# OFFICE OF THE DISTRICT AND SESSIONS JUDGE, CACHAR, SILCHAR

## NOTICE INVITING TENDER
## DATED 08/05/2025

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 2025-26 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, 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, 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 any 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 **17th of May, 2025,** till **4.00 PM** & no quotation/tender will be received thereafter. The tenders shall be opened in the office of the District and Sessions Judge, Cachar, Silchar, on the same date **i.e. on 17th of May 2025** 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/Tender/2025/2473-77 Dated: Silchar, the 8th day of May, 2025

Copy for information & necessary action to:

1. Sri Narayan Kuri, Addl. Dist. & Sessions Judge, (POCSO), Cachar, Silchar.
2. Smti. Sujata Kurmi, Civil Judge (Jr. Div.) No. 1 –cum-JMFC, Cachar, Silchar.

} Members of Selection Committee.

3. Notice Board of this office.
4. The Systems Officer, O/o District and Sessions Judge, Cachar, Silchar, with a direction to upload the same in the official website of Cachar District Judiciary.
5. Office file.

District and Sessions Judge,
Cachar, Silchar.

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# 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. | |



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|---|---|---|---|
| 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 | |



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**List of Toner Cartridges (Consumables)**

| Sl. No. | Name of the Articles | Unit | Price per unit inclusive of all Taxes |
|---|---|---|---|
| 1. | Compatible Laser Toner Cartridge Prodot– 337 | Per Piece | |
| 2. | Compatible Laser Toner Cartridge Prodot – 912/925 | Per Piece | |
| 3. | Compatible Laser Toner Cartridge Prodot – 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 (Rexine) | 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. | |



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| 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. | Cailing LED Light | Per Piece | |
| 13. | Holder | Per Piece | |
| 14. | Inverter Repairing/Servicing | | |

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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. | Taflon 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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