



OFFICE OF THE CHIEF JUDICIAL MAGISTRATE
HOJAI :: ASSAM.

No. CJM(H)/2022/.....

Dated:.....

NOTICE INVITING QUOTATION

Sealed quotations are hereby invited from local registered firms/shops for entering into **Annual Rate Contract** and supply of **stationery articles** for use in the establishment of the Chief Judicial Magistrate, Hojai, for the financial year **2022-2023**. The intending firms must submit their quotations in sealed envelope to the Office of the undersigned on or before **30th May, 2022 within 4:00 P.M.**

GENERAL TERMS AND CONDITIONS:

1. The quotation in sealed cover superscripted as "**Quotation for supply of Stationery Articles**" should be sent to the office of the Chief Judicial Magistrate, Hojai, Assam by post or hand delivered and should contained the following documents:
 - a) Proof of Current Bank Account of nationalized Bank in the name of the firm.
 - b) Trade license issued by appropriate authority.
 - c) PAN Card in the name of the firm.
 - d) GST registration certificate.
 - e) Any other documents which are required for supplying of tendered items to the Govt. Office.
2. The firm should have an established shop dealing in Stationery/Electrical/ Miscellaneous articles. Details of the shop is to be furnished along with quotation for verification.
3. The rates approved by the Committee constituted for the selection of bidder shall be valid for the financial year 2022-23. Increase and decrease of Prices, Taxes and other statutory duties will not affect the price during this period. The supplier will be responsible for any increase in Prices, Taxes and Duties. Any increase in taxes and other statutory duties/levies after the approval of Rates shall be to the supplier's account.
4. The rates should be submitted with GST and without GST separately.
5. The rate quoted for each item will be final and in no hike in price shall be considered in the contract period. Further, rate quoted in the price bid should be on door delivery to this

6. Preference shall be given to Firm which has experience in dealing with supply of office goods/ articles to the High Court/ District Court.
7. The bidder shall have to supply the ordered items immediately on receipt of such supply order. The articles to be supplied should be of best and standard quality.
8. Payment shall be made after satisfactory execution of the order and supply of material in satisfactory condition in bill basis.
9. Sample of the items should be submitted where necessary.
10. **The firms should quote rate of items for the specified brand name, size, weight etc. (where applicable)** as per the prescribed list/format appended herewith without adding any extra item.
11. The undersigned reserves the right not to accept or reject any or all quotation in part or full and shall not be bound to accept the lowest bidder.
12. In case of violation of terms and conditions of the tender document or unsatisfactory supply of material or of poor quality and below standard, the undersigned reserves the right to terminate the supply order by giving intimation to the supplier.
13. The decision of the undersigned in all respect shall be final and binding.

Sdlr

Chief Judicial Magistrate
Hojai, Assam

Memo No. CJM(H)/2022/1561-64

Dated: 20/5/22

Copy to:

1. The District Information and Public Relation Officer, Hojai, Assam.
- ✓ 2. System Office, Hojai District Judiciary for uploading the Notice in the official website of the District Judiciary, Hojai.
3. Notice Board of this establishment.
4. Office File.

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Chief Judicial Magistrate
Hojai, Assam

Chief Judicial Magistrate,
Hojai, Sankardev Nagat

**OFFICE OF THE CHIEF JUDICIAL MAGISTRATE
HOJAI :: ASSAM**

LIST OF STATIONARY GOODS / ARTICLES

Sl. No.	Item	Unit	Rate (in Rs.)		
			MRP	Quoted Rate	
				With GST	Without GST
1	Alpin (50 Gm) Kores/King	Box			
2	Alpin (70 Gm) Kores/King	Box			
3	Ball Pen (Linc Smart Gl) Black/Blue/Red	No.			
4	Ball Pen (Elkos) Black/Blue/Red	No.			
5	Ball Pen both side - Blue & Red	No.			
6	Brown Cello Tape 2"	No.			
7	Both sided Tape 1"	No.			
8	Binding Register No.10 (Rulled/Plain)	No.			
9	Binding Register No.20 (Rulled/Plain)	No.			
10	Binding Register No.5 (Rulled/Plain)	No.			
11	Binding Register No.8 (Rulled/Plain)	No.			
12	Binding Register No.30 (Rulled/Plain)	No.			
13	Binding Register DFC Size No.10	No.			
14	Binding Register DFC Size No.20	No.			
15	Binding Register Legal Size	No.			
16	C.D. Marker Pen	No.			
17	Battery for torch	No.			
18	Bleaching Powder	Kg./Pkt.			
19	Calling Bell	No.			
20	Calculator 12 Digit (Citizen/Flair)	No.			
21	Carbon Paper (Kores) (Black)	Pkt			
22	Carbon Paper (Kores) (Blue)	Pkt			
23	Candle (Medium)	Pkt			
24	Cello Tape 1"	Dzn			
25	Cello Tape 2"	Dzn			
26	Correction Pen (10 ml)	Pc			
27	Cotton White Tape/Thread Ball	Roll			
28	Clipboard	No.			



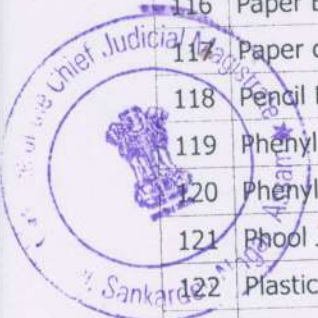
29	Damper Sponge Pad	No.		
30	Cartridge Paper	Pkt		
31	Chitranaala	MI.		
32	Coconut Jharu	No.		
33	Court Diary	No.		
34	Cup (Borosil/Milton)	Pc/Dzn		
35	Plate (Borosil/Milton)	Pc/Dzn		
36	Cushion (Cotton)	No.		
37	Cushion (Dunlop)	No.		
38	Clipboard	No.		
39	Dictionary (English) (Big)	No.		
40	Dictionary (English) (Medium)	No.		
41	Dictionary (English) (Small)	No.		
42	Doormat (Jute) (Big)	No.		
43	Doormat (Jute) (Small)	No.		
44	Drinking Glass (Borosil/Milton)	1 Dzn		
45	Envelope (A4 Size, Plastic Coated)	Pc.		
46	Envelope (File Size, Plastic Coated)	Pc.		
47	Envelope (9" x 4")	Pc.		
48	Envelope (10" x 4")	Pc.		
49	Envelope (16" x 12")	Pc.		
50	Envelope (9" x 4", Plastic Coated)	Pc.		
51	Envelope (11" x 4", Plastic Coated)	Pc.		
52	Cotton Rope	Kg.		
53	Jute Rope	Kg.		
54	Coconut Rote	Kg		
55	Eraser Non-Dust Quality	Pkt		
56	File Board	No.		
57	File Cover	No.		
58	Glue Stick 15 gm	No.		
59	Gum Tube 20 ml	No.		
60	Gum Tube 50 ml	No.		
61	Gum Pot 150 ml	No.		
62	Highlighter Pen	No.		
63	Flask (Borosil/Milton) (1 Lts.)	No.		
64	Flask (Borosil/Milton) (1 1/2 Lts.)	No.		
65	Flask (Borosil/Milton) (2 Lts.)	No.		
66	Flit Oil	Lts.		
67	Flit Pump	No.		
68	Fountain Pen (Best quality)	No.		
69	Floor Brush	No.		



70	Paper Puncher (One Hole), Kangaroo	No.		
71	Paper Puncher (Two Hole), Kangaroo	No.		
72	Paper Weight (Medium Size)	No.		
73	Pen Stand (for 2 Pens), Best Quality	No.		
74	Pen Stand (for 4 Pens), Best Quality	No.		
75	Pencil (Apsara)	Pkt		
76	Pencil (Classmate)	Pkt		
77	Pencil (Natraj)	Pkt		
78	Pencil Sharpener	No.		
79	Permanent Marker Pen	No.		
80	Peon Book	No.		
81	Pin Cushion, Best Quality	Pkt		
82	Plastic Scale-15 cm long	No.		
83	Plastic Scale-30 cm long	No.		
84	Plastic Stick File Transparent (A4 size) - Good Quality	No.		
85	Plastic Stick File Transparent (FS size) - Good Quality	No.		
86	Poker Tool (Plastic Handle), Best Quality	No.		
87	Plastic Tray for keeping File/Paper	No.		
88	Sealing Wax	Pkt		
89	Short Hand Note Book with 160 pages (best quality)	No.		
90	Short Hand Note Book with 200 pages (best quality)	No.		
91	Sketch Pen	Pkt		
92	Four Cover Fole	No.		
93	Gems Clip	Pkt		
94	Guard File (Delux)	No.		
95	Harpic (500 ml)	No.		
96	Harpic (200 ml)	No.		
97	Ink (Red)	MI.		
98	Ink (Blue)	MI.		
99	Latrine Brush (Best quality)	No.		
100	Lock & Key (Small)	Pair		
101	Lock & Key (Medium)	Pair		
102	Lock & Key (Big)	Pair		
103	Marker Pen	No.		
104	Markin Cloth (Cotton Red & White)	Mtr.		



105	Mosquito Coil (Good Night)	Pkt.		
106	Mosquito Repellent Machine	1 No.		
107	Mosquito Repellent Refill	ML.		
108	Mug (Nylon) (1 Lts)	No.		
109	National Flag (Big)	No.		
110	National Flag (Medium)	No.		
111	Nepthalin	Kg.		
112	Note Book (40 pages)	No.		
113	Odonil	No.		
114	Page Marker, 4 Strips	Pkt		
115	Paper Azulate	Pkt		
116	Paper Basket	No.		
117	Paper cutter	No.		
118	Pencil Battery	No.		
119	Phenyl (Red)	ml.		
120	Phenyl (white)	ml.		
121	Phool Jharu	No.		
122	Plastic Jug	No.		
123	Room Freshener	No.		
124	Quarter Plate (Borosil/Milton)	Doz		
125	Rubber Seal (line)	Line		
126	Rubber Seal (round)	Pc		
127	Scissor 6", Good Quality	Pc		
128	Tag Cotton (Best Quality)	Bundle		
129	Tag Nylon	Bundle		
130	Thumb Pin	Pkt		
131	Wooden Roller	No.		
132	Trident My Choice, Photostat Paper (A4 size) - 75 GSM, 500 sheets	Reem		
133	JK Copier, Photostat Paper (A4 size) - 75 GSM, 500 sheets	Reem		
134	JK Copier, Photostat Paper (FS size) - 75 GSM, 500 sheets	Reem		
135	Trident My Choice, Photostat Paper (A4 size) - 70 GSM, 500 sheets	Reem		
136	JK Copier, Photostat Paper (A4 size) - 70 GSM, 500 sheets	Reem		
137	JK Copier, Photostat Paper (FS size) - 70 GSM, 500 sheets	Reem		
138	Trident My Choice,	Reem		



	Photostat Paper (A4 size) - 65 GSM, 500 sheets			
139	JK Copier, Photostat Paper (A4 size) - 65 GSM, 500 sheets	Reem		
140	JK Copier, Photostat Paper (FS size) - 65 GSM, 500 sheets	Reem		
141	Short hand pencil	Pkt		
142	Soap Case	No.		
143	Soap 75 gm (Dettol)	No.		
144	Stamp Pad (88 mm x 54 mm) - small size	No.		
145	Stamp Pad (110 mm x 69 mm) - medium size	No.		
146	Stamp Pad (157 mm x 96 mm) - big size	No.		
147	Stamp Pad Ink, 25 ml	No.		
148	Stock Register No. 10	No.		
149	Stapler Machine HS-45P (Kangaro)	No.		
150	Stapler Machine 555N (Kangaro)	No.		
151	Stapler Machine HD-10 (Kangaro)	No.		
152	Stapler Pin No.10	Pkt		
153	Stapler Pin No.24/6	Pkt		
154	Table Brush	No.		
155	Table cloth (Rexin)	Mtr.		
156	Table Top Glass	Sqft.		
157	Tea Pot (Borosil/ Milton)	No.		
158	Tea spoon (Best quality)	Doz		
159	Fork	Doz		
160	Dinner Spoon	Doz		
161	Tissue Paper	Pkt		
162	Surface Spray	No.		
163	Colin (200 ml)	No.		
164	Colin (500 ml)	No.		
165	Lizol (200 ml)	No.		
166	Lizol (500 ml)	No.		
167	Wall Clock (Pendulum)	No.		
168	Wall Clock	No.		
169	Hand Towel	No.		
170	Chair Towel	No.		
171	Cushion Cover	No.		
172	Towel (Medium)	No.		



173	Vim Powder (Small Packet)	No.		
174	Waste Paper Bucket	No.		
175	Lime Powder	Kg.		
176	Maxriter Pen	No.		
177	Writo Meter Pen	No.		
178	Dustbin	No.		
179	Coaster	Doz		
180	Note Pad	No.		

COMPUTER EQUIPMENTS

1	Blank CD (Sony) (R/W)	Pc		
2	Blank CD (Sony)	Pc		
3	Pen drive (Kingston) 16 GB	Pc		
4	Pen drive (Kingston) 32 GB	Pc		
5	Pen drive (Kingston) 64 GB	Pc		
6	Tonner Cannon – 337 (Original)	Pc		
7	Tonner Cannon – 337 (Compatible)	Pc		
8	Tonner CRG-051 (Original)	Pc		
9	Tonner CRG-051 (Compatible)	Pc		
10	Tonner NPG 59 (Original)	Pc		
11	Tonner NPG 59 (Compatible)	Pc		
12	Tonner Cannon 326 Starter (Original)	Pc		
13	Tonner Cannon 326 Starter (Compatible)	Pc		

ELECTRICAL GOODS

1	LED Bulb (9 w)	No.		
2	LED Bulb (12 w)	No.		
3	Condenser (for fan)	No.		
4	LED Tube full set (Philips)	No.		
5	Tube Light (Philips)	No.		
6	Switch	No.		
7	Room heater (Blower) (Crompton)	No.		
8	Room heater (Single)	No.		
9	Room heater (double)	No.		
10	Flexible wire	Mtr.		

MISCELLANEOUS ITEMS

1	Acid for floor cleaning	Bottle		
2	Floor Moper Spotzero	No.		
3	N95 Face mask	No.		
4	Face shield	No.		
5	Surgical mask	No.		
6	Hand sanitizer (50 ml)	No.		



7	Hand sanitizer (100 ml)	No.			
8	Hand sanitizer (200 ml)	No.			
9	Hand sanitizer (500 ml)	No.			
10	Hand Sanitizer (5 Lts)	No.			
11	Hand Gloves (Good quality)	No.			
13	Dettol Hand wash (Small)	No.			
14	Dettol Hand wash (Big)	No.			
15	National Flag (Medium)	No.			
16	National Flag (Big)	No.			
17	Foot Rest (Wooden)	No.			
18	Dettol (200 ml)	Bottle			
19	Weed killer chemical (250 ml)	Bottle			

