

OFFICE OF THE DISTRICT & SESSIONS JUDGE ::: DIBRUGARH

NOTICE INVITING QUOTATION

Dated Dibrugarh, the 01st day of April, 2025.

Quotations in sealed envelope from intending parties to be submitted within **30-04-2025** before 5:00 P.M. for supply of the items as mentioned in **Annexure -1** to the Office of the District & Sessions Judge, Dibrugarh. No quotations will be entertained beyond the scheduled date and time.

GENERAL TERMS & CONDITIONS:

1. The rate should be quoted with GST separately for all the article or in part as mentioned in Annexure- 1
2. The quotations will be opened on 13.05.2025 at 4:00 P.M. in the 3rd floor Conference Room of the RCC Judicial Court Building before the Purchase Committee of District Judiciary, Dibrugarh. Any unavoidable circumstances would be intimated in the official website (www.dibrugarhjudiciary.gov.in).
3. 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.
4. No further communication shall be made in this regard.
5. Rate quoted for each item will be final and no escalation in price of any material will be considered for the concerned financial year 2025-26.
6. The articles will be purchased as per requirement and same shall be delivered immediately or within the stipulated time.
7. The Purchase Committee of District Judiciary, Dibrugarh 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, if the items do not meet the specifications and standards.
8. In case of violation of terms and condition of the quotation document or unsatisfactory supply of materials or of poor quality and below standard, the District & Sessions judge, Dibrugarh reserves the right to terminate the contract.
9. The decision of the District & Sessions judge, Dibrugarh will be binding in all respects.

Sd/-
District & Sessions Judge
District & Sessions Judge,
Dibrugarh.

Memo No: DJD/ 1928-31 /2025

Dated Dibrugarh, the 01st April, 2025

Copy affixed and for information to:

1. Systems Officer of this establishment for uploading in the official website.
2. Notice Board, O/o the District & Sessions Judge, Dibrugarh.
3. The Head Assistant/ Accounts Assistant of this establishment.
4. Office File.

District & Sessions Judge
District & Sessions Judge,
Dibrugarh.

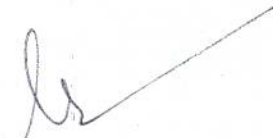
ANNEXURE - 1

(Office Stationary)

	Articles	Brand	Quantity
1.	A4 Paper(75 GSM)	JK Copier	1 Cartoon(10 packets)
2.	A4 Paper(70 GSM)	JK easy Copier	1 Cartoon(10 packets)
3.	Ball Point Pen(Blue)	Best Quality	10 Numbers
4.	Ball Point Pen(Black)	Best Quality	10 Numbers
5.	Ball Point Pen(Red)	Best Quality	10 Numbers
6.	Gel Pen(Blue)	Best Quality	10 Numbers
7.	Gel Pen(Red)	Best Quality	10 Numbers
8.	Gel Pen(Black)	Best Quality	10 Numbers
9.	White Board Marker(Blue)	Best Quality	10 Numbers
10.	White Board Marker(Red)	Best Quality	10 Numbers
11.	White Board Marker(Black)	Best Quality	10 Numbers
12.	Permanent Marker(Black)	Best Quality	10 Numbers
13.	Permanent Marker(Blue)	Best Quality	10 Numbers
14.	Permanent Marker(Ink)	Best Quality	5 Bottles
15.	HB Pencil	Best Quality	10 Numbers
16.	Binder clips 19 mm	Best Quality	One Dozen
17.	Binder clips 32 mm	Best Quality	One Dozen
18.	Binder Clips 51 mm	Best Quality	Half Dozen
19.	Multicolour Paper Clips(U Pin)	Best Quality	Per packet(100 Nos.)
20.	Multicolour Paper Flag strips	Best Quality	10 packets
21.	Candles	Best Quality	One Packet(10 Nos)
22.	Yellow/red ribbon(2 inches)	Best Quality	One Roll
23.	Sealing wax	Best Quality	One Packet(10 Nos.)
24.	Colour Pencils	Best Quality	One Packet(10 Nos.)
25.	Plastic Sponge damper	Best Quality	10 Nos.
26.	Spiral Binding Diary(92 pages/46 sheets)	Make – Luxor etc	1 No.
27.	Conference Pad/Meeting Pad(20 pages)	Best Quality	1 Dozen
28.	Envelope(Laminated inside) 30×25 cm	Best Quality	1 Dozen
29.	Envelope(Laminated inside) 35×24.5 cm	Best Quality	1 Dozen
30.	Envelope(Laminated inside) 40×30 cm	Best Quality	1 Dozen
31.	Envelope(small) 25.5×11.5 cm	Best Quality	1 Dozen
32.	Envelope (9×4) cm	Best Quality	1 Dozen
33.	Envelope (10×4.5) cm	Best Quality	1 Dozen
34.	Envelope (12×5) cm	Best Quality	1 Dozen
35.	Envelope (A4)	Best Quality	1 Dozen
36.	Glue Stick(15gm)	Kores etc	1 Box(20 Pieces)
37.	Punching Machine(Double Hole)	Kangaroo , etc	1 Piece
38.	Punching Machine(Single Hole)	Kangaroo , etc	1 Piece
39.	Heavy Duty Metal Punching machine	Kangaroo , etc	1 Piece
40.	Hand Held paper cutter	Best Quality	1 Piece
41.	File Cover with Board, Flaps on 3 Sides (Material- premium paper board)	Best Quality	1 Piece
42.	Hand held Paper cutter	Best Quality	1 Piece
43.	Lever Arch File	Best Quality	1 Piece

44.	File Board	Best Quality	1 No.
45.	Magnetic Pin Holder	Best Quality	1 No.
46.	White board duster	Best Quality	1 No.
47.	Plastic File folder(with button)	Best Quality	1 No.
48.	Poker(Bindhona)	Best Quality	1 No.
49.	Sticky paper flag	Best Quality	1 Piece
50.	Sharpener	Best Quality	1 Packet
51.	Stapler HD 1213	Make Kangaroo	1 No.
52.	Stapler HP 45	Make Kangaroo	1 No.
53.	Stapler 24/6	Make Kangaroo	1 No.
54.	Stapler 10	Make Kangaroo	1 No.
55.	Stapler HD 1213 Pin	Best Quality	1 No.
56.	Stapler HP 45 Pin	Best Quality	1 No.
57.	Stapler 24/6 Pin	Best Quality	1 No.
58.	Stapler 10 Pin	Best Quality	1 No.
59.	Push Pins/ Notice Board Pins	Best Quality	Pack of 50 Pins
60.	Plastic Ruler	Best Quality	1 No.
61.	Pen stand	Best Quality	1 No.
62.	Calculator	Casio etc/ Best Quality	1 No.
63.	Paper weight	Best Quality	1 No.
64.	File tag	Best Quality	1 No.
65.	Highlighter	Best Quality	1 No.
66.	Correction pen (white ink)	Best Quality	1 No.
67.	Cello Tape (White transparent) – 2 inch	Best Quality	1 No.
68.	Cello Tape (White transparent) – 1 inch	Best Quality	1 No.
69.	Cello Tape (White transparent) – 1/2 inch	Best Quality	1 No.
70.	Brown Tape – 2 inch	Best Quality	1 No.
71.	Brown Tape – 4 inch	Best Quality	1 No.
72.	Steno Book	Best Quality	1 No.
73.	Stamp Pad	Best Quality	1 No.
74.	Eraser	Best Quality	1 No.
75.	Pencil Battery AA Size	Best Quality	1 No.
76.	Pencil Battery AAA Size	Best Quality	1 No.
77.	Battery for Torchlight	Best Quality	1 No.
78.	Stamp Pad Ink	Best Quality	1 No.
79.	Peon Dak Book	Best Quality	1 No.
80.	Fountain Pen	Best Quality	1 No.
81.	Clear Bag	Best Quality	1 No.
82.	File Cover	Best Quality	1 No.
83.	Tag- 10 Inch	Best Quality	1 Bundle(500 pieces)
84.	Guard File	Best Quality	1 No.
85.	Register Plain(100 pages)	Best Quality	1 No.
86.	Thread Roll	Best Quality	1 Packet
87.	Rope(Sutli)	Best Quality	1 Kg
88.	Elevated writing board	Best Quality	1 No.

89.	Table coaster	Best Quality	1 No.
90.	Parker ink (Red)	Best Quality	1 Bottle
91.	Parker ink (Red)	Best Quality	1 Bottle
92.	Parker ink (Red)	Best Quality	1 Bottle
93.	Gum Bottle (50 ml)	Best Quality	1 Packet
94.	Knife	Best Quality	1 No.
95.	Good Night Liquidator Machine		1 No.
96.	Good Night refill		1 No.
97.	Drinking Glass(Disposable)	Best Quality	1 Packet
98.	Foot Mat	Best Quality	1 No.
99.	Towel -Big size	Best Quality	1 No.
100.	Hand Towel	Best Quality	1 No.
101.	Indian Flag(6 ft. X 4 ft.)	Best Quality	1 No.
102.	Indian Flag(3 ft. X 4.5 ft.)	Best Quality	1 No.
103.	Indian Flag(6 Inc. X 9 Inc.)	Best Quality	1 No.
104.	Wall Clock	Best Quality	1 No.
105.	Gamusa	Best Quality	1 No.
106.	Lock and Key(Big Size)	Best Quality	1 No.
107.	Lock and Key(Small Size)	Best Quality	1 No.
108.	Mug	Best Quality	1 No.
109.	Bucket	Best Quality	1 No.
110.	Glass Set	Best Quality	1 No.
111.	Cup Plate Set	Best Quality	1 No.
112.	Room Spray	Best Quality	1 No.
113.	Hit Spray	Best Quality	1 No.
114.	Manual Calling Bell	Best Quality	1 No.
115.	Wireless Calling Bell	Best Quality	1 No.
116.	Roof Brush	Best Quality	1 No.
117.	Car Perfume/ Freshener	Best Quality	1 No.
118.	Cannon 227 Ink Cartridge	Cannon	1 No.
119.	Cannon 326 Ink Cartridge	Cannon	1 No.
120.	Cannon NPG 58 Toner	Cannon	1 No.
121.	Drum Unit for Photocopier Machine	Cannon	1 No.
122.	HP 110A Ink Cartridge	HP	1 No.
123.	HP 88A Ink Cartridge	HP	1 No.
124.	HP 166A Ink Cartridge	HP	1 No.
125.	HP 158X Ink Cartridge	HP	1 No.


 District & Sessions Judge
 Dibrugarh.