

OFFICE OF THE DISTRICT AND SESSIONS JUDGE, CACHAR, SILCHAR

**NOTICE INVITING TENDER
DATED 03/07/2024**

Sealed quotations are invited affixing Court Fee stamp of Rs. 8.25 (Non-refundable) from the intending registered firms for supply of Office Stationeries and Miscellaneous Articles for the establishment of the District and Sessions Judge, Cachar, Silchar, for the year 2024-25 as per specification given in Annexure - I with the Notice.

GENERAL TERMS & CONDITIONS

1. The sealed envelope containing quotation shall be marked as "Tender for Supply of Office Stationeries and Miscellaneous Articles" and the following documents must be annexed with the quotation.
 - a) Copy of PAN Card.
 - b) Up to date copy of G.S.T Registration certificate.

Each page of the documents should be signed by the bidder with seal to establish the Bidder's eligibility and its qualification to perform the supply of materials if its bid is accepted. In the absence of any of the above documents / information's, the offer may be summarily rejected without making any further reference in this regard.

The sealed quotation should be submitted to the office of **the District and Sessions Judge, Cachar, Silchar**, during office hours on working days.

2. In case the successful bidder supplies sub-standard materials the Security deposit shall be forfeited and its tender shall be cancelled. Thereafter, next successive bidder may be considered.
3. The rates approved by the Committee constituted for the selection of bidder, shall be valid for the period of one year from the date of approval letter of this establishment. Increase and decrease of Prices, Taxes and other statutory duties will not affect the price during this period. The supplier will be responsible for any increase in Prices, Taxes and Duties. Any increase in taxes and other statutory duties/levies after the approval of Rates shall be to the supplier's account.
4. Payments shall be made after satisfactory execution of the order and supply of material in satisfactory condition on bill basis. The decision of the District and Sessions Judge, Cachar, Silchar, towards satisfaction of quality of material shall be final. Payment of the material supplied under purchase order will be paid on receipt of complete consignment and checking of the material and on production of following:
 - Invoice in triplicate,
 - Delivery Challan duly signed by the consignee.
5. The District and Sessions Judge, Cachar, Silchar, reserves the right to accept or reject any or all the tenders in part or full, without assigning any reason whatsoever.

6. The District and Sessions Judge, Cachar, Silchar, is not bound to accept the lowest Tender.
7. The District and Sessions Judge, Cachar, Silchar, reserves the right, to award the work to one or more bidders.
8. The District and Sessions Judge, Cachar, Silchar, reserves the right to terminate the purchase order at any time by giving an intimation in writing without assigning any reason.
9. In case of violation of terms and conditions of the tender document or unsatisfactory supply of material or of poor quality and below standard. The District and Sessions Judge, Cachar, Silchar, reserves the right to terminate the supply order by giving intimation to the supplier/contractor.

The sealed quotations should reach the undersigned on or before **12th of July, 2024** & no quotation/tender will be received thereafter. The tenders shall be opened in the office of the District and Sessions Judge, Cachar, Silchar, on **15th of July, 2024** at **4.30 PM**.

10. The decision of the District and Sessions Judge, Cachar, Silchar, in all respect shall be final and binding on all.

Enclosed: List of Articles (Annexure-I)

Sd/-
District and Sessions Judge,
Cachar, Silchar.

Memo No. JCD.I/Quotation/2024/3626-30 Dated: Silchar, the 3rd day of July, 2024

Copy for information & necessary action :

1. Sri N. Upadhyaya, Addl. Dist. & Sessions Judge, FTC, Cachar, Silchar.
 2. Sri U. Chetri, Civil Judge (Sr. Div.) & Asstt. Sessions Judge No. 2, Cachar, Silchar.
 3. Notice Board of this office.
 4. Systems Officer, O/o District and Sessions Judge, Cachar, Silchar, he is directed to upload the same in the official website of Cachar District Judiciary.
 5. Office file.
- } Members of Selection Committee.

District and Sessions Judge,
Cachar, Silchar.

[Signature]
02.7.24

ANNEXURE-I

LIST OF OFFICE STATIONERY AND OTHER MISCELLANEOUS ARTICLES

List of Office Stationery Articles

Sl. No.	Name of the Articles	Unit	Price per unit inclusive of all Taxes
1.	A4 Paper (75 GSM) JK Brand	Per Ream	
2.	A4 Paper (70 GSM) JK Brand	Per Ream	
3.	Legal Paper (75 GSM) JK Brand	Per Ream	
4.	Legal Paper (70 GSM) JK Brand	Per Ream	
5.	Basket (Table Juri)	Per Piece	
6.	Both Side Pen	Per Dozen	
7.	Refill (Blue & Red)	Per Pkt. of 10 Refills	
8.	Calculator (Big Size)	Per Piece	
9.	Calculator (Medium Size)	Per Piece	
10.	Wall Clock	Per Piece	
11.	Table Calling Bell	Per Piece	
12.	Cello Tape (24mm x 40 mtrs.)	Per Dozen	
13.	Brown Tape (50 mm x 65 mtrs.)	Per Dozen	
14.	Correction Pen/Whitener	Per Dozen	
15.	Envelope Yellow (A4 Size) Laminated inside	Per Packet of 50 Nos.	
16.	Envelope Yellow (Legal Size) Laminated inside	Per Packet of 50 Nos.	
17.	Envelope Yellow 10.5"x5" Laminated inside	Per Packet of 50 Nos.	
18.	Envelope Brown 9"x4"	Per Packet of 50 Nos.	
19.	Envelope Brown 10.5"x5"	Per Packet of 50 Nos.	
20.	File Cover (Best Quality)	Per Piece	
21.	File Board (Best Quality)	Per Piece	
22.	Four Folded File (Best Quality)	Per Piece	
23.	Guard File (Best Quality)	Per Piece	
24.	Paper Punching Machine (Kangaro)	Per Piece	
25.	Glue Stick	Per Dozen	
26.	Gum 700ml (Best Quality)	Per Bottle	
27.	Gathni	Per Dozen	
28.	Highlighter Pen	Per Piece	
29.	Knife (Paper Cutter)	Per Dozen	
30.	Lock & Key 50mm	Per Piece	
31.	Lock & Key 60mm	Per Piece	
32.	Marker Pen Luxor (Permanent)	Per Box of 10 Pcs.	
33.	Marker Pen Luxor (OHP/CD/DVD)	Per Box of 10 Pcs.	

34.	White Board Marker Pen	Per Box of 10 Pcs.	
35.	Paper Weight	Per Dozen	
36.	Pencil	Per Box of 10 Pcs.	
37.	Pencil Cutter	Per Box of 10 Pcs.	
38.	Eraser	Per Box of 10 Pcs.	
39.	Ball Pen Blue/Black/Red (One Time)	Per Piece	
40.	Pilot Pen	Per Piece	
41.	Parker Pen	Per Piece	
42.	Pen Stand 2 (Two) Pen	Per Piece	
43.	Pen Stand 4 (Four) Pen	Per Piece	
44.	Pencil Battery Size AA	Per Dozen	
45.	Pencil Battery Size AAA	Per Dozen	
46.	Binding Ruled Register No. 10	Per Piece	
47.	Binding Ruled Register No. 12	Per Piece	
48.	Stamp Pad Big Size (Reputed Brand)	Per Box of 10 Pcs.	
49.	Stamp Pad Medium Size (Reputed Brand)	Per Box of 10 Pcs.	
50.	Stamp Pad Ink 500ml (Reputed Brand)	Per Bottle	
51.	Stapler Medium (Kangaro)	Per Piece	
52.	Stapler Small (Kangaro)	Per Piece	
53.	Stapler Pin (Kangaro) No.24/6	Per Box of 20 Pkt.	
54.	Stapler Pin (Kangaro) No.10	Per Box of 20 Pkt.	
55.	Steno Note Book	Per Piece	
56.	Sticky Note	Per Pkt.	
57.	Carbon Paper	Per Pkt.	
58.	T-Pin	Per Box	
59.	Office Tray	Per Piece	
60.	File Tag (Cotton)	Per Bunch	
61.	Thread Ball	Per Box of 4 Roll	
62.	White Ribbon (Cotton)	Per Roll	
63.	Red Ribbon (Cotton)	Per Roll	
64.	Sponger Pad	Per Dozen	
65.	Binder Clip	Per Box	
66.	Scissor (Big)	Per No.	
67.	Scissor (Medium)	Per No.	
68.	Sealing Wax	Per Box	
69.	Markin Cloth	Per Mtr.	
70.	Red Shalu Cloth	Per Mtr.	
71.	Jute Sutli	Per Kg.	
72.	Towel White Big (Best Quality)	Per Piece	
73.	Towel White Medium (Best Quality)	Per Piece	
74.	Towel White Small (Best Quality)	Per Piece	
75.	Office Seal	Per Piece	
76.	Court Date Seal	Per Piece	

List of Toner Cartridges (Consumables)

Sl. No.	Name of the Articles	Unit	Price per unit inclusive of all Taxes
1.	Compatible Laser Toner Cartridge Produt- 337	Per Piece	
2.	Compatible Laser Toner Cartridge Produt - 912/925	Per Piece	
3.	Compatible Laser Toner Cartridge Produt - 388	Per Piece	
4.	Canon NPG-59 Toner Black	Per Piece	

List of Misc. Articles

Sl. No.	Name of the Articles	Unit	Price per unit inclusive of all Taxes
1.	Electric Kettle 1 Ltr.	Per Piece	
2.	Electric Kettle 1.5 Ltr.	Per Piece	
3.	Extension Cord 5 Mtr. (Best Quality)	Per Piece	
4.	Air Freshener Pocket	Per Piece	
5.	Air Freshener Spray	Per Piece	
6.	Bleaching Powder	Per Kg.	
7.	Reema Broom	Per Piece	
8.	Bamboo Broom Stick	Per Piece	
9.	Coconut Broom Stick	Per Piece	
10.	Cup Plate Best Quality (Bone China)	Per Set of 6 Piece	
11.	Quarter Plate (Best Quality)	Per Set of 6 Piece	
12.	Steel Dinner Spoon	Per Dozen	
13.	Door Curtain	Per Piece	
14.	Window Curtain	Per Piece	
15.	Doormat	Per Piece	
16.	Table Cover (Rexinc)	Per Mtr.	
17.	Water Glass (Best Quality)	Per Set of 6 Piece	
18.	Flex Banner	Per Square Feet	
19.	Harpic 500ml	Per Piece	
20.	Naphthalene	Per Pkt.	
21.	Colin 250ml	Per Piece	
22.	Colin 500ml	Per Piece	
23.	Hand Sanitizer 100 ml	Per Piece	
24.	Hand wash 200ml	Per Piece	
25.	Hand wash 750ml	Per Pouch	
26.	Dettol Liquid 100ml	Per Piece	
27.	Phenyl Black (Best Quality)	Per Ltr.	
28.	Phenyl White/Floor Cleaner (Cross)	Per Ltr.	

29.	Citronella 50ml	Per Bottle	
30.	Plastic Bucket (Big Size)	Per Piece	
31.	Plastic Bucket (Medium Size)	Per Piece	
32.	Plastic Bucket (Small Size)	Per Piece	
33.	Plastic Mug	Per Piece	
34.	Floor Cleaning Mop	Per Piece	
35.	Dustbin (Big Size)	Per Piece	
36.	Dustbin (Small Size)	Per Piece	

List of items for electrical repairing

Sl. No	Particulars	Unit	Price per unit inclusive of all Taxes
1.	MCB (10 AMP, 16 AMP, 25 AMP, 30 AMP)	Per Piece	
2.	Switch (Modular)	Per Piece	
3.	Socket (5 Pin)	Per Piece	
4.	Wire (1.5 mm, 2.5 mm)	Per Meter	
5.	Fan Capacitor	Per Piece	
6.	LED bulb (9 Watt, 12 Watt)	Per Piece	
7.	Casing Pipe	Per Meter/Per Piece	
8.	Street Light	Per Piece	
9.	LED Flood Light	Per Piece	
10.	LED Bulb	Per Piece	
11.	LED Tubelight	Per Piece	
12.	Ceiling LED Light	Per Piece	
13.	Holder	Per Piece	
14.	Inverter Repairing/Serviceing		

District & Sessions Judge
Cachar, Silchar

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List of Plumbing items

Sl. No	Particulars	Unit	Price per unit inclusive of all Taxes
1.	Pipe (15 mm, 20 mm, 25 mm)	Per Meter/Per Piece	
2.	Socket (15 mm, 20 mm, 25 mm)	Per Piece	
3.	Elbow (15 mm, 20 mm, 25 mm)	Per Piece	
4.	Brush Elbow (15 mm)	Per Piece	
5.	Union Socket (15 mm, 20 mm, 25 mm)	Per Piece	
6.	Brush MTA (15 mm, 20 mm, 25 mm)	Per Piece	
7.	Brush FTA (15 mm)	Per Piece	
8.	Tee (15 mm, 20 mm, 25 mm)	Per Piece	
9.	UPVC Gum	Per Piece	
10.	Tallon Tape	Per Piece	
11.	CP Bib Cock (15 mm)	Per Piece	
12.	CP Pillar Cock (15 mm)	Per Piece	
13.	Angle Stop Cock (15 mm)	Per Piece	
14.	Connection Pipe (18/24 inch)	Per Meter/Per Piece	
15.	Wash Basin Waste Coupling	Per Piece	
16.	Sink Waste Cupling	Per Piece	
17.	Waste Pipe	Per Piece	
18.	Ball Valve (15 mm, 20 mm, 25 mm)	Per Piece	
19.	Commode Seat Cover	Per Piece	
20.	White Cement	Per Kg.	

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