

**OFFICE OF THE PRINCIPAL JUDGE, FAMILY COURT
CACHAR ::: SILCHAR.**

No. F.C./STL/ - /2026/ 330

Dated, Silchar, the, 28th, April, 2026.

NOTICE INVITING TENDER

DATED. 28.04.2026

**(FOR SUPPLY OF OFFICE STATIONERIES AND MISCELLANEOUS ARTICLES
LIST OF WHICH IS APPENDED TO THIS TENDER)**

In the interest of public service and smooth functioning of the establishment's work, the Principal Judge, Family Court, Cachar, Silchar invites quotations affixing Court Fee stamp of Rs. 8.25 (Non-refundable) in the given format in sealed envelopes from the intending Stationery suppliers of registered firms/agencies/vendors for the following office stationeries articles/items to be supplied to the office of the Principal, Judge, Family Court, Cachar, Silchar on requisition from time to time during the financial year 2026-2027 as per specification given 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 GST Registration Certificate.**

The sealed quotation should be submitted to the office of the Principal Judge, Family Court, Cachar, Silchar during office hours on working days.

2. The rates quoted by the bidder/firm, once approved and selected by the Purchase Committee of this office, shall remain valid for the period of 1 (one) year from the date of approval order of this establishment. Any increase or decrease in Prices, Taxes and other statutory duties shall not affect the approved rates during this period. The firm shall be responsible for any increase in Prices, Taxes and duties. Any increase in taxes or other statutory duties/levies after approval of the rates shall be borne by the supplier. The undersigned shall not be liable for any enhancement of rate of products, and the selected bidder/firm will be bound to supply the products as per rates quoted in the quotation.
3. The bidder/firm must ensure the quality of the products to be supplied and shall strictly adhere to the specifications mentioned in the demand while delivering the items.
4. The bidder/firm must ensure delivery of the items immediately upon receipt of demand order, if not on the same date itself. In case of any delay, the reasons for such delay shall be intimated to the office of the undersigned without delay by the bidder/firm, considering the urgency of the required articles.
5. Payments shall be made on bill basis after satisfactory verification of the quality of products and materials supplied by the bidder/firm. The decision of the Principal Judge, Family Court, Cachar, Silchar regarding the quality of products/materials supplied and payment of bills shall be final. Payment shall be released only after



receipt of the complete consignment verification of the materials, and submission of the following documents:-

- **Invoice in triplicate,**
- **Delivery Challan duly signed by the consignee.**



6. The intending bidder/firm/vendor must be an **account holder of S.B.I.** and must possess **GST registration Number, PAN Card Number.** These details are to be furnished for online payment of bills. Additionally, an **up-to-date Tax Clearance Certificate** shall be submitted by the bidder concerned along with the quotation.
7. The Principal Judge, Family Court, Cachar, Silchar reserves the right to accept or reject any or all the tenders either in part or in full, without assigning any reason whatsoever.
8. The Principal Judge, Family Court, Cachar, Silchar reserves the right to terminate the contract at any time by giving intimation in writing without assigning any reason.
9. In case of violation of any terms and conditions of the tender document or in the event of unsatisfactory supply of materials or supply of substandard/poor-quality products/items/articles, the Principal Judge, Family Court, Cachar, Silchar reserves the right to terminate the supply order by issuing intimation to the supplier/contractor.
10. The sealed quotations must reach the undersigned **on or before 08th of May, 2026** & no quotation/tender shall be accepted thereafter. The tenders will be opened in the **Office Chamber of the Principal Judge, Family Court, Cachar, Silchar on 11th of May, 2026 at 4.30 P.M. in presence of the members of the Purchase Committee of this office.**
11. The decision of the Principal Judge, Family Court, Cachar, Silchar in all respect shall be final and binding on all.

- Sd -

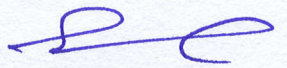
Principal Judge,
Family Court,
Cachar, Silchar

Memo No. FC/SIL/ - /2026/ 331- 336

Dated Silchar, 28.04.2026,

Copy to :-

1. The System Officer, Cachar Judiciary, Cachar to upload in official website.
2. Notice Board of Family Court, Cachar, Silchar.
3. The District & Sessions Judge, Cachar, Silchar.
4. The District Commissioner, Cachar, Silchar.
5. Office copy.


Principal Judge,
Family Court,
Cachar, Silchar

**FINAL LIST OF STATIONERY AND OTHER ARTICLES, ELECTRICAL ITEMS,
COMPUTER AND XEROX RELATED ITEMS**

Sl. No.	Name of the articles	Quality	Quantity
1.	Alpin	Kores, Best Quality	Per Box
2.	Alpin (T)	Best Quality	Per Box
3.	Calculator 12 digit (Medium)	Orpat/Casio/flair	Per No.
4.	Agarbatti	Best Quality	Per Packet
5.	Binding Register	Best Quality	Per Size
6.	Bleaching Powder (1/2 kg)	Best Quality	Per Packet
7.	Thumb Pin	Best Quality	Per No.
8.	Book Binding Cloths	Best Quality	Per Mtrs.
9.	Bodkin (Bindhana)	Steel	Per Dozen
10.	Basin Tap	Best Quality	Per No
11.	Calling Bell	Best Quality	Per No
12.	Car Freshener	Best Quality	Per Bottle
13.	Cello Tape (Medium/Large)	Best Quality	Per Dozen
14.	Cover File	Best Quality	Per No
15.	Carbon Paper (Blue)	Kores	Per Packet
16.	Cover (Khaki)	Best Quality	Per Dista
17.	Cover (Blue)	Best Quality	Per Sheet
18.	Chair Cushion	Dunlop, Kurl-on, Best quality	Per No
19.	Correcting Ink	Kores, Camlin	Per Bottle
20.	Correcting Pen	Camlin/ Best Quality	Per No
21.	Cup Plate	Bone China/Fine China, Best quality	Per sealed box
22.	Candle	Best quality	Per Packet
23.	Curtain (Long/short)	Best Quality	Per No as per size
24.	Citronella Oil (100 ml)	Best quality	Per Bottle
25.	Colin	Best Quality	Per Bottle
26.	Pencil Battery (AAA) (Wall clock)	Best Quality	Per No
27.	D.F.C. Azurlaid Paper (Green)	-Do-	Per Ream
28.	Distilled Water	Best quality	Per Bottle
29.	Drinking Glass	Milton, Best quality	Per Dozen
30.	Doormat (Large/Small)	Best quality	As Per Size
31.	Damper	Best quality	Per No
32.	Envelope (Large)	Best Quality	Per Packet of 100 Nos
33.	Envelope (Medium)	Best Quality	Per Packet of 100 Nos
34.	Envelope (Small)	Best Quality	Per Packet of 100 Nos
35.	Fevicol Tube	Fevicol	Per Bottle
36.	Filament (Room Heater)	Best Quality	Per No
37.	File Board	Best Quality	Per No
38.	File Cover	Best Quality	Per No

39.	File Tag	Best Quality	Per Packet
40.	Fevistick	Best Quality	Per Packet
41.	Filter Candle	Best quality	Per No
42.	Thermo Flask	Milton, Borosil/Cello	Per No
43.	Floor Moper	Best quality	Per No
44.	Gems Clip	Best quality	Per Packet
45.	Gum	Best Quality	Per 700 ML Bottles.
46.	Guard File	Best Quality	Per No
47.	Gamusa	Pure Silk/Normal	Per Piece
48.	Herpic	Best Quality	Per No
49.	Liquid Hand Wash (250ml/500ml)	Dettol, Sevlon, Best quality	Per No
50.	Hand Wash Refill Pack (250ml/500ml)	Dettol, Sevlon, Best quality	Per Pkt.
51.	Hand Sanitizer (Alcohol based)	Dettol/Best Quality	Per 100 MI/250 MI/500 MI/5 Ltrs.
52.	Hand Gloves (Single User/Reusable)	Best Quality	Per Pair
53.	Highlighter (Colour)	Best Quality	Per No
54.	Ink (Blue/Black)	Chelpark/Parker	60 ML
55.	Ink (Blue/Black)	-Do-	700 ML
56.	Ink Pen	Best Quality	Per Dozen
57.	Indian Flag Stand	Best Quality	Per No
58.	Jharu	Best Quality	Per No
59.	Knife	Steel, Best quality	Per No
60.	Floor Moper	Best Quality	Per No
61.	Lock & Key (Small/Medium)	Linc, Best quality	Per No
62.	Toilet Brush	Best Quality	Per No
63.	Laa	Best quality	Per Packet
64.	Mosquito repellent (With device)	Best quality	Per No
65.	Mosquito repellent (Only liquid)	Best quality	Per No
66.	Mosquito coil/Dhoop	Best quality	Per Packet
67.	Markin Cloth	Best quality	Per Mtr
68.	Marker Pen	Best quality	Per No
69.	Mask	N95/Normal	Per Piece
70.	Napkins	Best Quality	Per Packet
71.	Nepthalene Balls	Best Quality	Per Packet
72.	Odonil	Best Quality	Per No
73.	Order Book	No.24	Per No
74.	Photostat Paper (A4 Size)(GSM=75)(29.7 cm * 21.7 cm)	JK Max, JK Copier, Kores	Per Packet
75.	Photostat Paper (Legal) (GSM=75)	JK Max, JK Copier, Kores	Per Packet
76.	Paper (F.C.)	Best Quality	Per Dista
77.	Pen with Stand	Best Quality	Per No
78.	Paper Pressure	Best Quality	Per No.
79.	Pen (Ball)	Best Quality	Per Packet of 10 Nos.

80.	Pen (Gel)	Best quality	Per packet of 10 nos.
81.	Pad Ink	Best Quality	Per Packet of 20 Bottles
82.	Phenyl	Best Quality	Per Bottle of 1 Ltr
83.	Port folio Bag	Best quality	Per No
84.	Paper Basket	Best quality	Per No
85.	Paper Weight	Best Quality	Per No
86.	Pencil Battery	Best Quality	Per No
87.	Plastic Basket	Best quality	Per No
88.	Plastic Mug	Best quality	Per No
89.	Parker Pen (Ink/Ball)		Per No
90.	Plate (Quarter/Large)	Bone China/Best Quality	Per No
91.	Paper Tray	Best Quality	Per No.
92.	Quarter Plate	Best Quality	Per Set
93.	Raincoat	Best Quality	Per No
94.	Red Hit	Best Quality	Per Bottle
95.	Register (Pukka Binding)	Best Quality	Per No
96.	Refill (Blue/Black)	Best Quality	Per Box of 100 pieces
97.	Refill (Red)	Best Quality	Per Box of 100 pieces
98.	Room Freshener	Best quality	Per Bottle
99.	Rubber Band	Best Quality	Per Packet
100.	Scissors	Best Quality	Per No
101.	Stamp Pad (Medium/Large)	Best Quality	Per No
102.	Stapler No 10./Large	Kangaroo, Best Quality	Per No
103.	Stapler Pin (24/6-1M)	Kangaroo	Per Box
104.	Steel Trunk	Best quality	Per No
105.	Sutlee	Best quality	Per No
106.	Spoon	Best quality	Per Dozen
107.	Soap	Lux, Dettol	Per No
108.	Scale (Plastic)	Best quality	Per Dozen
109.	Steno Note Book	Best Quality	Per Dozen
110.	Sanitizer Dispenser (Stand)	Best Quality/Iron	Per No
111.	Tray	Plastic, Best quality	Per No
112.	Table Cloth (Rexin)	Best quality	Per No
113.	Table Brush	Best quality	Per No
114.	Torch Light	Eveready, Best Quality	Per No
115.	Torch Light Battery	Eveready, Duracell	Per No
116.	Towel (4"X2")	Bombay Dying, Best quality	Per No
117.	Towel (1"X1")	Bombay Dying, Best quality	Per No
118.	Table Cloth	Best quality	Per No
119.	Table Glass	Best quality	Per No
120.	Table Top	Best Quality	As Per Size
121.	Tissue Paper	Best quality	Per Packet



List No.2

Electrical Articles

1.	Electronic chock	Bajaj, Best Quality	Per No.
2.	Tube Light (40 Watt)	Wipro, Bajaj,	Per No
3.	L.E.D. Tube Light	Bajaj, Wipro	Per No
4.	L.E.D. Bulb (10/15/20 Watt)	Bajaj, Syska, Crompton Greaves	Per No
5.	Tube Light Set	Best Quality	Per No
6.	C.F.L. Bulb (15/20 Watt)	Crompton Greaves, Bajaj, Syska	Per No
7.	Bulb (100 Watt)	Best Quality	Per No
8.	Extension Chord	Best Quality	Per No
9.	Copper Wire (4 mm)	Best Quality	Per Metre
10.	Copper Wire (2.5 mm)	Best Quality	Per Metre
11.	Copper Wire (1.5 mm)	Best Quality	Per Metre
12.	5/15 Switch Socket Combined board (Single/Double)	Best Quality	Per No
13.	Electric Switch (5/15 AMPS)	Best Quality	Per No
14.	Electric Socket (5/15 AMPS)	Best Quality	Per No
15.	Black Tape/Insulator	Best Quality	Per No
16.	Casing/Caping	Best Quality	Per No
17.	Table Fan	Orient/Usha/Crompton Greaves	Per No
18.	Ceiling Fan (56 Inch)	Orient/Usha/Crompton Greaves	Per No
19.	Stand Fan	Orient/Usha/Crompton Greaves	Per No
20.	Wall Fan	Orient/Bajaj/Havells	Per No
21.	Electric Kettle	Prestige, Best Quality	One Litre
22.	Room Heater (Single Rod)	Best Quality	Per No
23.	Room Heater (Triple Rod)	Best Quality	Per No

List No.3

COMPUTER / XEROX PERIPHERALS			
1.	Xerox Toner (Canon) NPG-59	Original	each
2.	Xerox Toner (Canon) NPG-51	Original	each
3.	Xerox Toner (Ricoh MP-2501 S)	Original	each
4.	Canon Image Class MF 3010 Cartridge	Original/reputed brand	each
5.	Cannon- Image Class (MF 244 dw) Laserjet Cartridge	Original/reputed brand	each
6.	HP -P 1566 Laserjet Cartridge	Original/reputed brand	each
7.	Cannon -IR 1643 i Laserjet Cartridge	Original/reputed brand	each
8.	HP-Laser MFP 138 fnw	Original/reputed brand	each
9.	Cannon- Image Class LBP 151 dw	Original/reputed brand	each
19.	Drum & Blade for Canon iR 2002 N	Original	each
20.	Drum & Blade for Canon iR 2004 N	Original	each
21.	Thermal Paper Roll (For Fax Machine)	Original	each
22.	Teflon (For fixing unit of Xerox, printer)	Original	each
23.	Pen Drive (8 GB/ 16 GB/32 GB)	Scandisk/HP etc.	each
24.	Printer Data Cable	HP	each
25.	Mouse	Best Quality	each
26.	Key Board	Best Quality	each
27.	Blank C.D	Best Quality	each
28.	Blank D.V.D	Sony	each
29.	NIC(LAN) Card	Best Quality	each
30.	Crimping Tool	Best Quality	each
31.	PJ-45 Connector	Best Quality	each
32.	Screw Driver Set	Taparia	each
33.	LAN Tester	Best Quality	each
34.	I.O Box for LAN	Best Quality	each
35.	Antivirus C.D	Quick Heal/ K7 (Total Security)	each
36.	External Hard Disk	Original	each
37.	Internal Hard Disk	Original	each
38.	Computer UPS	Original	each
39.	SMPS	Original	each

*N.B: Any other articles as and when required to be put up as per requirement.

List No. 4
Printing Articles

Sl.No.	Particular	Quality & Size	No. of Pages
1.	Court Diary	Light Green Paper (Thick) 33 cm X 21 cm with hard cover	365
2.	Court Fee Register	do	365
3.	Cause List Register	do	280
4.	Decree Register	do	200
5.	Transit Register	do	300
6.	Judgment Register	do	200
7.	Acquaintance Register	do	440
8.	Cash Book	42 cm X 34 cm	35 0
9.	Dak Book	17 cm X 21 cm	20o
10.	Attendance Register	42 cm X 34 cm	370