OFFICE OF THE DISTRICT & SESSIONS JUDGE : : : NALBARI

Dated: 22nd May, 2026.

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 2026-2027.

The quotations should have to reach the Office of the undersigned on or before **11th June/2026.**

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

A. Stationery Articles:

Sl. No	Item Description	Qty./ Size / Colour
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 clothing 10*12	100 piece
6	Envelop A3 size yellow 16*12	Per Piece
7	Envelop A4 size yellow 10*12	Per Piece
8	Envelop 10X4.5 (Brown)	100 piece
9	Ball pen (Blue/Black/Red)	Per piece
10	Unomax Gel Pen (Blue/Black/Red)	Per pkt.
11	Both side pen	Per piece
12	Parker Pen ink (Blue/Black/Red)	Per bottle
13	Parker ink Pen (Blue/Black/Red)	Per piece
14	Apsara/Classmate pencil	Per pkt
15	Apsara/Classmate sharpner	Per piece
16	Plastic scale (30 CM)	Per piece
17	Napkin	Per pkt.
18	Marker Pen Permanent (Big) Luxor	Per piece
19	Marker Pen Permanent (Small) Luxor	Per piece
20	Title Page	Per 200 pieces
21	Casio Calculator (12 digit)	Per unit
22	Carbon paper (Kores)	Per pkt.
23	Highlighter (Kores/Faber Castell)	Per piece
24	Tag (Best Quality)	Per mutha/bundle
25	Ribbon Roll Cotton (White)	Per roll

26	Kangaro Stapler (Penguin design)	Per piece
27	Stapler Pin (Big penguin model) (1pkt=20box X50 staples)	Per pkt.
28	Kangaro Stapler machine 24/6 -1M	Per piece
29	Kangaro Stapler pin 24/6- 1M (1pkt=20box X50 staples)	Per pkt
30	Kangaro Stapler machine No. 10	Per piece
31	Kangaro Stapler pin No. 10 (1pkt=20box X50 staples)	Per pkt
32	Alpin/T-pins (Needle point)	Per box
33	Stamp Pad large (Kores/gripex)	Per piece
34	Stamp Pad medium(Kores/gripex)	Per piece
35	Cello tap transparent (1 inch/ 3 inch)	Per piece
36	Pen Stand for officers	Per piece
37	Gum liquid	Per 500 ml
38	Fevi Stick 15 grms	Per piece
39	Fevicol Glue 100g	Per unit
40	Wall Clock (Ajanta) (large/medium)	Per unit
41	Damper (Water Sponge)	Per piece
42	Pencil Battery(AA)	Per piece
43	Remote Battery(AAA)	Per piece
44	Alkaline 23A 12V Battery	Per piece
45	Car remote Battey	Per piece
46	Markin cloth (Cotton) White & Red	Per meter
47	Double locking lock & key(Large size)	Per piece
48	Double locking lock & key(Small size)	Per piece
49	Room freshener (Spray type)	Per piece
50	Naphthalene balls	Per kg
51	Towel (Large size)	Per piece
52	Hand Towel	Per piece
53	Thermo Steel Flask 500ml/ 1 litre(Milton/ Cello)	Per unit
54	Rechargeable Torch Large	Per unit
55	Broom (Phool Jharu)	Per piece
56	Coconut / Bamboo Jharu	Per piece
57	Ceiling Jharu Plastic	Per unit
58	Face Mask (3 ply single use)	Per piece
59	Single use Latex Examination Gloves	Per 100 piece
60	Liquid hand sanitizer	Per 500 ml.
61	Acid (tiles cleaning)	Per litre
62	Phenyl (Black)	Per bottle (Per 500 ml)
63	White phenyl	Per bottle (Per 500 ml)
64	Citronella	Per piece (50 ml)

65	Odonil	Per pkt.
66	Harpic (500 ml)	Per unit (Per 500 ml)
67	Lizol (500 ml)	Per unit (Per 500 ml)
68	Colin (500 ml)	Per unit (Per 500 ml)
69	Hand Wash (Dettol)	Per unit (Per 250 ml)
70	Hand wash refill (750 ml)	Per unit
71	Room cleaning wiper (good quality)	Per piece
72	Wash Room Mop	Per piece
73	Wash Room Cleaner Brush	Per piece
74	Plastic Broom	Per unit
75	Bleaching powder	Per Kg
76	Drum (Plastic Dustbin)	Per unit
77	Paper Bin (Plastic)	Per unit
78	Bucket (Plastic) 20 L	Per unit
79	Mug (Plastic)	Per unit
80	PVC mat/carpet.	Per meter
81	Chair Cushion (Kurl-On) with cover	Per unit
82	Scissors (Large)	Per piece
83	Coconut/Plastic Door Mat	Per unit
84	Drinking Glass(Borosil/Milton/Cello)	Per set
85	Dinner set (20+ pieces) (Borosil/Laopala/Cello)	Per set
86	Cup Plate Ceramic/Bonchina (Borosil/Laopala/Cello/ Sonaki)	Per set
87	Special Cup Plate	Per set.
88	Plastic Stationery office Tray/ File Tray/ Document Tray	Per piece
89	Spoon Steel	Per dozen
90	Melamine Serving Tray	Per piece.
91	Quarter Plate (Laopala/Borosil/Sonaki)	Per piece.
92	Band-Aid	Per piece.
93	Bandage	Per unit
94	Dettol Liquid Antiseptic	Per 500 ml.
95	Pucher (Bindhana)	Per unit
96	Godrej Car Freshener (Automatic type)	Per unit
97	Car Polishing microfiber Cloth (1 pack=4 piece)	Per piece/per pack.
98	Distilled Water (for inverter & Car) 1 litre	Per bottle
99	Electric kettle 1 litre (Reputed Brands)	Per unit
100	Jute rope (sutli)	Per Kg.
101	Mosquito Repellent Machine	Per unit
102	Mosquito Repellent Refill 45 ml	Per unit

103	Round office Seal 1.5 inch	Per unit
104	Round office Seal 2 inch	Per unit
105	Square office Seal	Per line
106	Office Seal (Pre ink)	Per line
107	Indian National Flag (khadi) (4 Feet X 6 Feet) with rope	Per Number
108	Indian National Flag for Car (Khadi)	Per Number
109	Plastic Flower Pot (12 inch circular/ 06 inch square)	Per piece
110	Disinfectant Spray	Per 500 ml.
111	Surf excel	Per 500 gm
112	Steno Book	Per piece
113	Vim Soap (Small)	Per piece.
114	Vim liquid (250 ml)	Per unit
115	Desk Bell (Manual)	Per unit.
116	Wireless Door Bell kit	Per unit
117	Dettol Soap (small)	Per piece
118	Umbrella (Large size)	Per unit
119	Toilet paper roll	Per unit
120	Red Colour Cloth	Per metre
121	Marking Cloth	Per metre
122	Bowl set	Per unit
123	Sealing Wax 200 grms	Per pkt.
124	Bucket (Plastic) 5L	Per unit
125	Car Dashboard Polish	Per unit
126	Car Duster Brush	Per unit
127	Gem Clips 19 mm	Per pkt.
128	Gem Clips 33 mm	Per pkt.
129	Transparent Plastic file	Per unit

Terms and Conditions are as follows:

1. Only Government-registered suppliers/firms/shops are eligible to submit the quotations.

2. The Sealed envelope duly marked as "**Tender for Stationary Article**" 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 and sealed by the bidder to establish the bidder's eligibility and qualification to supply the materials if the 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. The Quotation must be accompanied by the latest Sales Tax Certificate, Income Tax Clearance Certificate, Trade License, PAN Card, GST Registration/Clearance Certificate and Experience Certificate (if any) etc.

5. The rate of the articles should be quoted against the items and price quoted should be inclusive of all taxes. However, the GST rate is to be shown separately against the items. The prices quoted should not exceed the Maximum Retail Price (MRP) of the articles.

6. Any increase in taxes and other statutory duties shall not affect the price during the contract period. The Supplier shall be responsible for any increase of taxes and duties.

7. The quoted rates shall remain valid until the implementation of the GeM portal.Once the process of the GeM portal is completed, the selected supplier shall be discontinued and tender will be re-initiated through GeM portal**.**

8. Supply should be carried out immediately along with a challan copy upon receipt of the work order.

9. After selection, the selected parties shall submit bills in triplicate quarterly along with the GST clearance certificate for the relevant month /quarter, bank Account details and copy of order for payment. Late submission of Bills will result in payment being processed in the next financial year.

10. Duplicate/Sub-standard items will not be accepted under any circumstances.

11. GST /TDS will be deducted at source.

12. Conditional tenders are liable to be rejected.

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

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

15. The Committee reserves the right to reject any quotation without assigning any reason thereof and the Committee is not bound to accept the lowest rate quoted in the course of tendering. The decision of the Committee will be the final and binding on all.

District & Sessions Judge,
Nalbari

Memo. No. DJNB/- 2956-58 Dated Nalbari the 22nd May, 2026

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