94	Quarter Plate (LaOpala/Borosil)	Per Set
95	Band-Aid	Per piece
96	Bandage	Per unit
97	Dettol Liquid Antiseptic	Per 500 ml
98	Car Dashboard Polish	Per unit
99	Godrej Car Freshener (Automatic Type)	Per unit
100	Car Polishing Cloth (Macrofibre)	Per piece
101	Distilled Water (For Inverter and Car) 1 Ltr	Per bottle
102	Electric Kettle 1 liter (Reputed Brand)	Per unit
103	Good Knight Machine	Per unit
104	Good Knight Refill	Per unit
105	Office Seal	Per line
106	Office Seal (Pre-Inked)	2 Lines
107	Office Seal (Pre-Inked)	3 Lines
108	Plastic Stationery Office Trey/File Trey/Document Trey	Per Piece
109	Single use Latex Examination Gloves	Per 100 Nos
110	Disinfectant Spray	Per 500 ml
111	Punching Whole Maker (Small/Medium/Big)	Per Unit
112	Single Hole Punching Machine (Kangaro)	Per Unit
113	Double Hole Punching Machine (Kangaro)	Per Unit
114	Indian National Flag (Khadi) (4 Feet X 6 Feet)	Per Unit
115	Indian National Flag for car (Khadi)	Per Unit
116	Plastic Flower Pot (Square/Circular Size)	Per Unit
117	Glass Paper Weight	Per Unit
118	Sealing Wax (Gripex)	Per Unit
119	Calling Bell (Electric/Non-Electric) (Cordless/Push & Press)	Per Unit
120	Extension Board (6 plug) (Top Quality) (10 Mtr/15 Mtr)	Per Unit
121	Keyboard (Logitech) (Wired/Wireless)	Per Unit
122	Mouse (Logitech) (Wired/Wireless)	Per Unit
123	Tissue paper	Per Packet
124	100 Page Register Book (Ruled/Unruled)	Per Piece
125	200 Page Register Book (Ruled/Unruled)	Per Piece
126	300 Page Cash Book Register	Per Piece
127	300 Page Bill Book/Issue Book Register	Per Piece
128	Car Scent/Perfume	Per Piece
129	400 Page Binding Register Court Diary	Per Piece

130	Daily Attendance Register 50 Page	Per Piece
131	Short hand book 200 Page	Per Piece
132	Peon Book (200 Page)	Per Piece
133	Stock Register (200 Page)	Per Piece
134	Title Page (A4 Size)	Per 100 Nos
135	Pen Drive (16 GB/32 GB/64 GB)	Per Piece
136	External Hard Drive (HDD)(hp/wd/Seagate)	Per Unit
137	Decorative String Light	Per Peace
138	Flexible Wire (Good Quality)	Per Mtr.
139	Ceiling Fan (Reputed Brand)	Per Unit
140	Stand Fan (Reputed brand)	Per Unit
141	Electric M.C.B.	Per Piece
142	2.5 mm BTC Cable	Per Mtr.
143	Electric Switch	Per Piece
144	Electric Switch Board	Per Piece
145	LED Tube Light	Per Piece
146	LED Bulb (7/8/9/10 Watt)	Per Piece
147	Mosquito Coil	Per Piece
148	Mosquito Repellant (All Out/Good Knight)	Per Piece
149	Thread Ball (100 Gm/ball)	Per Ball
150	Diary (Executive)	Per unit
151	Room Heater (1000 Wt./1200 Wt.)	Per Unit
152	Office Knife	Per Unit
153	Cat 6 Ethernet Cable	Per Mtr.
154	Water Bib Cock	Per Unit
155	White Primer (500 ml/1000 ml)	Per Unit
156	Paint Brush (2 Inch/1 Inch)	Per Unit
157	File Reck (Metal/Plastic) (2 Tier/3 Tier/4 Tier)	Per Unit
158	Table Top (Transparent/ Wooden)	Per Unit
159	Foot Rest (Wooden/Adjustable)	Per Unit
160	Name Plate (Small/Medium/Big)	Per Unit
161	Computer UPS 600VA/360W (Top Quality)	Per Unit
162	Flower Tub (Small/Medium/Big)	Per Unit

General Terms and Conditions

1. Only Government Registered Suppliers/Firms/Shop are eligible to submit the quotation.
2. Each page of the quotation and the document attached should be signed by the bidder with seal.
3. Quotations must accompany the latest Sales Tax Certificate, Income Tax Clearance Certificate, Trade License, PAN Card, GST Certificate, Experience Certificate if any etc.
4. The rate of the articles should be quoted against the items. Price quoted should be inclusive of all taxes. However, GST rate is to be shown separately against each item. The price quoted should not exceed the



maximum retail price of the articles.

5. Prices once approved will remain valid during the scheduled delivery period. Increased of taxes and other statutory duties will not affect the price during the period. The supplier will be responsible for any increase of taxes and duties.
6. Spurious/Sub-Standard items will not be accepted at any cost.
7. In case successful bidder supplies sub-standard materials, its tender shall be cancelled. Thereafter, next successive bidder may be considered.
8. All the quotations received by the undersigned will be opened in presence of the intending bidders or their authorized representatives. The date and time of the same will be notified later. In case of the absence of bidders or their representatives at the time of opening, they will have no right to raise any claim further.
9. At the time of Opening of quotation original of all certificate/documents enclosed with the quotation must be produced.
10. The undersigned is not bound to accept the lowest rates and reserves the right of rejecting the quotation without assigning any reason thereof. The decision of the undersigned will be the final.
11. Quotations submitted after the stipulated time will be summarily rejected.

**Principal Judge
Family Court, Nalbari**

Memo No. FC.NLB/24/2020/

Date:31.05.2024

Copy forwarded for publication to: -

1. The District & Sessions Judge, Nalbari. He is requested to display the same in the notice board of District & Sessions Judge office.
2. System Officer, Nalbari District Judiciary, Nalbari. He is requested to upload this quotation in the official website of Nalbari District Judiciary.
3. Notice Board of this office.
4. Office File.

**Principal Judge
Family Court, Nalbari**

Appendix-A

Proforma to be submitted along with the quotation

Sl. No	Particulars	Details of documents
1	Name of the Firm/Supplier	
2	Address with contact details	
3	Name of the proprietor/managing Partner/ Managing Director	
4	Registration No of the Firm/ Trade License	
5	GST No	
6	PAN Card No	
7	Experience Certificate/Copy of supply order /Delivery challan copy in support of experience. / Copy of certificate as authorized dealer.	
8	List of the documents submitted	