OFFICE OF THE CHIEF JUDICIAL MAGISTRATE
HOJAI :: ASSAM.
Email: cjmhojai@gmail.com

No. CJM(H)/2026/..... 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, electrical goods and miscellaneous articles** for use in the establishment of the Chief Judicial Magistrate, Hojai, for the financial year **2026-2027.** The intending firms must submit their quotations in sealed envelope to the Office of the undersigned on or before **23rd May, 2026 within 4:00 P.M.**

GENERAL TERMS AND CONDITIONS:

1. The quotation in sealed cover superscripted as **"Quotation for supply of Stationery Articles, Electrical Goods and Miscellaneous 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 received bids shall be opened in this office on 25th May, 2026 at 10:00 A.M. in the presence of the bidder or their authorized representative. All the bidders shall remain present either in person or through authorized representative on aforementioned date and time in the office of the undersigned.
4. The rates approved by the Committee constituted for the selection of bidder shall be valid for the financial year 2026-27. 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.
5. **The rates should be submitted with GST and without GST separately.**

6. 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 establishment.
7. Incomplete quotation or bids not accompanied with the requiring supporting documents or quotation without sealed envelope shall be summarily rejected without assigning any reason and without any communication.
8. Preference shall be given to Firm which has experience in dealing with supply of office goods/ articles to the High Court/ District Court.
9. 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.
10. Payment shall be made after satisfactory execution of the order and supply of material in satisfactory condition in bill basis.
11. Sample of the items should be submitted where necessary.
12. TDS will be deducted at the applicable rate from the contract amount.
13. **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.
14. The undersigned reserves the right to accept or reject any or all quotation in part or full and shall not be bound to accept the lowest bidder.
15. 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.
16. The decision of the undersigned in all respect shall be final and binding.

Sd/-

Chief Judicial Magistrate
Hojai, Assam

Memo No. CJM(H)/2026/1073-76 Dated: 13/05/26

Copy to:

1. The District Information and Public Relation Officer, Hojai, Assam.
2. System Officer, Hojai District Judiciary. He is asked to upload the Notice in the official website of the District Judiciary, Hojai.
3. Notice Board of this establishment.
4. Office File.

13/05/26.

Chief Judicial Magistrate
Hojai, Assam
CHIEF JUDICIAL MAGISTRATE
HOJAI, ASSAM

OFFICE OF THE CHIEF JUDICIAL MAGISTRATE
HOJAI :: ASSAM

LIST OF STATIONARY GOODS / ARTICLES

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

29	Damper Sponge Pad	1	No.			
30	Cartridge Paper	1	Pkt			
31	Chitranala (30 ml)	1	Bottle			
32	Coconut Jharu	1	No.			
33	Court Diary	1	No.			
34	Cup (Borosil/Milton)	½	Dzn			
35	Plate (Borosil/Milton)	½	Pc/Dzn			
36	Cushion (Cotton)	1	No.			
37	Cushion (Dunlop)	1	No.			
38	Dustbin (plastic) (50 Lt)	1	No.			
39	Dictionary (English) (Big)	1	No.			
40	Dictionary (English) (Medium)	1	No.			
41	Dictionary (English) (Small)	1	No.			
42	Doormat (Jute) (Big)	1	No.			
43	Doormat (Jute) (Small)	1	No.			
44	Drinking Glass (Borosil/Milton)	1	Dzn			
45	Envelope (A4 Size, Plastic Coated)	1	Pc.			
46	Envelope (File Size, Plastic Coated)	1	Pc.			
47	Envelope (9" x 4")	1	Pc.			
48	Envelope (10" x 4")	1	Pc.			
49	Envelope (16" x 12")	1	Pc.			
50	Envelope (9" x 4", Plastic Coated)	1	Pc.			
51	Envelope (11" x 4", Plastic Coated)	1	Pc.			
52	Cotton Rope	1	Kg.			
53	Jute Rope	1	Kg.			
54	Coconut Rope	1	Kg			
55	Eraser Non-Dust Quality	1	Pkt			
56	File Board	1	No.			
57	File Cover	1	No.			
58	Glue Stick 15 gm	1	No.			
59	Gum Tube 20 ml	1	No.			
60	Gum Tube 50 ml	1	No.			
61	Gum Pot 150 ml	1	No.			
62	Highlighter Pen	1	No.			
63	Flask (Borosil/Milton) (1 Lts.)	1	No.			
64	Flask (Borosil/Milton) (1 ½ Lts.)	1	No.			
65	Flask (Borosil/Milton) (2 Lts.)	1	No.			
66	Flit Oil	1	Lts.			
67	Flit Pump	1	No.			
68	Fountain Pen (Best quality)	1	No.			
69	Floor Brush	1	No.			

70	Paper Puncher (One Hole), Kangaroo	1	No.			
71	Paper Puncher (Two Hole), Kangaroo	1	No.			
72	Paper Weight (Medium Size)	1	No.			
73	Pen Stand (for 2 Pens), Best Quality	1	No.			
74	Pen Stand (for 4 Pens), Best Quality	1	No.			
75	Pencil (Apsara)	1	Pkt			
76	Pencil (Classmate)	1	Pkt			
77	Pencil (Natraj)	1	Pkt			
78	Pencil Sharpener	1	No.			
79	Permanent Marker Pen	1	No.			
80	Peon Book	1	No.			
81	Pin Cushion, Best Quality	1	Pkt			
82	Plastic Scale-15 cm long	1	No.			
83	Plastic Scale-30 cm long	1	No.			
84	Plastic Stick File Transparent (A4 size) - Good Quality	1	No.			
85	Plastic Stick File Transparent (FS size) - Good Quality	1	No.			
86	Poker Tool (Plastic Handle), Best Quallty	1	No.			
87	Plastic Tray for keeping File/Paper	1	No.			
88	Sealing Wax	1	Pkt			
89	Short Hand Note Book with 160 pages (best quality)	1	No.			
90	Short Hand Note Book with 200 pages (best quality)	1	No.			
91	Sketch Pen	1	Pkt			
92	Four Cover File	1	No.			
93	Gems Clip	1	Pkt			
94	Guard File (Delux)	1	No.			
95	Harpic (500 ml)	1	No.			
96	Harpic (200 ml)	1	No.			
97	Ink (Red) (60 ml)	1	Bottle			
98	Ink (Blue) (60 ml)	1	Bottle			
99	Latrine Brush (Best quality)	1	No.			
100	Lock & Key (Small)	1	Pair			
101	Lock & Key (Medium)	1	Pair			
102	Lock & Key (Big)	1	Pair			
103	Marker Pen	1	No.			
104	Markin Cloth (Cotton Red & White)	1	Mtr.			

105	Mosquito Coil (Good Night)	1	Pkt.			
106	Mosquito Repellent Machine	1	No.			
107	Mosquito Repellent Refill (45 ml)	1	Refill			
108	Mug (Nylon) (1 Lts)	1	No.			
109	National Flag (Big)	1	No.			
110	National Flag (Medium)	1	No.			
111	Nepthalin	1	Kg.			
112	Note Book (40 pages)	1	No.			
113	Odonil	1	No.			
114	Page Marker, 4 Strips	1	Pkt			
115	Paper Azulate	1	Pkt			
116	Paper Basket	1	No.			
117	Paper cutter	1	No.			
118	Pencil Battery	1	No.			
119	Phenyl (Red) (Cross) (450 ml)	1	Bottle			
120	Phenyl (white)	1	Bottle			
121	Phool Jharu	1	No.			
122	Plastic Jug	1	No.			
123	Room Freshener	1	No.			
124	Quarter Plate (Borosil/Milton)	1	Doz			
125	Rubber Seal (line)	1	Line			
126	Rubber Seal (round)	1	Pc			
127	Scissor 6", Good Quality	1	Pc			
128	Tag Cotton (Best Quality)	1	Bundle			
129	Tag Nylon	1	Bundle			
130	Thumb Pin	1	Pkt			
131	Wooden Roller	1	No.			
132	Trident My Choice, Photostat Paper (A4 size) - 75 GSM, 500 sheets	1	Reem			
133	JK Copier, Photostat Paper (A4 size) - 75 GSM, 500 sheets	1	Reem			
134	JK Copier, Photostat Paper (FS size) - 75 GSM, 500 sheets	1	Reem			
135	Trident My Choice, Photostat Paper (A4 size) - 70 GSM, 500 sheets	1	Reem			
136	JK Copier, Photostat Paper (A4 size) - 70 GSM, 500 sheets	1	Reem			
137	JK Copier, Photostat Paper (FS size) - 70 GSM, 500 sheets	1	Reem			

138	Trident My Choice, Photostat Paper (A4 size) - 65 GSM, 500 sheets	1	Reem			
139	JK Copier, Photostat Paper (A4 size) - 65 GSM, 500 sheets	1	Reem			
140	JK Copier, Photostat Paper (FS size) - 65 GSM, 500 sheets	1	Reem			
141	Short hand pencil	1	Pkt			
142	Soap Case	1	No.			
143	Soap 75 gm (Dettol)	1	No.			
144	Stamp Pad (88 mm x 54 mm) - small size	1	No.			
145	Stamp Pad (110 mm x 69 mm) - medium size	1	No.			
146	Stamp Pad (157 mm x 96 mm) - big size	1	No.			
147	Stamp Pad Ink, 25 ml	1	No.			
148	Stock Register No. 10	1	No.			
149	Stapler Machine HS-45P (Kangaro)	1	No.			
150	Stapler Machine 555N (Kangaro)	1	No.			
151	Stapler Machine HD-10 (Kangaro)	1	No.			
152	Stapler Pin No.10	1	Pkt			
153	Stapler Pin No.24/6	1	Pkt			
154	Table Brush	1	No.			
155	Table cloth (Rexin)	1	Mtr.			
156	Table Top Glass	1	Sqft.			
157	Tea Pot (Borosil/ Milton)	1	No.			
158	Tea spoon (Best quality)	1	Doz			
159	Fork	1	Doz			
160	Dinner Spoon	1	Doz			
161	Tissue Paper	1	Pkt			
162	Surface Spray	1	No.			
163	Colin (200 ml)	1	No.			
164	Colin (500 ml)	1	No.			
165	Lizol (200 ml)	1	No.			
166	Lizol (500 ml)	1	No.			
167	Wall Clock (Pendulum)	1	No.			
168	Wall Clock	1	No.			
169	Hand Towel	1	No.			
170	Chair Towel	1	No.			
171	Cushion Cover	1	No.			

172	Towel (Medium)	1	No.			
173	Vim Powder (Small Packet)	1	No.			
174	Waste Paper Bucket	1	No.			
175	Lime Powder	1	Kg.			
176	Maxriter Pen	1	No.			
177	Writo Meter Pen	1	No.			
178	Plastic Dustbin (10 Lts.)	1	No.			
179	Coaster	1	Doz			
180	Note Pad	1	No.			
181	Distilled water for battery	1	Lt.			
182	Parker ball pen	1	No.			
183	Parker ink pen	1	No.			
184	Fulam Gamusa	1	No.			
185	Door Curtain	1	No.			
186	Window Curtain	1	No.			
187	Fixed Blade Knife (Fine Edge, Nylon Sheath)	1	No.			
188	Long ceiling broom (plastic)	1	No.			
189	Pril Dish Washing Liquid (225 ml)	1	No.			
190	Dustbin (30 Lts)	1	No.			
191	Curtain Rod	1	Ft./Mtr.			
192	Curtain Hook	1	Pair			
193	Curtain Bracket	1	Pair			
194	Plastic Bucket (16 Lts/20 Lts)	1	No.			
195	Cup & Plate (Borosil/Milton)	1	Set			
	COMPUTER EQUIPMENTS					
1	Blank CD (Sony) (R/W)	1	Pc			
2	Blank CD (Sony)	1	Pc			
3	Pen drive (Kingston) 16 GB	1	Pc			
4	Pen drive (Kingston) 32 GB	1	Pc			
5	Pen drive (Kingston) 64 GB	1	Pc			
6	Tonner Canon – 337 (Original)	1	Pc			
7	Tonner Canon – 337 (Compatible)	1	Pc			
8	Tonner CRG-051 (Original)	1	Pc			
9	Tonner CRG-051 (Compatible)	1	Pc			
10	Tonner NPG 59 (Original)	1	Pc			
11	Tonner NPG 59 (Compatible)	1	Pc			
12	Tonner Canon 326 Starter (Original)	1	Pc			
13	Tonner Canon 326 Starter (Compatible)	1	Pc			
14	HP Printer Toner (No. 110A) (Original)	1	Pc			
15	HP Printer Toner (No. 110A) (Compatible)	1	Pc			
16	Drum Cartridge CRG-051 (Original)	1	Pc			

17	Drum Cartridge CRG-051 (Compatible)	1	Pc			
18	Tonner Canon LBP 2900B (Compatible)	1	Pc			
19	Tonner Canon LBP 2900B (Original)	1	Pc			
20	Tonner Canon LBP122dw (Original)	1	Pc			
21	Tonner Canon LBP122dw (Compatible)	1	Pc			
22	Toner Canon T06 Black (Original)	1	Pc			
23	Toner Canon T06 Black (Compatible)	1	Pc			
24	Toner Konica Minolta bizhub Black (Compatible)	1	Pc			
25	Toner Konica Minolta bizhub Black (Compatible)	1	Pc			
	ELECTRICAL GOODS					
1	LED Bulb (9 w)	1	No.			
2	LED Bulb (12 w)	1	No.			
3	Condenser (for fan)	1	No.			
4	LED Tube full set (Philips)	1	No.			
5	Tube Light (Philips)	1	No.			
6	Switch	1	No.			
7	Room heater (Blower) (Crompton)	1	No.			
8	Room heater (Single)	1	No.			
9	Room heater (double)	1	No.			
10	Flexible wire	1	Mtr.			
	MISCELLENEOUS ITEMS					
1	Acid for floor cleaning	1	Bottle			
2	Floor Moper Spotzero	1	No.			
3	N95 Face mask	1	No.			
4	Face shield	1	No.			
5	Surgical mask	1	No.			
6	Hand sanitizer (50 ml)	1	No.			
7	Hand sanitizer (100 ml)	1	No.			
8	Hand sanitizer (200 ml)	1	No.			
9	Hand sanitizer (500 ml)	1	No.			
10	Hand Sanitizer (5 Lts)	1	No.			
11	Hand Gloves (Good quality)	1	No.			
13	Dettol Hand wash (Small)	1	No.			
14	Dettol Hand wash (Big)	1	No.			
15	Foot Rest (Wooden)	1	No.			
16	Dettol (200 ml)	1	Bottle			
17	Weed killer chemical (250 ml)	1	Bottle			
18	Phulam Gamocha (premium quality)	1	Pc.			
19	Phulam Gamocha (cotton hand woven)	1	Pc.			

13/05/26.

Chief Judicial Magistrate
Hojai, Assam

Chief Judicial Magistrate
Hojai, Assam