OFFICE OF THE DISTRICT & SESSIONS JUDGE : : : NALBARI

Dated: 6th May, 2025

NOTICE INVITING QUOTATION

Sealed Quotations are invited from Government Registered Suppliers/Firms/Shop affixing court fee of ₹ 8.25/-(non-refundable) for supply of **Office Stationery** to the Office of the undersigned for the financial year 2024-2025.

The quotations should have to reach the Office of the undersigned on or before **26th May/2025.**

For details, please visit **https://nalbari.dcourts.gov.in**

A. Stationery Articles:

Sl. No	Item Description	Qty./ Size
1	A4 size paper (75 GSM)	Per pkt.
2	File hard board with cover	Per piece
3	Ambassador Touch Executive Paper Board closed File Cover	Per piece
4	Envelop A3 size Clothing 16*12	Per piece
5	Envelop A4 size yellow 10*12	Per piece
6	Envelop 10X4.5 (Brown)	100 piece
7	Ball pen (Blue/Black/Red)	Per piece
8	Both side pen	Per piece
9	Parker Pen ink (Blue/Black/Red)	Per bottle
10	Parker ink Pen (Blue/Black/Red) (Good Quality)	Per piece
11	Apsara/Classmate pencil	Per pkt
12	Apsara/Classmate sharpner	Per piece
13	Plastic scale (30 CM)	Per piece
14	Page Marker permanent (Flag Book)	Per pkt.
15	Marker Pen permanent (Big) Luxor	Per piece
16	Marker Pen (Small) Luxor	Per piece
17	Casio Calculator (8 digit)	Per unit
18	Casio Calculator (12 digit)	Per unit
19	Carbon paper (Kores)	Per pkt.
20	Highlighter (Kores/Faber Castell)	Per piece
21	Tag(Best Quality)	Per mutha/bundle
22	Ribbon Roll Cotton (White)	Per roll.
23	Kangaro Stapler (Penguin design)	Per piece
24	Stapler Pin (Big penguin model) (1pkt=20box X50 staples)	Per pkt.
25	Kangaro Stapler machine 24/6-1M	Per piece
26	Kangaro Stapler pin 24/6-1M (1pkt=20box X50 staples)	Per pkt
27	Kangaro Stapler machine No. 10	Per piece
28	Kangaro Stapler pin No. 10 (1pkt=20box X50	Per pkt

	staples)	
29	T-pins (Needle point)	Per box.
30	Stamp Pad large (Kores/gripex)	Per piece
31	Stamp Pad medium(Kores/gripex)	Per piece
32	Cello tape transparent (1 inch/ 3inch)	Per piece
33	Pen Stand for officers	Per piece
34	Gum liquid	Per 500 ml
35	Fevi Stick	Per piece
36	Fevicol Glue 100g	Per unit.
37	Wall Clock (Ajanta) (large/medium)	Per unit
38	Damper (Water Sponge)	Per piece
39	Pencil Battery(AA)	Per piece
40	Remote Battery(AAA)	Per piece
41	Heavy Duty Battery (Eveready)	Per piece
42	Scissors (Big)	Per piece
43	Markin cloth (Cotton) White & Red	Per meter.
44	Double locking lock & key(Big size)	Per piece
45	Double locking lock & key(Small size)	Per piece
46	Room freshener (Spray type)	Per piece
47	Naphthalene balls	Per kg
48	Towel (Large size)	Per piece
49	Hand Towel	Per piece
50	Thermo steel Flask 500ml/ 1 litre(Milton/ Cello/Eagle)	Per unit
51	Eveready 3 battery Torch (SILVER)	Per unit
52	Full Jaru	Per piece
53	Coconut / Bamboo Jaru	Per kg/ Per piece.
54	Ceiling Jaru Plastic	Per unit
55	Face Mask (3 ply single use)	Per piece
56	Single use Latex Examination Gloves	Per 100 piece.
57	Liquid hand sanitizer	Per 500 ml.
58	Acid (tiles cleaning)	Per litre.
59	Phenyl (Black)	Per bottle (Per 500 ml)
60	White phenyl	Per bottle (Per 500 ml)
61	Citronella	Per piece (50 ml)
62	Odonil	Per pkt.
63	Harpic (500 ml)	Per unit (Per 500 ml)
64	Lizol (500 ml)	Per unit (Per 500 ml)
65	Colin (500 ml)	Per unit (Per 500 ml)
66	Hand Wash (Dettol)	Per unit(Per 250 ml)
67	Hand wash refill (750 ml)	Per unit
68	Room cleaning wiper (Good quality)	Per piece
69	Wash Room Mop	Per piece
70	Wash Room Cleaner Brush	Per piece
71	Broom (Plastic Jaru)	Per unit
72	Bleaching powder	Per kg
73	Drum (Plastic Dustbin)	Per unit

74	Paper Bin (Plastic)	Per unit
75	Bucket (Plastic)	Per unit
76	Mug (Plastic)	Per unit
77	PVC mat/carpet.	Per meter.
78	Chair Cushion (Kurl-On) with cover	Per unit
79	Hanger Plastic	Per piece
80	Coconut/Plastic Door Mat	Per unit
81	Drinking Glass(Borosil/Milton/Cello)	Per set.
82	Dinner set (20+ pieces) (Borosil/La Opala/Cello)	Per set.
83	Cup Plate Ceramic/Bonchina (Borosil/Laopala/Cello/ Sonaki)	Per set.
84	Spoon Steel	Per dozen.
85	Melamine Serving Tray	Per piece.
86	Quarter Plate (Laopala/Borosil/Sonaki)	Per piece.
87	Band-Aid	Per piece.
88	Bandage	Per unit.
89	Dettol Liquid Antiseptic	Per 500 ml.
90	Car Dashboard Polish	Per unit.
91	Godrej Car Freshener (Automatic type)	Per unit.
92	Car Polishing microfiber Cloth (1 pack=4 piece)	Per piece/per pack.
93	Distilled Water (for inverter & Car) 1 litre	Per bottle.
94	Electric kettle 1 litre (reputed brands)	Per unit.
95	Jute rope (sutli)	Per Kg.
96	Goodnight machine with refill	Per unit.
97	Goodnight refill	Per unit.
98	Office Seal	Per line.
99	Office Seal (Pre ink)	2 lines.
100	Office Seal (Pre ink)	3 lines.
101	Indian National Flag (khadi) (4 Feet X 6 Feet) with rope	Per Number.
102	Indian National Flag for Car (Khadi)	Per Number.
103	Plastic Flower Pot (12 inch circular/ 06 inch square)	Per piece.
104	Disinfectant Spray	Per 500 ml.
105	Steno Book	Per piece
106	Surf excel	Per 500g
107	Vim Soap	Per piece.
108	Dettol Soap	Per piece.
109	Umbrella (Large)	Per unit.
110	Sticky Note Pad	Per unit.
111	Desk bell (Manual call bell without battery)	Per unit.
112	Plastic Stationery office Tray/ File Tray/ Document Tray	Per piece.

Terms and Conditions are as follows:

1. Only Government Registered Suppliers/Firms/Shops are eligible to submit the quotation.

2. Sealed envelope duly marked as "**Tender for Stationery articles**" and quotations should contain the following documents:
   (a) Copy of PAN Card
   (b) Copy of GST registration certificate
   (c) Copy of GST clearance
   (d) Copy of trade license
   (e) Copy of Experience certificate if any

3. 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.

4. The sealed quotation should be addressed to the **District & Sessions Judge, Nalbari –cum- Chairman, Purchase Committee** during office hours on working days.

5. The rate of the articles should be quoted against the items and price quoted should be inclusive of all taxes. However, GST rate is to be shown separately against the items. The price quoted should not exceed the maximum retail price of the articles.

6. Increase of taxes and other statutory duties will not affect the price during this period. The supplier will be responsible for any increase of taxes and duties

7. Quoted rates shall be valid until the implementation of GeM portal. The selected supplier will be discontinued and tender will be reinitiated through GeM portal as and when the process of GeM is completed.

8. Supply should be carried out immediately on receipt of the work order.

9. Duplicate/Sub-standard items will not be accepted anyway.

10. The payment shall be made quarterly on completion of supply and installation of articles and acceptance with full satisfaction and on production of the following:

   (a) Bill in triplicate
   (b) Bank Account details
   (c) Copy of the order.

11. GST**/**TDS will be deducted at source.

12. In the event of breach of any terms and conditions or delay or default, the purchase order will be terminated.

13. Conditional tenders are liable to be rejected.

14. Quotations submitted after the stipulated time will summarily be rejected.

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

16. The Committee has reserved the right of rejecting the quotation without assigning any reason thereof and the Committee is not bound to accept the lowest rate of any quotation if it arises in course of tendering. The decision of the Committee will be the final binding on all.

District & Sessions Judge, Nalbari
-cum-Chairperson,
Purchase Committee

Memo. No. DJNB/- 2453-55 **Dated Nalbari the 6th May, 2025**

Copy forwarded for information and necessary action to:-

1. The Systems Officer of this office. He is directed to upload this quotation in the official website.
2. The Notice Board of this office
3. The Concerning file.

District & Sessions Judge, Nalbari
-cum-Chairperson,
Purchase Committee