

**OFFICE OF THE PRINCIPAL JUDGE, FAMILY COURT:::::::::: BARPETA**

No. FCB/04/O.E/2024/ 493-94

Barpeta the dated 7<sup>th</sup> day of June,2024

**NOTICE INVITING TENDER**

Sealed quotations are hereby invited affixing Court Fee stamp of Rs. 8.50 (Non refundable) from Govt. Registered Supplier/ Firms to supply stationery as well as other kinds of required articles as per official requirement to this establishment as mentioned in the enclosed list for the financial year 2024-25.

The quotation should reach the office of the undersigned within **15 days** from the date of publication of this quotation.

**TERMS AND CONDITIONS**

1. The sealed envelope containing quotation shall be marked as "Quotation for Stationery Items" and the following documents must be annexed with the quotation.
  - a) Copy of Pan Card.
  - b) Copy of GST Registration certificate.
  - c) Copy of Trade License.
2. Each page of the documents should be signed by the bidder with seal to establish the Bidders eligibility and its quotation 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.
3. Supply should be made in the office of the undersigned, immediately on receipt of the supply order from the undersigned.
4. Rates of articles should be quoted legibly against each of the items and price quoted should be inclusive of all taxes and delivery charges.
5. Inferior quality articles shall be rejected and no claim shall be entertained.

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6. Payment will be made on submission of bills, subject to availability of fund.
7. Each firm/enterprise should have Govt. Registration.
8. Each firm/enterprise should have an account in any Public Sector Bank.
9. Each firm/enterprise will have to submit Tax Clearance Certificate along with the quotation.
10. Rates shall be valid till 31-03-2024 and term of supply may also be extended with the consent of the supplier or may be terminated at any time without any notice.
11. MRP should be shown against every item and every bills and maximum discount should be given on MRP.
12. Supplier may also be asked to supply any other article not mentioned in the enclosed list. In that case the supplier should be paid the market value of the article.
13. The undersigned reserves the right to accept and reject any quotation without assigning any reason

Sd/-  
Principal Judge,  
Family Court, Barpeta

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Copy to :-

1. The System Officer, Barpeta Judiciary for uploading this notice in the Barpeta District Judiciary Website.
2. Notice Board of this establishment.
3. Guard file.

Sd/-  
Principal Judge,  
Family Court, Barpeta



### Particulars of Items

SL No	Name of the Articles	SL No	Name of the Articles
1	JK Copier A4 size (75 GSM)	31	Harpic big size
2	JK Copier A4 size (75 GSM)	32	Odo-nil
3	Alpin	33	Door Mate
4	Envelop (standard size)	34	Naphthalene (500 gm)
5	Envelop (big size)	35	Bleaching Powder (500 gm)
6	Ball Pen (Best Quality)	36	Citronella
7	Wall Clock	37	Lock & Key (godrej)
8	Stamp Pad Ink	38	Soap
9	Stamp Pad	39	Room Freshener
10	Pen stand	40	Car Freshener
11	Torch Light (with 3 cell Eveready)	41	Hand Sanitizer 100 ml
12	Plastic Dustbin big size	42	Ball Pen black (Best Quality)
13	Toner 12 A Blue Streak (HP)	43	Drinking water glass (Best Quality)
14	Toner 337 Blue Streak (Canon)	44	Colin 500 ml
15	Red Cloth	45	Broom (Full Jharu)
16	Towel big size	46	Dettol Hand wash
17	Towel small size	47	Dettol Liquid
18	Glue Stick (Medium Size)	48	Cup Plate (Bone China)
19	LED Bulb (18 watts)	49	Anti virus (Quick Heal) Single User
20	LED Tube (18 watts)	50	Anti virus (Quick Heal) Double User
21	Wall Fan	51	Anti virus (Quick Heal) Triple User
22	Pure drop (Filter) 15 Ltr.	52	Wiper Plastic
23	Pencil Battery AAA Size	53	White Tape (Ribbon)
24	Pencil Battery AA Size	54	Candle Stick
25	Vim Liquid (500 ml)	55	Plastic Bucket
26	White Phenyl 500 ml	56	Plastic Mug
27	Black Phenyl 500 ml	57	Calling Bell
28	Toilet Brush	58	Calling Bell Cordless
29	Steno Note Book	59	Tea Pot
30	Highlighter	60	Calculator Casio 12 digit

61	Toner Xerox Machine	80	Mop
62	File cover with Board (Special	81	Pen drive 64 G.B., 128 G.B.
63	File cover with Board (General)	82	Electric Tea Kettle (1 Ltr)
64	Eraser	83	Stamp Pad
65	Mouse Optical Prododt usb	84	Scissors
66	Flask Milton 1 Ltr.	85	Yellow Paper (A-4 Size)
67	Knife (Best Quality)	86	Door Stopper
68	Stapler Machine (Big)	87	Flag (Small & Big Size)
69	Stapler Machine (Small)	88	Attendance Register.
70	Stapler Pin (Big)	89	Bill Register
71	Stapler Pin (Small)	90	Cash Book
72	Paper Weight	91	Transit Resister
73	Punching Machine	92	Court Diary
74	Car Shampoo	93	Dak Book
75	Tag	94	Register Rolling 100 Pages
76	Cello Tape (Big Size)	95	Register Rolling 200 Pages
77	Wooden Pencil	96	Register plain 100 Pages
78	Rope	97	Register plain 200 Pages
79	Distilled water for battery	98	Numeric/Microtech/Enlove 600 VA/1000 VA UPS