

:: OFFICE OF THE DISTRICT & SESSIONS JUDGE ::
:: LAKHIMPUR : NORTH LAKHIMPUR ::

NOTICE INVITING QUOTATION

Dated, North Lakhimpur, the 02nd July, 2026

Sealed quotations affixing Court fee stamps of Rs 8.25 (Non-refundable) are hereby invited from the Dealers/Suppliers/Firms of the State of Assam for supply of **Stationary Articles & Other Consumables** for the financial year 2026-27.

General terms and Conditions:

1. The sealed envelope duly marked as **"Quotation for Articles"** and the quotation should contain all the Information as per the format provided in **Annex-I**.
In the absence of any of the above documents/information, the offer shall be rejected without making any further reference in this regard.
2. The quotation shall clearly mention the Rate, including GST, failing which the quotation will be rejected.
3. Rate once quoted shall be final. No separate amount would be payable over and above the quoted rates.
4. Supply should be carried out immediately on receipt of the purchase order from the undersigned.
5. Payments shall be made after satisfactory execution of the work on production of following:
 - a) Bill in triplicate
 - b) Bank Account details
 - c) Delivery Challan duly signed by the consignee.
6. In the event of breach of any terms and conditions or delay or default, the purchase order will be terminated.
7. Conditional tenders are liable to be rejected.
8. Quotations should reach to the office of undersigned on or before **16th July, 2026 till 5:00 PM**. No quotation will be received thereafter.
9. Quotation will be opened in the Office of the undersigned on **17th July, 2026**.
10. The undersigned reserved the right of accepting/rejecting the quotation without assigning any reason thereof.
11. The undersigned is not bound to accept the lowest bidder.
12. The Firms should quote rate for the items strictly as per unit mentioned in the list of items provided at Annexure-A.
13. List of the items for quotations are as shown below along with the estimated values

Sl. No	Articles	Estimated value in ₹.
1.	Stationary Articles & Other Consumables	₹ 4.5 Lakhs (approx.)
14. Rate quoted for each item will be final and valid for period of one year from date of award of contract. No further hike in the price of any item will be entertained. However validity of award of contract may extend for further period of one year on same terms, conditions and rate.
15. Sample of the items should be submitted if and when necessary.
16. **Tenderer should clearly mention the price of the brand/items of the articles separately.**

17. Payment of bills will be made subject to Receive of Budget.
18. The articles will be purchased as per requirement and same shall be delivered to this office. Whenever necessary on short notice. The supplier will have to replace the rejected articles immediately at their own expenses.
19. The supplier will also have to bear all the overhead & expenses etc. in connection with carting, packaging, transportation etc. in connection with the supply to the office and as per supply order.
20. The undersigned reserved the right of accepting/rejecting the quotation in full or part, without assigning any reason whatsoever.
21. The decision of the undersigned will be final and binding on all.
22. The quotation should be addressed to "The District and Sessions Judge, Lakhimpur, North Lakhimpur".

Sd/-

(Smti Poli Kataki)
District & Sessions Judge,
Lakhimpur, North Lakhimpur.

Memo No. DJL/ 6183-87 /2026, dated North Lakhimpur the 2 /07/2026.
Copy to:

1. The Systems Officer, Lakhimpur District Judiciary with a direction to upload the Quotation on the official website of Lakhimpur District Judiciary, N L.
2. The President/ Secretary, Chamber of Commerce, North Lakhimpur with a request to publish this notice, at their Notice Board.
3. Notice Board, O/o the District & Sessions Judge, Lakhimpur, N. Lakhimpur.
4. Notice Board, O/o the Chief Judicial Magistrate, Lakhimpur, N. Lakhimpur.
5. Office file.


District & Sessions Judge,
Lakhimpur, North Lakhimpur.

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02/07/26

ANNEXURE-A						
1. STATIONARY ITEMS						
SL NO.	Name of Items	Brand/Specification/ Desirable Features	Bid Price (including GST)			Approx Qty. used in 1 FY
			Unit	Unit Rate including GST (In Rs)	Unit rate in Words	
1	Gel Pen (Blue, Red & Black Colour)	Add Gel (Achiever)/ Classmate	No.			50 Nos.
2	Ball Pen (Blue, Red, Black)	Add Gel (Achiever)/ Classmate	No.			100 Nos.
3	Adhesive Tape 1"	Best Quality	Roll			20 Nos.
4	Adhesive Tape 2"	Best Quality	Roll			30 Nos.
5	Calculator 12 Digit	Orpat/Casio/Citizen	No.			5 Nos.
6	CAV Envelope (A4 Size, Plastic Coated)	Best Quality	Pkt			3 Pkts
7	CAV Envelope (File Size, Plastic Coated)	Best Quality	Pkt.			2 Pkts.
8	Cloth Binding Register No. 40 (Ruled/Plain)	Best Quality	No.			15 Nos.
9	Cloth Binding Register No. 30 (Ruled/Plain)	Best Quality	No.			20 Nos.
10	Cloth Binding Register No. 20 (Ruled/Plain)	Best Quality	No.			15 Nos.
11	Register (Attendance book containing 100 pages)	Best Quality	No.			3 Nos.
12	Gems Clip (Plastic Coated)	Kores	Pkt			10 Pkts.
13	Glue Stick 15 gm	Kores	No.			20 Nos.
14	High Lighter (Coloured)	Kores	No.			10 Nos.
15	Page Marker- 3 Strips,	Desmat:/ Oddy	Pkt			15 Pkts.
16	Page Marker- 4 Strips,	Desmat/ Oddy	Pkt			40 Pkts.
17	Photostat Paper 75 GSM -A4	JK Copier	Ream			450 Reams
18	Santizer 100/120/250/500 ml	Best Quality	No.			20 Nos.
19	Pencil HB	Apsara/Nataraj	Pkt			5 Pkts
20	Pencil Sharpner	Camlin	Pkt			3 Pkts.
21	Eraser	Camlin	Pkt			2 Pkts
22	Temporary Marker Pen Blue, Red, Black	Kores	No.			20 Nos.
23	Permanent Marker Pen Blue, Red, Black	Kores,	No			10 Nos.



24	Short Hand Note Book with 200 pages	Neelgagan/BQ	No.		90 Nos.
25	Stapler Machine No. 10	Kores/Kangaro	No.		10 Nos.
26	Heavy duty Stapler	Kores/Kangaro	No.		As per requirement
27	Stapler Machine No. 24/6	Kores/Kangaro	No.		5 Nos.
28	Stapler Pin 24/6	Kores/Kangaro	Pkt		100 Pkts.
29	Stapler Pin No.10	Kores/Kangaro	Pkt		200 Pkts.
30	Transparent File	Best Quality	No.		50 Nos.
31	Guard File/Index File	Best Quality	No.		10 Nos.
32	Four Fold File	Best Quality	No.		100 Nos.
33	File cover with Board	Best Quality	No.		200 Nos.
34	Rubber Stamp (Round Seal) Big	Best Quality	Per line		As per requirement
35	Rubber Stamp (Round Seal) Medium	Best Quality	Per line		As per requirement
36	Rubber Stamp (Round Seal) small	Best Quality	Per line		As per requirement
37	Rubber Stamp (Flat) Big	Best Quality	Per line		As per requirement
38	Rubber Stamp (Flat) Medium	Best Quality	Per line		As per requirement
39	Rubber Stamp (Flat) Small	Best Quality	Per line		As per requirement
40	Paper Clip 1 inch	Best Quality	Pkt		5 Pkts.
41	Paper Clip 2 inch	Best Quality	Pkt		3 Pkts.
42	Tag Cotton 10"	Best Quality	Pkt		80 Pkts.
43	Tag Cotton 12"	Best Quality	Pkt		30 Pkts.
44	Steel Table Spoon	Best quality	Pc.		As per requirement
45	Dinner Plate	Laopala/ Borosil	Set.		As per requirement
46	Dinner Set	Laopala/ Borosil	Set.		As per requirement
47	Cup Plate	Laopala/Bon China Best Quality	Set.		As per requirement



48	Drinking Glas	Borosil/Tero/Milton/Ya ra	Set.			As per requirement
49	Bowl	Borosil/Tero/Milton/Ya ra	Set.			As per requirement
50	Thermosteel Flask 2 litre	Borosil/Cello/Milton	Pc.			As per requirement
51	Thermosteel Flask 1.5 litre	Borosil/Cello/Milton	Pc.			As per requirement
52	Thermosteel Flask 1 litre	Borosil/Cello/Milton	Pc.			As per requirement
53	Thermosteel Flask 0.5 litre	Borosil/Cello/Milton	Pc.			As per requirement
54	Plastic Water Jug 1500, 2000 ml	Best Quality	No.			As per requirement
55	Glass Water Jug 1500, 2000 ml	Borosil/Tero/Milton/Ya ra	No.			As per requirement
56	Liquid Handwash, 250 ml	Dettol/Lifebuoy	Bottle			10 Nos.
57	Liquid Handwash, 750 ml refillable	Dettol/Lifebuoy	Bottle/pac ket			2 Nos.
58	Dustbin with Lid 15ltr.	Cello/Milton	No.			As per requirement
59	Dustbin with Lid 12 Ltr.	Cello/Milton	No.			As per requirement
60	Hit Spray (Mosquito/Cockroach) 490 ml	Baygon/Mortein	Bottle			20 Nos.
61	Mosquito Liquidator	Goodnight	No.			10 Nos.
62	Mosquito Liquidator Machine	Goodnight	No.			4 Nos.
63	Tissue Paper	Best Quality	Pkt.			20 Pkt
64	Napthalene 500Gm/250 Gm	Best Quality	Pkt.			2/10 Pkt.
65	Pencil Battery - AA Size	Eveready Red/Duracell	No.			200 Nos.
66	Pencil Battery- AAA Size	Eveready Red/Duracell	No.			60 Nos.
67	Remote Battery 12v	Eveready Red/Duracell	No.			50 Nos.
68	Room Freshner - 200/250 ml.	Godrej/Ambi Pur/Groco	Bottle			70 Nos.
69	Bindhana	Best Quality	Unit			10 Nos.



70	Lock and Key (small)	Naylex	Unit		10 Nos.
71	Lock and Key (Big)	Naylex	Unit		5 Nos.
72	Lock and Key (Medium)	Naylex	Unit		10 Nos.
73	Table Top	Best Quality	Unit		As per requirement
74	White Cotton Ribbon 1 inch	Best Quality	Pkt		40 Pkts.
75	Paper Puncher (double)	Kores/Kangaro	Unit		5 Nos.
76	Paper Puncher (single)	Kores/Kangaro	Unit		7 Nos.
77	Notebook(15/25/40) Page	Best Quality	Unit		50 Nos.
78	Lah/Ceiling Red wax	Best Quality	Pkt		10 Pkts.
79	Pen Stand small (Best Quality)	Best Quality	Unit		As per requirement
80	Pen Stand Big (Best Quality)	Best Quality	Unit		As per requirement
81	Glas Coaster Set, (Square, Circle size)	Milton/Borosil	Pc.		As per requirement
82	Plastic Coaster Set (Square, Circle size)	Milton/Borosil	Pc.		As per requirement
83	Paper Weight	Best Quality	Pc.		As per requirement
84	Markin Cloth (Red/White)	Best Quality	Mtr.		100 Mtr.
85	Paper cutter 18mm.	Best Quality	Pc.		10 Nos.
86	Scissor Medium, Large size	Best Quality	Pc.		5 Nos.
87	Water Damper	Best Quality	Unit		10 Nos.
88	Stamp Pad (Small) (Blue/Red)	Kores/Camlin	Unit		3 Nos.
89	Stamp Pad (medium) (Blue/Red)	Kores/Camlin	Unit		5 Nos.
90	Stamp Pad (Big) (Blue/Red)	Kores/Camlin	Unit		5 Nos.
91	Stamp Pad Ink 50ml.	Kores/Camlin	No		10 Nos.
92	Envelope (Small size)	Skillia/Best Quality	Pkt		20 Pkts.
93	Envelope (Medium) size)	Skillia/Best Quality	Pkt		30 Pkts.
94	Envelope (Big size)	Skillia/Best Quality	Pkt		2 Pkts.
95	Envelope (A4 size)	Skillia/Best Quality	Pkt		3 Pkts.



96	Envelope (Legal size)	Skillia/Best Quality	Pkt			2 Pkts.
97	Scale (Big Size)	Best Quality	Pc.			10 Nos.
98	Jute Door Mat (3/2, 3/1.5, 5/2) feet	Best Quality	Pc.			As per requirement
99	Rubber Door Mat (3/2, 3/1.5, 5/2) feet	Best Quality	Pc.			As per requirement
100	Cotton Dor mat (3/2, 3/1.5, 5/2) feet	Best Quality	Pc.			As per requirement
101	Plastic Dustbin	Best Quality	Pc.			As per requirement
102	Steel Dustbin	Best Quality	Pc.			As per requirement
103	Plastic Bucket 20L, 30L, 35L	Best Quality	Pc.			As per requirement
104	Distilled water 1 Ltr.	Best Quality	No.			15 Nos.
105	Plastic Mug 500, 1000 ml	Best Quality	Pc.			As per requirement
106	Alpin	Skillia/Best Quality	box			10 box.
107	Parker Pen Ink (30 ml Liquid bottle)	Best Quality	Pc.			As per requirement
108	Parker Pen	Best Quality	Unit			As per requirement
109	Flex banner (3/5, 5/8, 4/8, 4/10 size)	Best Quality	Pc.			As per requirement
110	National Flag (Small, Medium, Large Size)	Best Quality	Pc.			4/6/4 pc.
111	Car Flag (Tricolour)	Best Quality	Pc.			10 pc.
112	Towel - Large Size	Tulip, Bombay Dyeing/ Trident	Pc.			10 pc.
113	Towel - Medium Size	Tulip, Bombay Dyeing/ Trident	Pc.			15 pc.
114	Towel - Small Size	Tulip, Bombay Dyeing/ Trident	Pc.			10 pc.
115	Hand Towel	Tulip, Bombay Dyeing/ Trident	Pc.			10 pc.
116	White Phenyl 250 ml,	Neem Citra Fresh	Bottle			10 Nos.
117	White Phenyl 500 ml	Neem Citra Fresh	Bottle			20 Nos.
118	Black Phenyl 250 ml	Bengal Chemical/Cross	Bottle			10 Nos.



119	Black Phenyl 500 ml	Bengal Chemical/Cross	Bottle		20 Nos.
120	Harpic/Toliet Cleaner, Red/ Blue 500ml	Harpic Power Plus	Bottle		20 Nos.
121	Dettol Liquid (500/200/1000 ML)		Bottle/Pc.		As per requirement
122	Dish Wash soap	Best Quality	Pc.		As per requirement
123	Bleaching Powder	Best Quality	Kg.		15 Kg.
124	Lizol 500ml	Best Quality	Pc.		5 Nos.
125	Colin 500ml	Best Quality	Pc.		15 Nos.
126	Lime Powder	Best Quality	Kg.		5 kg.
127	Match Box	Sunflower	Pkt		5 Pkt.
128	Insence Stick	Best Quality	Unit		20 Pkt.
129	Bamboo Broom	Best Quality	Unit		5 Nos.
130	Ceilling Bursh	Best Quality	Unit		As per requirement
131	Mopping Brush/ Mopping stick	Milton	Unit		5 Nos.
132	Mopping Set	Milton	Unit		3 Nos.
133	Phul Jharu	Best Quality	Unit		6 Nos.
134	Complaint box Wooden/steel	Best Quality	Unit		As per requirement
135	Hand woven Phulam Gamusa (Big/Medium)	Best Quality	Unit		As per requirement
136	Plastic Flower pot	Best Quality	Unit		As per requirement
137	Steel Trunk	Best Quality	Unit		As per requirement
138	Travel bag	Best Quality	Unit		As per requirement
139	Traditional Scarf	Best Quality	Unit		As per requirement
140	Net Curtain for door and window	Best Quality	Unit		As per requirement
141	T Pin	Skillia/Best Quality	box		10



142	Water purifier with RO System	Aquaguard/Kutchina/ Kent/ Blue mount/ Pureit.	Unit			As per requirement
143	Umbrella (Big)	Best Quality	Unit			As per requirement
144	Umbrella (Folding)	Best Quality	Unit			As per requirement
145	Flower Bouquet	Best Quality	Unit			As per requirement
146	Momento/Card	Best Quality	Unit			As per requirement
147	Assamese Horai(Bog/Medium/Small)	Best Quality	Unit			As per requirement
148	Assamese Traditional Japi(Big/Medium/Small)	Best Quality	Unit			As per requirement
149	Assamese Japi(Big/Medium/Small) Bellmetal	Best Quality	Unit			As per requirement



Technical Bid

SI No	Particulars	Details	Page No
1	Registered Name of the Firm (in Bold)		
2	Valid Trade Licence Registration details: (Enclose Copy)		
3	Registered Office Postal Address of the firm: (Including Phone No./Mobile,Fax, E-mail id etc)		
4	GST Registration Number : (Enclose Copy)		
5	PAN Card No.: (Enclose Copy)		
6	Total Experience in as a supplier to Govt. Department/Organization: (Enclose supporting documents/supply order)		
7	Annual business Turnover during the last year (Attested copy of GSTR/Profit and loss Statement for the last year)		
8	Last year Income Tax Return (Enclose copy)		
9	Whether the firm is Black Listed in Govt. Organisation/institution etc. in last five year.		
10	Any Other relevant information		

I/we do hereby solemnly declare and undertake that all terms and conditions of the tender is acceptable in complete. if any information in the tender submitted by me is found incorrect/false, at any time, tender/contract is liable to be rejected.

Date :

Place:

Signature of Tenderer with Seal