জিলা ও সত্র ন্যায়াধীশৰ কার্য্যালয়, যোৰহাট
OFFICE OF THE DISTRICT & SESSIONS JUDGE, JORHAT

No.JJA/ 5713-15 /2026 Dated 19/06/2026

NOTICE INVITING QUOTATION

Dated Jorhat, the day of June, 2026

Sealed quotations affixing Court Fee Stamp of Rs. 8.25/- only (Non refundable) are hereby invited from reputed registered local firms for supply of Stationery articles and misc. housekeeping articles to the office of the District & Sessions Judge, Jorhat for the year 2026-27 **on or before 29/06/2026 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 & Housekeeping 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 account details.
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 30/06/2026** 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 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.
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 or sub standard in nature, the 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: - 06 (Six) pages.

Sd/-
District & Sessions Judge I/C,
Jorhat.

MEMO.NO. JJA/ 5713-15 **/ 2026** **Dated** 19 / 06 / 26

Copy forwarded to: -

1. The Systems 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.

19/6/26

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	J.K. Paper	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 Adhensive Tape 1" (50 mtr)	Cello/equivalent	Roll		
16.	Black Adhensive Tape 1/2" (50 mtr)	Cello/equivalent	Roll		
17.	Black Adhensive Tape 2"(50 mtr)	Cello/equivalent	Roll		
18.	Brown Adhensive Tape 1"(50 mtr)	Cello/Apollo	Roll		
19.	Brown Adhensive Tape ½"(50 mtr)	Cello/Apollo	Roll		
20.	Brown Adhensive Tape 2"(50 mtr)	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 Adhensive Tape 1"	Best Quality	No.		
26.	Transparent Adhensive Tape 1/2"	Best Quality	No.		
27.	Transparent Adhensive 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.		
33.	Ball Pen (Blue, Red, Black)	Linc/Flair/Hauser	No.		

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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		

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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)	Zebronics/Fontech/I Kart	Each		
86.	Printer Cartridge (No. 337)	Zebronics/Fontech/I Kart	Each		
87.	Printer Cartridge (No. 78A)	Zebronics/Fontech/I Kart	Each		
88.	Printer Cartridge (No. No.925)	Zebronics/Fontech/I Kart	Each		
89.	Printer Cartridge (No. 337)	Canon Original	Each		
90.	Kyocera TK-1178 cartridge	Kyocera Original	Each		
91.	Canon Copier Cartridge	Canon Original	Each		
92.	Canon Toner T06 Black	Canon Original	Each		
93.	Canon Copier Toner NPG90 Black	Canon Original	Each		
94.	Pen Drive (16 GB)	(Transcent/San Disk)	Each		
95.	HP 119 A (Black Laser Toner Cartridge)	H.P. Original	Each		
96.	HP 119 A (Cyan, Magenta, Yellow Toner Cartridge)	H.P. Original	Each		
97.	Executive Bond Paper (100 GSM)	J.K./ Equivalent	Each		
98.	Knife	Best Quality	Each		
99.	Pie/Bindhana	Best Quality	No.		
100.	Pencil battery (AA)	Eveready/Panasonic/Nippo	No.		
101.	Remote Battery (AAA)	Eveready/Panasonic/Nippo	No.		
102.	Mobile Oil (2T)	Gulf/Castrol/	No.		
103.	Grass Cutter Trimmer Line	Best Quality	Pkt.		
104.	Dust Bin (120 litres)	NeelKamal/Equivalent	Pc.		
105.	Dust Bin (60 litres)	NeelKamal/Equivalent	Pc.		
106.	Dust Bin (30 litres)	NeelKamal/Equivalent	Pc.		
107.	Dust Bin (20 litres)	NeelKamal/Equivalent	Pc.		

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108.	Plastic Rope	Best Quality	Pkt.		
109.	Sutlee	Best Quality	Kg.		
110.	Disposable Paper Plate (01 packet of 50 pc)	Best Quality	pkt		
111.	Disposable Paper Quarter Plate (01 packet of 50 pc)	Best Quality	Pc.		
112.	Disposable Paper Tea Cup (01 packet of 100 pc)	Best Quality	Pc.		
113.	Disposable Paper Drinking Water Cup (01 packet of 100 pc)	Best Quality	Pc.		

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SL No.	Housekeeping Articles	Brand/Specifications/ Desirable Features	Bid/Quoted Price (Exclusive of Taxes)		
			Unit	In Figures	In Words
1.	Pheny l(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 (06 piece)	Borosil/Milton	Each		
24.	Cup Plate Set (06 piece)	Borosil/ Milton	Each		
25.	Quarter Plate Set (06 piece)	Borosil/Milton	Each		
26.	Spoon Set/ Fork Set (12 piece)	Best Quality	Each		
27.	Tray (Big)	Milton	Each		
28.	Tea Flask	Milton/Equivalent	Each		
29.	Thermo Flask	Milton/ Borosil	Each		
30.	Towel(Big Size)	Bombay Dyeing/Trident/Equivalent	Each		
31.	Towel(Medium Size)	Bombay Dyeing/Trident/Equivalent	Each		
32.	Foot Mat (4x2) ft	Best Quality	Each		
33.	Mosquito Liquid Refill & Machine	Allout/Goodknight	Each		
34.	Mosquito repellant dhup (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 Plastic (PVC)	Supreme	Each		
40.	Water Tap Plastic (PVC)				
40.	Basin Metal Tap	Best Quality	Each		
41.	Water Tap Metal				
42.	Hand Water Spray Set	Hindware	Each		
43.	White Cement (1 kg)	Best Quality	Each		
44.	Taflon Tape	Best Quality	Each		

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45.	Solvent	Best Quality	Each		
46.	Cistern Set	Hindware/ Equivalent	Each		
47.	Plastic Water Pipe (30 mtr)	Best Quality	Pc		
48.	Floor Moper	Best Quality	Each		
49.	Anti Termite	Best Quality	Bottle		
50.	Glued Rat Trap	Best Quality	Each		
51.	Wall Clock	Orpat/Ajanta	Each		

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