

জিলা ও সত্ৰ ন্যায়াধীশৰ কাৰ্যালয়, শিৱসাগৰ
OFFICE OF THE DISTRICT AND SESSIONS JUDGE::SIVASAGAR

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NOTICE INVITING TENDER

DATED SIVASAGAR, THE 9th April, 2024

Sealed tenders are hereby invited from local registered firms/shops for entering into Annual Rate Contract and supply of stationery, electrical and miscellaneous articles for use in the establishment of the District and Sessions Judge, Sivasagar for the financial year 2024-2025. The intending firms must submit their tenders in sealed envelope to the Office of the undersigned **on or before 23rd April, 2024** during the office working hours.

GENERAL TERMS & CONDITIONS

1. The sealed quotations shall be super scribed as "**Tender for supply of Stationery, Electrical and Miscellaneous Articles**" and should contain the following documents:-
 - I. Bank Account Details of the Firm.
 - II. Trade license issued by appropriate authority.
 - III. PAN Card in the name of the Firm.
 - IV. GST registration certificate.
 - V. Any other documents which are required for supplying of Articles to the Govt. Office.
2. The rates approved by the Committee constituted for the selection of bidder shall be valid for a period of **1 (one) year** from the date of order issued from this office. Increase and decrease of Prices, Taxes and other statutory duties shall not affect the price during this period. The supplier shall be responsible for any increase in Prices, Taxes and Duties.
3. The rate should be submitted **including GST and without GST** separately.
4. The rate quoted for each item will be final and **no hike in price** shall be considered in the contract period. Further, rate quoted in the price bid should be on door delivery to this establishment.
5. Preference may be given to Firm/Shop which has experience in dealing with supply of Office goods/articles in High Court/District Courts.
6. The bidder shall have to supply the ordered items immediately on receipt of such supply order. The article to be supplied should be of best and standard quality.

7. Payments shall be made after satisfactory execution of the orders and supply of material(s) in satisfactory condition **in bill basis and subject to availability of fund.**
8. Sample of the items should be submitted where necessary.
9. The firms should quote rate of items for the specified brand name, size, weight etc. (where applicable) as per the prescribed list/format appended herewith without adding any extra item.
10. The undersigned reserves the right not to accept or reject any or all tenders in part or full **and shall not be bound to accept the lowest bidder (L1).**
11. In case of violation of terms and conditions of the tender documents 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.
12. The decision of the undersigned in all respect shall be final and binding.
13. No further communications shall be made to anyone except the accepted firm.


District and Sessions Judge,
Sivasagar
Dated. 9/4/2024

Memo No. DJSV/ACCT./ARC/ 2200 - 2204

Copy for information to:-

1. The Court Manager, District Judiciary, Sivasagar.
2. The Systems Officer, District Judiciary, Sivasagar. He is directed to upload the Notice in the Official website of the Sivasagar District Judiciary, along with the ANNEXURE enclosed.
3. Notice Board, O/o the District & Sessions Judge, Sivasagar.
4. Notice Board, O/o the Chief Judicial Magistrate, Sivasagar.
5. Office file.


District and Sessions Judge,
District & Sessions Judge
Sivasagar
Sivasagar

LIST OF ARTICLES FOR THE YEAR 2024-25, FOR O/O THE DISTRICT & SESSIONS JUDGE, SIVASAGAR



STATIONARY AND OTHER MISC. ARTICLES (ANNEXURE-I)

Sl No.	Articles	Quality	Quantity	Rate (including GST)		Rate without GST
1	A4 SIZE PAPER (J.K)	BEST QUALITY	PER PACKET			
2	LEGAL SIZE PAPER (J.K)	BEST QUALITY	PER PACKET			
3	A3 SIZE PAPER (J.K)	BEST QUALITY	PER PACKET			
4	AAA BATTERY	BEST QUALITY	EACH			
5	ALPIN (RUST FREE) (T-SHAPE)	BEST QUALITY	PER BOX			
6	BALL PEN (BLUE/BLACK/RED)	BEST QUALITY	PER PIECE			
7	BINDHANA	BEST QUALITY	EACH			
8	BINDING RIBBON WHITE	BEST QUALITY	PER 10 PIECE			
9	BLANK DVD/CD	BEST QUALITY	EACH			
10	BROWN TAPE (WIDE)	BEST QUALITY	EACH			
11	CALCULATOR (CASIO/ORPAT)	BEST QUALITY	EACH			
12	CELLO TAPE	BEST QUALITY	EACH			
13	COLOR PAPER STICKY FLAG	BEST QUALITY	PER PACKET			
14	COASTER SET	BEST QUALITY	PER SET			
15	COMPUTER MOUSE	BEST QUALITY	EACH			
16	COMPUTER KEYBOARD	BEST QUALITY	EACH			
17	CORRECTION PEN	BEST QUALITY	EACH			
18	ENVELOPE (A3)	BEST QUALITY	PER PACKET			
19	ENVELOPE (A4)	BEST QUALITY	PER PACKET			
20	ENVELOPE (LEGAL)	BEST QUALITY	PER PACKET			
21	ENVELOPE (MEDIUM)	BEST QUALITY	PER BOX			
22	ENVELOPE (SMALL)	BEST QUALITY	PER BOX			
23	ERASER	BEST QUALITY	EACH			
24	FILE BOARD	BEST QUALITY	EACH			
25	FILE COVER (A4)	BEST QUALITY	EACH			
26	FILE COVER (LEGAL)	BEST QUALITY	EACH			
27	GEL PEN (BLUE/BLACK/RED)	BEST QUALITY	PER PIECE			
28	GLUE STICK	BEST QUALITY	EACH			
29	GUARD FILE	BEST QUALITY	EACH			
30	GUM (700ML)	BEST QUALITY	EACH			
31	HIGHLIGHTER PEN	BEST QUALITY	EACH			
32	INK BOTTLE (PARKER)	BEST QUALITY	EACH			
33	INK PEN (PARKER)	BEST QUALITY	EACH			
34	KHAKI COVER PAPER	BEST QUALITY	PER SHEET			
35	KNIFE/CUTTER	BEST QUALITY	EACH			
36	LOCK & KEY (BIG)	BEST QUALITY	EACH			
37	LOCK & KEY (MEDIUM)	BEST QUALITY	EACH			
38	LOCK & KEY (SMALL)	BEST QUALITY	EACH			
39	MARKER PEN	BEST QUALITY	EACH			



				Rate (including GST)		Rate without GST
40	NOTE BOOK (NO.10)	BEST QUALITY	PER QTY			
41	NOTE BOOK (NO.12)	BEST QUALITY	PER QTY			
42	NOTE BOOK (NO.08) (PLAIN)	BEST QUALITY	PER QTY			
43	PAPER PUNCHER (ONE HOLE)	BEST QUALITY	EACH			
44	PAPER PUNCHER (TWO HOLES)	BEST QUALITY	EACH			
45	PAPER WEIGHT	BEST QUALITY	EACH			
46	PEN DRIVE (8/16/32 GB)	BEST QUALITY	EACH			
47	ANTI VIRUS (QUICK HEAL) 1 USER 1 YEAR	BEST QUALITY	PER PIECE			
48	ANTI VIRUS (QUICK HEAL) 1 USER 3 YEARS	BEST QUALITY	PER PIECE			
49	ANTI VIRUS (QUICK HEAL) 3 USERS 1 YEAR	BEST QUALITY	PER PIECE			
50	ANTI VIRUS (QUICK HEAL) 3 USERS 3 YEARS	BEST QUALITY	PER PIECE			
51	COMPUTER KEYBOARD (HP/LOGITECH/HP)	BEST QUALITY	PER PIECE			
52	RJ45 CONNECTOR	BEST QUALITY	PER PIECE			
53	NETWORK SWITCH (4/5/10 PORT)	BEST QUALITY	PER PIECE			
54	LAN CABLE	BEST QUALITY	PER METER			
55	COMPUTER RAM (2/4 GB)	BEST QUALITY	PER PIECE			
56	4 PORT USB HUB	BEST QUALITY	PER PIECE			
57	MICROFIBER CLEANING CLOTH		PER PIECE			
58	PEN STAND	BEST QUALITY	EACH			
59	PENCIL BATTERY	BEST QUALITY	EACH			
60	PRINTER TONNER (HP LASER JET 1160)(PRODOT)	BEST QUALITY	PER QTY			
61	PRINTER TONNER (HP LASER JET PRO400)(PRODOT)	BEST QUALITY	PER QTY			
62	PRINTER TONNER (HP LASER JET 1020 PLUS)(PRODOT)	BEST QUALITY	PER QTY			
63	PRINTER TONER (CANON LBP 151DW)	BEST QUALITY	PER TONER			
64	PRINTER TONER (HP LASER JET P1008) (PRODOT)	BEST QUALITY	PER QTY			
65	REFILL (BLUE/BLACK/RED)	BEST QUALITY	PER PACKET			
66	REGISTER (NO.8/10/12/14) (PLAIN)	BEST QUALITY	PER QTY			
67	REGISTER (NO.8/10/12/14) (RULED)	BEST QUALITY	PER QTY			
68	COURT DIARY (500 PAGE)	BEST QUALITY	PER PIECE			
69	COURT FEE REGISTER (BIG) 200 PAGE	BEST QUALITY	PER PIECE			
70	PEON BOOK (100 PAGE)	BEST QUALITY	PER PIECE			
71	COPY PETITION REGISTER (300 PAGE)	BEST QUALITY	PER PIECE			
72	PROCESS SERVER REGISTER (300 PAGE)	BEST QUALITY	PER PIECE			
73	REGISTER FOR COLLECTING FINE (300 PAGE)	BEST QUALITY	PER PIECE			
74	REGISTER FOR COURT PROCESS (BIG)	BEST QUALITY	PER QTY			
75	SCALE (BIG SIZE)	BEST QUALITY	EACH			
76	SCISSORS	BEST QUALITY	EACH			
77	SEALS (RUBBER PER LINE)	BEST QUALITY	PER LINE			
78	SHARPNER	BEST QUALITY	EACH			
79	STAMP PAD (BLUE/BIG)	BEST QUALITY	PER BOX			

				Rate (including GST)		Rate without GST
80	STAMP PAD (BLUE/SMALL)	BEST QUALITY	PER BOX			
81	STAMP PAD INK (BLUE)	BEST QUALITY	100 ML			
82	STAPLER (BIG)	BEST QUALITY	PER QTY			
83	STAPLER (SMALL)	BEST QUALITY	PER QTY			
84	STAPLER PIN (24/6 SIZE)	BEST QUALITY	PER BOX			
85	STAPLER PIN (SIZE 10)	BEST QUALITY	PER BOX			
86	STENO NOTEBOOK	BEST QUALITY	PER DOZEN			
87	SUTLEE	BEST QUALITY	PER KG			
88	TABLE BRUSH	BEST QUALITY	PER NO.			
89	TABLE CALANDAR	BEST QUALITY	EACH			
90	TABLE COVER	BEST QUALITY	EACH			
91	TAG (COTTON)	BEST QUALITY	PER PACKET			
92	TAP/RIBBON	BEST QUALITY	EACH			
93	TITLE PAGE (WHITE/BLUE/YELLOW/PINK) A4	BEST QUALITY	PER PIECE			
94	TITLE PAGE (WHITE/BLUE/YELLOW/PINK) LEGAL	BEST QUALITY	PER PIECE			
95	TRANSPERANT STICK FILE (A4)	BEST QUALITY	PER PACKET			
96	TRANSPERANT STICK FILE (LEGAL)	BEST QUALITY	PER PACKET			
97	TWO HEADED PEN	BEST QUALITY	EACH			
98	WATER SPONGE DUMPER	BEST QUALITY	EACH			
99	WALL CALANDAR	BEST QUALITY	EACH			
100	WHITE TAPE (NARROW)	BEST QUALITY	EACH			
101	WHITE TAPE (WIDE)	BEST QUALITY	EACH			
102	WOODEN PENCIL	BEST QUALITY	PER PACKET			
103	XEROX TONER (CANON)(NPG59)	BEST QUALITY	PER QTY			

