

OFFICE OF THE DISTRICT & SESSIONS JUDGE, BARPETA.

No. DJB/ 1829 (E), Dated, Barpeta the 28th day of May, 2024.

From: P. K. Bora,
District & Sessions Judge,
Barpeta.

Invitation for Quotation

Sealed Quotation are invited from registered dealers / firms / Govt. order suppliers for supplying below mentioned stationary articles to the office of the undersigned within 15 (Fifteen) days from the date of publication of this quotation:

Particulars of Items:

1. Cup-Plate set.
2. Tea Spoon
3. Glass for drinking water
4. Towel (Big Size)
5. Towel (Small Size)
6. Room freshener
7. Liteboy Sanitizer
8. Dettol Handwash
9. Dettol Soap
10. Chitranol
11. Mayfair Ball Pen (Black)
12. Mayfair Ball Pen (Blue)
13. Mayfair Ball Pen (Red)
14. Whitener
15. Perker Pen Ink
16. Electric Kettle
17. Table Cloth
18. Pen Stand
19. Plastic Dish (Medium Size)
20. Doormat (Big Size)
21. Doormat (Small Size)
22. Carlon Cushion
23. LED Bulb (18 Watts)
24. LED Tube (18 Watts)
25. File Cover with board
26. Herpic
27. Black Phenyl (Bengal Chem, 500 ml.)
28. White Phenyl (Cross, 500ml.)

29. Pad Ink
30. Stamp Pad
31. Alpin
32. Gum
33. Tag
34. Envelop (Standard Size)
35. Envelop (Big Size)
36. Plastic Bucket (Big Size)
37. Mug (Medium Size)
38. Plastic Tray
39. Plastic Dustbin
40. Steno Note Book
41. Register (Standard Size)
42. Register (Medium Size)
43. Stapler (Big Size)
44. Stapler (Medium Size)
45. Stapler Pin (Big Size)
46. Stapler Pin (Medium Size)
47. Good night mosquito coil.
48. Good night mosquito liquid.
49. Good night liquid with machine.
50. Scissor
51. Odonil
52. Highlighter
53. Napthalin
54. Bill Register
55. Transit Register
56. Attendance Register.
57. Cash book
58. Court Diary
59. Medium size Calculator.
60. Medium Size Wall Clock.
61. Knife
62. Hana (Punching Hole maker)
63. Sticky Coloured Paper Flag.
64. Battery for Torch (AA)
65. Pencil Battery for clock
66. Battery for AC remote control (AAA).
67. Red Cloth
68. Sutli
69. Lock & Key (Medium Size)
70. Lock & Key (Big Size)
71. Ribbon for record binding

72. J.K Copier A4 Size Paper (75 GSM)
73. J.K Copier Legal Size Paper (75 GSM)
74. Wiper.
75. Mopper.

GENERAL TERMS & CONDITIONS

1. The sealed envelope containing quotation shall be marked as **"Quotation for Supply for Stationary Articles"** and the following documents must be annexed with the quotation:
 - a) Copy of PAN Card.
 - b) Copy of GST registration Certificate.
 - c) Copy of valid trade license.

Each page of the documents should be signed by the bidder with seal to establish the Bidder's eligibility and its qualification to perform the supply of materials if its bid is accepted. In the absence of any of the above documents / information, the offer may be summarily rejected without making any further reference in this regard.

The sealed quotation should be submitted to the office of the District and Sessions Judge, Barpeta, during office hours on working days.

2. Payments shall be made after satisfactory execution of the order and supply of material in satisfactory condition on bill basis. The decision of the undersigned, towards satisfaction of quality of material shall be final. Payment of the material supplied under purchase order will be paid on receipt of complete consignment and checking of the material and on production of following:
 - Invoice in triplicate.
 - Bank Account Details.
 - Delivery Challan duly signed by the consignee.
3. The undersigned reserves the right to accept or reject any or all the tenders in part or full, without assigning any reason whatsoever.
4. The undersigned reserves the right, to award the work to one or more bidders. No communication shall be made in this regard except the selected firm/tenderer/bidder.
5. 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/contractor.
6. Supplier may also be asked to supply other article not mentioned in the above list. In that case, the supplier may be paid at the fair market price of that article.
7. The decision of the undersigned in all respect shall be final and binding on all.

Sd/-
District & Sessions Judge,
Barpeta.

Memo No. DJB/ 1830-33 (E), Dated, Barpeta the 28th day of May, 2024.

Copy to for information to:

1. The "Notice Board" of this office for information.
2. The Accountant of this office.
3. The System Officer, Barpeta District Judiciary for uploading this quotation in the Barpeta District Judiciary website.
4. The Office File.

Sd/-
District & Sessions Judge,
Barpeta.