

জিলা ও সত্ৰ ন্যায়াধীশৰ কাৰ্যালয়, যোৰহাট
OFFICE OF THE DISTRICT & SESSIONS JUDGE, JORHAT

No.JJA/_____/2024

Dated ____/____/____

NOTICE INVITING QUOTATION

Dated Jorhat, the 29th day of April, 2024

Sealed quotations affixing Court Fee Stamp of Rs. 8.25/- only (Non refundable) are hereby invited from reputed registered local firms for supply of Stationary articles and other misc. articles to the office of the District & Sessions Judge, Jorhat for the year 2024-2025 **on or before 11/05/2024 till 4.00 p.m.. No quotation will be entertained beyond the scheduled date and time.**

GENERAL TERMS & CONDITIONS

1. The Parties at the time of submitting quotation shall have to submit photocopy of valid trade license & GST Registration certificate, PAN card, etc of the firm. The envelope containing the quotation should be superscribed as **"Quotation for supply of Stationery/Misc./Electrical articles"**.
2. All pages of the document must be signed by an authorized person on behalf of the firm along with seal at the bottom. The Parties also have to submit firm's Current Bank (Preferably S.B.I.) account number.
3. The rate should be quoted with GST and they also have to mention the specific name of the brand/company of the articles they intend to quote in the enclosed format exclusively within the brands specified.
4. The quotation will be opened **on 13/05/2024** in the office chamber of the undersigned, by the undersigned or any authorized person, as may be directed. (if any changes on the date of opening the sealed quotations occur owing to any unavoidable circumstances, it would be intimated in the **official website only.**)
5. The proprietor or the representative of the intending firm should be present at the scheduled date and time of opening the quotation. Those who do not attend at the time of opening of the quotation shall have no right to any objection, later on, although their quotation will also be opened and may be accepted, if found suitable.
6. No further communication shall be made in this regard.
7. Rate quoted for each item will be final and no hike in price of any material will be considered till the end of this financial year wherever required.
8. Sample of the items should be submitted, if and when necessary. The articles will be purchased as per requirement and same must be delivered immediately. The suppliers will also have to bear all the overheads & expenses etc. in connection with carting, packaging, transportation etc. in connection with the supply to the office/Quarters/Guest House.
9. The District & Sessions Judge, Jorhat 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 price/bid.
10. In case of violation of terms and condition of the quotation document or unsatisfactory supply of materials or of poor quality and below standard District & Sessions Judge, Jorhat reserves the right to terminate the contract by giving intimation to supplier immediately.
11. The decision of the District & Sessions Judge, Jorhat in all respect shall be final and binding.

Enclosed: - 07 (seven) pages.

Sd/-

**District & Sessions Judge,
Jorhat.**

MEMO.NO. JJA/ 4036 - 38 / 2024

Dated 29/04/24

Copy forwarded to: -

- ✓ 1. System Officer, o/o the District & Sessions Judge, Jorhat.

He is hereby directed to upload the same in the official website immediately.

2. Notice Board, o/o the District & Sessions Judge, Jorhat.
3. Office File.

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**Chief Administrative Officer
o/o District & Sessions Judge,
Jorhat.**


SL No.	Stationery Items	Brand/Specifications/ Desirable Features	Bid/Quoted Price (Inclusive of Taxes)		
			Unit	In Figures	In Words
1.	F.C. Paper	Best Quality	Ream		
2.	A4 Paper (GSM-67,GSM-70)	J.K. Max	Pkt.		
3.	A4 Paper (GSM-75)	J.K. Copier	Pkt.		
4.	Legal Paper (GSM-67,GSM-70,GSM-75)	J.K.	Pkt.		
5.	Photo Paper	J.K./Equivalent	Pkt.		
6.	Steno Short hand Note Book	Neelgagan/Commander	No.		
7.	File Cover(Khaki/Color)	Diplomat/Neelgagan	No.		
8.	File Board	Best Quality	No.		
9.	Guard File/ Box File	Credence/Diplomat	No.		
10.	Cover File	Credence/Diplomat	Roll		
11.	Brown/ Khaki Cover Paper	Best Quality	Sheet		
12.	a.Wooden Pencil HB/ Pencil both side Red & Blue b.Eraser c.Sharpener	Apsara/Nataraj/ Camlin	No.		
13.	Blue Cover Paper	Best Quality	Sheet		
14.	Binding Register (Ruled/Plain)	Absolute/equivalent	No.		
15.	Black Adhesive Tape 1"	Cello/equivalent	Roll		
16.	Black Adhesive Tape 1/2"	Cello/equivalent	Roll		
17.	Black Adhesive Tape 2"	Cello/equivalent	Roll		
18.	Brown Adhesive Tape 1"	Cello/Apollo	Roll		
19.	Brown Adhesive Tape 1/2"	Cello/Apollo	Roll		
20.	Brown Adhesive Tape 2"	Cello/Apollo	Roll		
21.	Brown Envelope Medium 4" x 10"	Best Quality	No.		
22.	Brown Envelope Medium 5" x 11"	Best Quality	No.		
23.	CAV Envelope (A4 Size Plastic Coated)	Best Quality	No.		
24.	CAV Envelope (File Size Plastic Coated)	Best Quality	No.		
25.	Transparent Adhesive Tape 1"	Best Quality	No.		
26.	Transparent Adhesive Tape 1/2"	Best Quality	No.		
27.	Transparent Adhesive Tape 2"	Best Quality	No.		
28.	Scissors (Large)	Kores	Pc.		
29.	Scissors (Medium)	Kores	Pc.		
30.	Gems Clip Plastic Coated	Kores	Pkt		
31.	Gel Pen (Blue, Red, Green & Black Colour)	Add Gel/Linc/Hauser/Flair	No.		
32.	Gel Pen Refill (Blue, Red, Green & Black Colour)	Add Gel/Linc/Hauser/Flair	No.		

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District & Sessions Judge
Jorhat

33.	Ball Pen (Blue, Red, Black)	Linc/Flair/Hauser	No.		
34.	Pilot Pen-0.5	Luxor	No.		
35.	Ink Pen	Parker	Each		
36.	Ink Bottle	Parker	Each		
37.	Executive Ball Pen Both side (Red & Blue)	Linc/Woody/ equivalent	No.		
38.	Blue Refill Short/General Size	Best Quality	Pkt		
39.	Red Refill Short/General Size	Best Quality	Pkt		
40.	Glue Stick 15 m	Kores	No		
41.	Gum Pot 750 ml	Kores	Bottle		
42.	Highlighter (Colour)	Kores	No		
43.	C.D. Marker Pen	Kores	No		
44.	Permanent Marker Pen (Colour)	Kores	No		
45.	White Ink Correction Combo 7 ml	Flair/ Cello	No		
46.	Pin Cushion	Best Quality	No		
47.	Lever Arch File A4 Size	Best Quality	No		
48.	Lever Arch File FS Size	Best Quality	No		
49.	Page Marker/ Sticky Note - 3/4/5 Strips	Desmat/ Oddy	Pkt		
50.	Paper Puncher One Hole	Kangaro	No		
51.	Paper Puncher Two Hole	Kangaro	No		
52.	Paper Weight (Medium Size)	Best Quality	No		
53.	Pen Stand (for 2 Pens)	Best Quality	No		
54.	Pen Stand (for 4 Pens)	Best Quality	No		
55.	Peon Book	Best Quality	No		
56.	Plastic Stick File Trans rent A4 Size	Best Quality	No		
57.	Plastic stick File Trans rent FS Size	Best Quality	No		
58.	Plastic Tray for Keeping Paper/ File	Best Quality	No		
59.	Sealing Wax	Gripex	No		
60.	Sketch Pen	Luxor	No		
61.	Spiral Note Book size 3" x 5" 40 pages	Neelgagan/Equivalent	Each		
62.	Spiral Note Book size 4" x 7" 40 pages	Neelgagan/Equivalent	Each		
63.	Stamp Pad 157mm x 96mm	Kores/GIL/Supreme	No.		
64.	Stamp Pad 70mm x 111mm	Kores/GIL/Supreme	No.		
65.	Stamp Pad Ink 50 ml	Kores	Bottle		
66.	Stapler Machine No 10	Kores/Kangaro	No.		
67.	Stapler Machine No 24/6	Kores/Kangaro	No.		
68.	Stapler Pin No 10	Kores/Kangaro	No.		
69.	Stapler Pin No 24/6	Kores/Kangaro	No.		

70.	Steel Scale 12 inch	Best Quality	No.		
71.	Stick Pad 3" x 3"	Desmat/ Oddy	Pkt		
72.	Calculator 12 Digit (Medium)	Orpat/Casio/Flair	No.		
73.	Calculator 12 Digit (Big)	Orpat/Casio/Flair	No.		
74.	Tag Cotton 10"	Best Quality	Pkt		
75.	Tag Cotton 12"	Best Quality	Pkt		
76.	Plastic/Nylon Tag 12"	Best Quality	Pkt		
77.	Thread Ball Cotton	Best Quality	Roll		
78.	Water Sponge/Damper with Lid	Best Quality	No.		
79.	Printed File Cover - White /Blue/Green/Orange/Red	As per sample	No.		
80.	Printed File Cover with Title Page White /Blue/Green/Orange/Red	As per sample	No.		
81.	File Board, Extra Thick Cloth Binding (Red/Green/Blue Flap with corn 10" x 14"	As per sample	No.		
82.	Printed Brown Envelope Medium 4" x 10"	As per sample	Piece		
83.	Printed Brown Envelope Medium 5" x 11"	As per sample	Piece		
84.	Blank DVD (4.7GB)	Moserbaer/ Fontech/I Kart	No.		
85.	Printer Cartridge (No.88A)	Prodot/Image King/I Kart	Each		
86.	Printer Cartridge (No. 337)	Prodot/Image King/I Kart	Each		
87.	Printer Cartridge (No. 78A)	Prodot/Image King/I Kart	Each		
88.	Printer Cartridge (No. 337)	Canon Original	Each		
89.	Canon Photo Copier machine Cartridge	Canon Original	Each		
90.	Kyocera TK-1178 cartridge	Kyocera Original	Each		
91.	HP 119 A (Black Laser Toner Cartridge)	H.P. Original	Each		
92.	HP 119 A (Cyan, Magenta, Yellow Toner Cartridge)	H.P. Original	Each		
93.	Executive Bond Paper (100 GSM)	J.K./ Equivalent	Each		
94.	Knife	Best Quality	Each		
95.	Pie/Bindhana	Best Quality	No.		
96.	Pencil battery (AA)	Eveready/Panasonic/Nippo	No.		
97.	Remote Battery (AAA)	Eveready/Panasonic/Nippo	No.		
98.	Mobile Oil (2T)	Gulf/Castrol/	No.		
99.	Grass Cutter Trimmer Line	Best Quality	Pkt.		
100.	Dust Bin (Big)	NeelKamal/Equivalent	Pc.		
101.	Dust Bin (Step on Pedal) (Medium)	NeelKamal/Equivalent	Pc.		
102.	Plastic Rope	Best Quality	Pkt.		
103.	Sutlee	Best Quality	Kg.		
104.	Disposable Paper Plate	Best Quality	Pc.		


 District & Sessions Judge
 Jorhat

105.	Disposable Paper Quarter Plate	Best Quality	Pc.		
106.	Disposable Paper Tea Cup	Best Quality	Pc.		
107.	Disposable Paper Drinking Water Cup	Best Quality	Pc.		

22/4/24

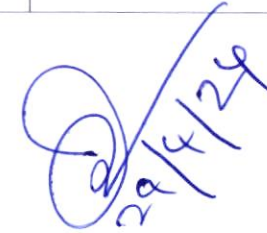
District & Sessions Judge
Jorhat

SL No.	Housekeeping/Misc. Articles	Brand/Specifications/ Desirable Features	Bid/Quoted Price (Exclusive of Taxes)		
			Unit	In Figures	In Words
1.	Pheny I(Black) 500 ml	Cross	Bottle		
2.	Phenyl (White) 500ml	Cross	Bottle		
3.	Bleaching Powder 1 K	Suraksha/Cross	Pkt.		
4.	Bleaching Powder 1/2 Kg	Suraksha/Cross	Pkt.		
5.	Toilet Cleaner (500 ml)	Harpik	Bottle		
6.	Chitranola Oil 100 ml,	Best Quality	Bottle		
7.	Chitranola Oil 200 ml,	Best Quality	Bottle		
8.	Nepthelin	Best Quality	Pkt.		
9.	Bathroom Freshener	Odonil	Pkt.		
10.	Glass Cleaner (500ml)	Colin	Bottle		
11.	Table Brush	Best Quality	Each		
12.	Hand Sanitizer	Handuser-C/Equivalent	Each		
13.	Surface Sanitizer	Savlon/Equivalent	Each		
14.	Liquid Hand Wash (250 ml/500ml)	Savlon/Dettol/Santoor	Bottle		
15.	Lock & Key (Large)	Link/Godrej	Each		
16.	Lock & Key(Medium)	Link/Godrej	Each		
17.	Lock & Key(Small)	Link/Godrej	Each		
18.	Broomstick (Phool Zaroo)	Best Quality	Each		
19.	Broomstick (Bamboo Zaroo)	Best Quality	Each		
20.	Plastic Mug (1ltr)	Cello/Milton	Each		
21.	Plastic Bucket (18 ltr)	Cello/Milton	Each		
22.	Stainless Steel Water Filter(20-26ltr)	Best Quality	Each		
23.	Drinking Glass Set	Borosil/Milton	Each		
24.	Cup Plate Set	Borosil/ Milton	Each		
25.	Quarter Plate Set	Borosil/Milton	Each		
26.	Spoon Set/ Fork Set	Best Quality	Each		
27.	Tray (Big)	Best Quality	Each		
28.	Tea Flask	Milton/Equivalent	Each		
29.	Thermo Flask	Milton/ Borosil	Each		
30.	Towel(Big Size)	Best Quality	Each		
31.	Towel(Medium Size)	Best Quality	Each		
32.	Foot Mat (4x2) ft	Best Quality	Each		
33.	Mosquito Liquid Refill & Machine	Allout/Goodknight	Each		
34.	Mosquito repellent dhu (Incense Stick)	Best Quality	Each		
35.	Scented Incense Stick	Best Quality	Each		
36.	Room Freshener	Godrej	Each		
37.	Car Freshener	Godrej	Each		
38.	Battery Water	Best Quality	Each		
39.	Basin Tap/Tap Plastic	Supreme	Each		
40.	Basin Tap/Tap Metal	Best Quality	Each		
41.	Hand Water Spray Set	Hindware/ Equivalent	Each		
42.	White Cement	Best Quality	Each		
43.	Taflon Tape	Best Quality	Each		

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District Sessions Judge
Jorhat

44.	Solvent	Best Quality	Each		
45.	Cistern Set	Hindware/ Equivalent	Each		
46.	Plastic Water Pipe	Best Quality	mtr		
47.	Floor Moper	Best Quality	Each		
48.	Anti Termite	Best Quality	Bottle		
49.	Glued Rat Trap	Best Quality	Each		
50.	Wall Clock	Orpat/Ajanta	Each		


22/4/24

District & Sessions Judge
Jorhat,

SL No.	Electrical Articles	Brand/Specifications/ Desirable Features	Bid/Quoted Price (Exclusive of Taxes)		
			Unit	In Figures	In Words
1.	Tube light	Bajaj/Havells	Pc.		
2.	Electronic Choke	Bajaj/Havells	Pc.		
3.	Tube Light Set	Bajaj/Havells	Pc.		
4.	LED Tube Light (20w/40w)	Bajaj/Havells	Pc.		
5.	LED Bulb 10 watt/15watt	Bajaj/Havells/Syska	Pc.		
6.	Table Lamp	Bajaj/Philips/Syska	Pc.		
7.	Extension Cord 15AMP X 4 MTRS.	Anchor	Pc.		
8.	Extension Cord 5AMP X 4 MTRS	Anchor	Pc.		
9.	Extension Cord Spike Buster 5AMP	Anchor	Pc.		
10.	Extension Cord Spike Buster 10AMP	Anchor	Pc.		
11.	Extension Cord Spike Buster 15AMP	Anchor	Pc.		
12.	Multi Holder (Anchor)	Anchor	Pc.		
13.	Multi Pin Plug 15 Amp	Anchor	Pc.		
14.	4mm Copper Wire	Havells	Pkt		
15.	2.5mm Copper Wire	Havells	Pkt		
16.	1.5mm Copper Wire	Havells	Pkt		
17.	Electronic Regulator (Box Type)	Anchor	Pc.		
18.	Electronic Regulator -Ceiling Fan	Anchor	Pc.		
19.	Emergency Light	Philips/Orpat/Syska	Pc.		
20.	Torch Light	Philips/Syska	Pc.		
21.	Condenser 3.0 MFD	Best Quality	Pc.		
22.	Condenser for Ceiling Fan 2.5mm	Bajaj	Pc.		
23.	Calling Bell (Cordless)	Best Quality	Pc.		
24.	Calling Bell (Manual)	Best Quality	Pc.		
25.	Calling Bell Push (Electrical)	Best Quality	Pc.		
26.	Remote Control Calling Bell	Best Quality	Pc.		
27.	Socket 5 amp	Anchor	Pc.		
28.	Socket 15 amp	Anchor	Pc.		
29.	Switch 15 amp	Anchor	Pc.		
30.	Switch 5 amp	Anchor	Pc.		
31.	Square box	Best Quality	Pc.		
32.	SS combine 5 amp	Anchor	Pc.		
33.	SS combine 16 amp	Anchor	Pc.		
34.	Black Tape/Insulator	Best Quality	Pc.		
35.	Ceiling Fan (1200 mm)	Usha/Bajaj	Pc.		
36.	Stand Fan	Usha/Bajaj	Pc.		
37.	Wall Fan	Usha/Bajaj	Pc.		
38.	Table Fan	Usha/Bajaj	Pc.		
39.	Electric Kettle 1 Ltr.	Bajaj/Prestige	Pc.		
40.	Room Heater (Double Rod)	Orient/Bajaj	Pc.		
41.	Room Heater (Single Rod)	Orient/Bajaj	Pc.		
42.	Casing/Caping (1 inch/2 inch)	Best Quality	Pc.		

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District & Sessions Judge
Jorhat