OFFICE OF CHIEF JUDICIAL MAGISTRATE :::::::::::::::::::::::::::::::::: NALBARI

NOTICE INVITING QUOTATION

DATED:: 23/03/2026

Sealed Quotations are invited from registered Suppliers/Firms/Shop affixing court fee of ₹ 8.25/-(non-refundable) for supply of Toner Cartridges for Printers and Xerox Machines to the office of the undersigned for the financial year 2026-2027.

The quotations should have to reach the office of the undersigned on or before 30th March, 2026.

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

List of Items:

SL. No.	Item Description	Quantity
1	Canon printer Cartridge 337	Per unit
2	Canon printer Cartridge 326	Per unit
3	Canon printer Cartridge 328	Per unit
4	Canon NPG 59 toner Black for Xerox Machine	Per unit
5	Canon NPG 59 Drum Unit for Xerox Machine	Per unit
6	Cannon Toner T06 Black (Toner Cartridge) for integrated Scanning-cum-Printing devices (Model Canon iR 1643i):	Per unit
7	HP printer Cartridge 12A	Per unit
8	HP printer Cartridge 88A	Per unit
9	HP printer Cartridge 110A	Per unit

General Terms and Conditions are as follows:

1. Only registered Suppliers/Firms/Shops are eligible to submit the quotation.
2. The sealed quotation shall be superscribed as **"Quotation for Supply of Toner Cartridges for Printers and Xerox Machines for the Office of the Chief Judicial Magistrate, Nalbari"** and 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) Proof of current Bank Account in the name of the Firm.

3. 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. The contract period of the selected bidder may be extended further after the expiring of the aforesaid one year if the performance of the selected bidder is found satisfactory.
4. The rates of the item furnished in the quotation should be written distinctly and it should include all applicable taxes including GST. The bidders shall also mention the price of the item without GST. The price quoted should not exceed the maximum retail price of the item.
5. The undersigned shall not be liable for enhancement of rate of any items of the accepted quotation and supplier will be bound to supply the items as per rates quoted by the Firm/ Supplier/Shop in the quotation up to the end of the current financial year i.e. 2026-27.
6. The items/articles will be purchased as per requirement and same shall have to be delivered immediately on receipt of work order.
7. All transportation cost shall be borne by the selected bidder.
8. Duplicate/Sub-standard items will not be accepted anyway.
9. The undersigned reserves the right to accept or reject any or all the tenders in part or full and shall not be bound to accept the lowest price. The decision of the undersigned in all respect shall be final and binding on all.
10. The quotations are to reach the office of the undersigned **on or before 30.03.2026 at 4:00 pm**. It will be opened **on 30.03.2023 at 4.45 pm** before the committee constituted for this purpose. Bidders or their representative shall remain present **on 30.03.2026**, failing which the tender shall be opened in their absence.

Chief Judicial Magistrate,
Nalbari

Memo no. NBJ/1031-1035 Dated 23.06.2026

Copy forwarded for information and necessary action to: -

1. The Systems Officer, Nalbari. He is requested to upload the "**Notice Inviting Quota tion"** in the official website of Nalbari District Judiciary;
2. The Administrative officer of this establishment;
3. Notice Board of the Establishment of Hon'ble District & Sessions Judge, Nalbari;
4. Notice Board of this Establishment;
5. Office File.

Chief Judicial Magistrate,
Nalbari