



OFFICE OF THE DISTRICT & SESSIONS JUDGE, HOJAI

জিলা ও সত্ৰ ন্যায়াধীশৰ কাৰ্য্যালয়, হোজাই
SRIMANTA SANKARDEV NAGAR, HOJAI, ASSAM
শ্ৰীমন্ত শংকৰদেৱ নগৰ, হোজাই, অসম

Mail Id : djhojai21@gmail.com

Phone Number : 03674262622

Memo No. DJHj/26/.....1447-1449

Dated, Hojai the 3rd of July, 2026

NOTICE INVITING QUOTATIONS

The District & Sessions Judge Establishment, Hojai, invites quotations from reputed registered firms/Enterprise affixing Court fees of Rs. 8.25 (Rupees Eight and Twenty Five paise only non-refundable) for annual supply of stationery and other office items as listed in the Annexure-A attached herewith and as per the terms and conditions listed in Annexure-B & Annexure-C.

SD/-

District & Sessions Judge,
Hojai , Assam

Memo No. DJHj/ 26/ 1448 ,

Dated : Hojai, the 3rd of July, 2026

Copy for information and necessary action to :

1. District Information & Public Relations Officer (DIPRO), Hojai.
- ✓ 2. Systems Officer, O/o the District & Sessions Judge, Hojai, Assam for uploading the Notice in the official Website of the District Judiciary, Hojai, along with the Annexure enclosed.
3. Notice Board of this establishment.
4. Office File.

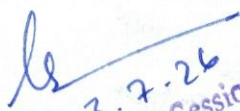
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Hojai , Assam

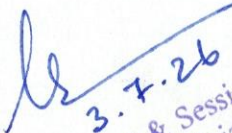
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ANNEXURE-A

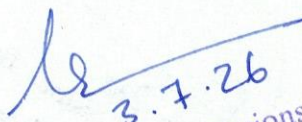
Sl. No.	Name of the Item	Specification/Brand	Quoted Unit Rate of Item (s) in Figures and Words (exclusive of GST/taxes)	GST rate to be charged (as per the new GST Regime)	Rate (inclusive of GST)
STATIONERY ITEMS					
1	Aluminum Trunk (3ft x 2ft)				
2	Aluminum Trunk (3.5 ft x 3 ft)				
3	Battery (For Remote)	Eveready/ Nippo/ Duracell			
4	Battery (For Wall Clock)	Eveready/ Nippo/ Duracell			
5	Battery (Heavy Duty)	Eveready/ Nippo/ Duracell			
6	Binder Clip				
7	Black Ball Pen	Linc Pentonic/Uno max/Hauser			
8	Black Tape				
9	Blue Ball Pen	Linc Pentonic/Uno max/Hauser			
10	Bodkin				
11	Brown Adhesive Tape (Big)				


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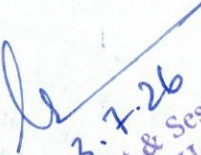
Sl. No.	Name of the Item	Specification/Brand	Quoted Unit Rate of Item (s) in Figures and Words (exclusive of GST/taxes)	GST rate to be charged (as per the new GST Regime)	Rate (inclusive of GST)
12	Calculator (Digital)	Casio/Orpat/ Citizen			
13	Carbon Paper				
14	Clip Board				
15	Cloth hanger (plastic)				
16	Correction Pen	Luxor/Faber Castell/Flair/C amlin			
17	Cotton Ribbon Roll				
18	Curtains	6 (six) feet			
19	Curtains	4 (four) feet			
20	Curtain (net)	6 (six) feet			
21	Curtain (net)	4 (four) feet			
22	Curtain Rod	Rate per feet/metre			
23	Curtain Rod crown	Per piece			
24	Cushion (18" x 18") Cushion (16" x 16")	Sleepwell/ Curol-on/ Duroflex/ Nilkamal			


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Sl. No.	Name of the Item	Specification/Brand	Quoted Unit Rate of Item (s) in Figures and Words (exclusive of GST/taxes)	GST rate to be charged (as per the new GST Regime)	Rate (inclusive of GST)
25	Dampener Sponge Pad	Soni/ Officemate/ Oddy			
26	Digital Clock	Ajanta/ Orpat/Timex			
27	Envelope (polycoated)	Large-sized			
28	Envelope (polycoated)	Legal-sized			
29	Envelope (polycoated)	Regular-sized			
30	File Cover	Ambassador/ Empire			
31	Fountain pen	Parker/ Chelpark			
32	Glue Stick	Kores/Fevistik			
33	Guard File				
34	Gum Bottle	700 (Seven Hundred) ml			
35	Gum bottle (Pidilte)	200 (one hundred) ml			
36	Hand towel				
37	Heavy duty punching machine	Kangaroo 480			
38	Heavy Duty Stapler machine (240 sheets capacity)	Kangaroo			


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39	Ink Bottle (60 ml)	Parker			
40	Jumbo Marker (10-15 mm)				
41	Lock & Key (Big)	Godrej/Harrison			
42	Lock & Key (Small)	Godre/Harrison			
43	Marker Pen	Luxor/Flair/Faber Castell/Camlin/Cello/Soni Officemate Black/Blue/Red			
44	Micro fibre cloth				
45	Note Pad	Classmate/Luxor/Nataraj			
46	Paper Cutter	Nataraj/Camlin			
47	Paper Weight				
48	Paperclip (metal)				
49	Paperclip (plastic)				
50	Pen Stand (with globe and date strips)	Kebica			


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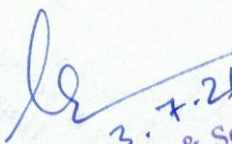
Sl. No.	Name of the Item	Specification/Brand	Quoted Unit Rate of Item (s) in Figures and Words (exclusive of GST/taxes)	GST rate to be charged (as per the new GST Regime)	Rate (inclusive of GST)
51	Pencil (HB/2B)	Apsara/ Nataraj			
52	Permanent Marker (2.5-3 mm line width)	Luxor/Flair/ Faber Castell/Camli n/Cello/Soni Officemate Black/Blue/Red			
53	Plain Copier paper (500 Sheet packet)	JK Copier A-4 sized 75 GSM			
54	Plain Copier paper (500 Sheet packet)	JK Copier A-4 ^{Legal} sized 75 GSM			
55	Plastic Folder				
56	Plastic Stick File				
57	Polymer Seal (rate per line)	Specifications to be provided at the time of issue of supply order			
58	Punching machine	6 mm handheld			
59	Push-pin box	Oddy/ Deliton/ Kesetko/ Music555			


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Sl. No.	Name of the Item	Specification/Brand	Quoted Unit Rate of Item (s) in Figures and Words (exclusive of GST/taxes)	GST rate to be charged (as per the new GST Regime)	Rate (inclusive of GST)
60	Red Ball Pen	Linc Pentonic/Uno max/Hauser			
61	Red Gel Pen				
62	Red marking cloth				
63	Room Freshener (300 ml)				
64	Ruled Register (150 pages)	Classmate (33 x 21 cm)			
65	Ruled Register (350-400 pages)	Classmate (33 x 21 cm)			
66	Scissor	Camlin/ Munix/ Wilson/ Havel's			
67	Sealing Wax (per packet)				
68	Spiral Binding Notebook				
69	Stamp Pad (11 x 6.9 cm)	Camlin/ Kores/Faber Castell			
70	Stamp Pad (15.7 x 9.6 cm)	Camlin/ Kores/Faber Castell			


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Sl. No.	Name of the Item	Specification/Brand	Quoted Unit Rate of Item (s) in Figures and Words (exclusive of GST/taxes)	GST rate to be charged (as per the new GST Regime)	Rate (inclusive of GST)
71	Stamp Pad Ink	Camlin or equivalent			
72	Stapler Machine (HP - 45)	Kangaroo			
73	Stapler machine (No. 10)	Kangaroo			
74	Stapler Machine (No. 24/6)	Kangaroo			
75	Stapler Pin (HP-45)	Kangaroo Munix			
76	Stapler Pin (No. 10)	Kangaroo Munix			
77	Stapler Pin (No. 24/6)	Kangaroo Munix			
78	Stapler Pin HD-23S24				
79	Sticky Note (Big)	Kores/Soni/ Officemate			
80	Sticky Note (small)	Kores/ Soni Officemate			
81	Table Cloth (Rexin)				
82	Table Top Glass (5mm)				
83	Table Top Glass (8 mm)				
84	Tag rope (white)				
85	Towel (Big)				


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Sl. No.	Name of the Item	Specification/Brand	Quoted Unit Rate of Item (s) in Figures and Words (exclusive of GST/taxes)	GST rate to be charged (as per the new GST Regime)	Rate (inclusive of GST)
86	T-pin	Oddy/ Kesetko/ Music555			
87	Transparent Adhesive Tape (small)				
88	Transparent Adhesive Tape (Big)				
89	Transparent Ruler	Camlin/ Artline/ Nataraj			
90	Umbrella	Metallic handle			
91	Wall Clock (40 cm x 40 cm)	Ajanta/ Orpat/Timex			
92	Wall Mirror	16" x 24"			
93	White marking cloth				

SANITARY ITEMS

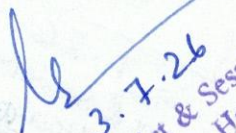
1.	Black Phenyl (450 ml)	Cross			
2.	Bleaching Powder (500 gms)				
3.	Broom (Coconut leaf)				
4.	Ceiling cleaning Jharu				
5.	Cistern Block	Flushmatic			
6.	Citronella Oil				
7.	Dishwashing Soap (200 gms)	Vim/Xpert/ Fortune			
8.	Disinfectant surface cleaner (450 ml)	Lizol			


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Sl. No.	Name of the Item	Specification/Brand	Quoted Unit Rate of Item (s) in Figures and Words (exclusive of GST/taxes)	GST rate to be charged (as per the new GST Regime)	Rate (inclusive of GST)
9.	Disinfectant toilet cleaner	Harpic/Domex			
10.	Door Mat (Cloth)				
11.	Door Mat (Jute)				
12.	Door Mat (Plastic)				
13.	Door Mat (Rubber)				
14.	Dustbin 10 Ltr (Basket Type)	Milton/ Nilkamal/ Supreme/ Aristo			
15.	Dustbin 10 Ltr (footpedal operated)	Milton/ Nilkamal/ Supreme/ Aristo			
16.	Dustbin 180 L	Milton/ Nilkamal/ Supreme/ Aristo			
17.	Floor Mop				
18.	Floor Wiper				
19.	Garbage Bag	19" x 21" 36" X 45"			
20.	Glass Cleaning liquid	Colin/Gainda			
21.	Hand Sanitizer (100 ml)	Dettol/ Savlon/ Handuser-C			
22.	Insect Killer Spray	HIT (400 ml)			
23.	Kerosene	500 ml			


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Sl. No.	Name of the Item	Specification/Brand	Quoted Unit Rate of Item (s) in Figures and Words (exclusive of GST/taxes)	GST rate to be charged (as per the new GST Regime)	Rate (inclusive of GST)
24.	Liquid Handwash (with pump) - 200 ml	Dettol/ Patanjali/ Savlon			
25.	Mosquito Repellant Coil (per packet)				
26.	Mosquito Repellant machine with oil (Goodnight/All Out/Mortein)				
27.	Napthalene Balls Packet (Small/Big)				
28.	Paper Napkin (per packet)	Onesta 80 sheet packet (270 mm x 300 mm)			
29.	Plastic Bucket (10 litres)	Milton/Cello/ Bright			
30.	Plastic Mug	Milton/Cello/ Bright			
31.	Soap Case				
32.	Solid air Freshener (per piece)	Odonil/Aer			
33.	Spinning Mop	Scotchbrite/ Kleenex/ MagicBuys			
34.	Detergent powder (250 gms)	Surf Excel/Tide			
35.	Wheeled Dushbin 180 L (Swing Lid)	Milton/ Nilkamal/ Supreme/			


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		Aristo			
Sl. No.	Name of the Item	Specification/Brand	Quoted Unit Rate of Item (s) in Figures and Words (exclusive of GST/taxes)	GST rate to be charged (as per the new GST Regime)	Rate (inclusive of GST)
36.	Wheeled Dustbin 180 L with cover	Milton/ Nilkamal/ Supreme/ Aristo			
37.	White Phenyl (450 ml)	Cross			

CUTLERY/CROCKERY ITEMS

1	Dinner Set			Specifications of items and sizes to be provided in the quotation	
2	Glass (6 pieces)	(Borosil/ Milton/Cello/ La Opala)			
3	Plastic Tray	(Milton/ Cello/Bright)			
4	Quarter Plate (6 pieces)	(Milton/ Cello/Bright)			
5	Spoon (Stainless Steel)				
6	Tea-Set	Cello/La Opala/Borosil			
7	Water Jug	(Milton/ Cello/Bright)			
8	Flip Lid Thermos Flask	Milton (1 litre)			
9	Water Bottle	Milton (1 litre)			


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Sl. No.	Name of the Item	Specification/Brand	Quoted Unit Rate of Item (s) in Figures and Words (exclusive of GST/taxes)	GST rate to be charged (as per the new GST Regime)	Rate (inclusive of GST)
10	Napkin stand				

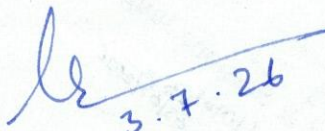
FELICITATION ITEMS

1	Ari Shawl				
2	Bamboo Jaaapi	(2 m diameter)			
3	Bell Metal Jaapi	(2 m diameter)			
4	Fulam Gamusa	Masrage Cot			
5	Fulam Gamusa	General			
6	Paat Gamusa				
7	Seleng Sador				
8	Xorai (large)				
9	Xorai (medium)				
10	Fresh Flower Bouquet				


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ANNEXURE B. Submission of Quotations:

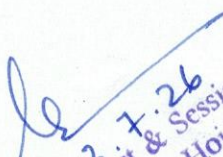
1. The quotations in sealed envelopes should be sent to the office of the District & Sessions Judge, Hojai, Assam by post or delivered by hand. Soft copies of the quotation and other documents shall be summarily rejected.
2. Intending Registered firms/Enterprise may submit their quotation in sealed envelopes in the format enclosed as Annexure 'A' and with adherence to the Terms and Conditions as listed in Annexure-'B' and Annexure-'C'. The bid documents in sealed cover should be super scripted as **"Quotation for annual supply of stationery items to the establishment of the District & Sessions Judge, Hojai for the Financial Year 2026-27"**
3. The quotation in sealed cover containing the financial bids must reach the designated office by 2 : 00 p. m. on the 18th of July, 2026. Bids received after the due date/time shall not be entertained.
4. The received bids shall be opened in this office on the 20th of July, 2026 at 4 :30 p.m. in the presence of the undersigned or in the meeting of the Bid Evaluation/Purchase Committee.
5. Incomplete quotation or bids submitted without the requisite supporting documents or quotations not received in sealed envelope shall be summarily rejected without assigning any reason and without any communication.
6. A single firm/ enterprise shall not submit more than one no. of quotation or submit quotation (s) in the name of any of its sister concern.
7. This office shall reserve the right to reject any bid/quotation if there appears to be reasonable and probable cause for same.
8. The rates quoted shall be valid for the entirety of the Financial Year 2026-27 from the date of approval of the quotation.


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ANNEXURE C: General Terms and Conditions

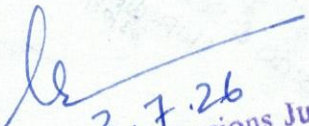
The bidding firm (s)/ enterprise (s) shall abide by the terms and conditions as given here under:

1. The bidder must be a registered local firm/ Enterprise, preferably from Hojai and must submit the necessary documents as listed here under. The documents shall contain the signature of the Proprietor/Manager and seal of the bidding firm.
 - i) Proof of the Current Bank Account of nationalized Bank in the name of the firm.
 - ii) Updated trade license issued by appropriate authority.
 - iii) PAN Card.
 - iv) GST registration certificate.
 - v) Any other documents which are required for supplying goods and services to Govt. offices/departments.
2. The firm/enterprise must have an established shop/office dealing in stationery/electrical/refreshment items.
3. The unit rates quoted should be exclusive of GST and other taxes. The firms mention the GST rates to be charged as per the new GST regime separately and the unit rate inclusive of GST as per the format attached.
4. The bidding firm shall furnish the rates for each brand of the same item separately.
5. The rate quoted for each item will be final and no hike in price shall be considered in the contract period. Further rate quoted in the price bid should be on door delivery basis to this establishment.
6. The service contract shall be either for 1 (one) year or until the end of the FY 2026-27 and shall stand terminated automatically on completion of the period unless extended by the order of the undersigned. In case the service


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contract is temporarily extended the rates fixed for the preceding year shall be binding till the expiry of the service contract. Increase and decrease of prices, Taxes and 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 will have to be borne by the supplier.

7. Preference shall be given to Firm which has experience in dealing with supply of above mentioned items to the Govt. Offices/Departments.
8. Mere submission of the lowest bid will not legally bind the undersigned to accept the quotations (s) with the lowest rate; preference shall be given only to the firm (s)/ enterprise (s) that submit quotes for the item (s) as per the specifications. The undersigned reserves the right to accept or reject any quotation without assigning any reason or providing any intimation to any supplier/enterprise, except to the concerned selected bidding firm.
9. The undersigned may choose to split the annual contract between two or more firms based on the individual lowest rates quoted or based on the quality of the samples submitted during the evaluation process.
10. The selected firm (s)/ enterprise (s) shall have to supply the items ordered as per the specifications and quantity detailed in the supply order. The articles to be supplied should be as per the prescribed brand/specifications and in case of items for which samples had been submitted during the evaluation process, as per samples approved by the undersigned/Committee
11. The bidder shall have to supply other related ancillary items that are not listed in the above mentioned 'Annexure' in urgent cases upon formal supply order, if required, at reasonable rates and as per the prevailing market price.
12. Sample of the items of items for order should be submitted where necessary or as and when requested. If the samples are deemed


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unsatisfactory or not at par with the specifications, the supply order shall stand cancelled. The undersigned shall not be held liable for any losses whatsoever, to the firm (s)/enterprise (s).

13. The firm (s)/enterprise (s) shall get the Delivery Challan duly signed by the consignee at the time of delivery of the item (s). The Delivery Challan shall contain the list of the item (s) supplied, quantities and the work/supply order against which the supply has been made.
14. Payment shall be made after satisfactory execution of the order and supply of material in satisfactory condition. The firm (s)/enterprise (s) shall submit invoice mandatorily in triplicate and the Delivery Challan within 15 (fifteen) days from the date of delivery of the item (s). The rates charged should be the same as the quoted in the original tender.
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 annual supply contract by giving intimation to the supplier.
16. TDS will be deducted at source at the applicable rate (s) from the bill amount.
17. The decision of the undersigned shall be final and binding in all respects during the contract period.


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