

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

No.JJA/\_\_\_\_\_/2024

Dated \_\_\_\_/\_\_\_\_/\_\_\_\_

**NOTICE INVITING QUOTATION**

Dated Jorhat, the 29<sup>th</sup> 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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29/4/24

**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.		

*(Handwritten signature)*

District & Sessions Judge  
Jorhat