OFFICE OF THE CHIEF JUDICIAL MAGISTRATE
CACHAR,SILCHAR

No. _____ **Dated: 29.05.2026**

DETAIL NOTICE INVITING QUOTATIONS/TENDERS

In the interest of Public service and smooth functioning of the establishment's works, the Chief Judicial Magistrate, Cachar invites quotations affixing Court-fees of Rs. 8.25 (Rupees Eight and Twenty five paisa) Only being non-refundable in the given format in sealed envelopes from the interested commercial Office Stationary supplier **Firms/agencies/vendors** entrusting with the supply of Office Stationary Articles for the financial year 2026-2027.

1. Schedule to the invitation of Tender:

Date of issue of Tender	**29.05.2026**
Last Date of submission of Tender	**15.06.2026 within 4pm.**
Date of opening of Qualifying tender	**22.06.2026**

Chief Judicial Magistrate
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2. Proforma of Quotation and Bidder's profile:

1. **Name of the Bidder/Firm:**
2. **Address of the Bidder/Firm:**
3. **Mobile number and Whatsapp No. (if any):**

Office Stationery articles

Sl. No.	Item name/ Details of tender item.	Item name with Brand and reqd. specification(s)	Cost/Unit (per unit) item in Rs.	Remarks (if any)
1.	BALL PEN	REYNOLDS/CELLO GRIPPER		
2.	PILOT PEN	CELLO GRIPPER		
3.	PERMANENT MARKER	UNIBALL EYE		
4.	WHITE CORRECTION FLUID PEN	KENT		
5.	USE & THROW PEN	NATARAJ		
6.	HIGHLIGHTER	LUXOR		
7.	STEEL SCALE LONG	GENERIC		
8.	COLOURED U CLIPS	ROLEX		
9.	BINDER CLIPS	32 MM		
10.	STAPLER PIN-10 NO.	KANGAROO		
11.	STAPLER PIN 24/6 .	KANGAROO		
12.	PUNCHING MACHINE 480	KANGAROO		
13.	SCISSOR BIG	ODDY		
14.	SCISSOR MEDIUM	KANGAROO		
15.	STAPLER 10 NO.	KANGAROO		
16.	STAPLER 10 D	KANGAROO		
17.	PAPER CUTTER SMALL	NATRAJ		
18.	PAPER CUTTER BIG	IKON		
19.	CARBON-503	KANGAROO		
20.	REGISTER 96 PAGES	TRISON/VIJETA		
21.	REGISTER 144 PAGES	TRISON/VIJETA		
22.	REGISTER 192 PAGES	TRISON/VIJETA		
23.	REGISTER 240 PAGES	TRISON/VIJETA		
24.	REGISTER 288 PAGES	TRISON/VIJETA		
25.	REGISTER 360 PAGES	TRISON/VIJETA		
26.	INDEX FILES-HARD BOARD	STAR		
27.	A 4 PAPER 75 GSM	JK COPIER		
28.	A 4 PAPER 70 GSM	JK COPIER		
29.	Legal PAPER 75 GSM	BINDALS FINE PRINTS		
30.	CELLO TAPE 1 ,65 METERS	APEX		
31.	CELLO TAPE 1/2,, 65 MTR	APEX		

32.	BROWN TAPE -2, 65 MTR /35 MTR	APEX		
33.	GUM BOTTLE 150 ML	CAMEL		
34.	GUM BOTTLE 700ML	CAMEL		
35.	GLUE STICK (15 GSM)	ODDY		
36.	GLUE STICK (15 GSM)	PIDILITE		
37.	STAMP PAD	ASHOKA		
38.	OFFICE TRAY	OMEGA		
39.	C.D (SPINDLE 100PACK)	SONY		
40.	CALCULATOR	CITIZEN 555N		
41.	RUBBER BAND	NYLONE		
42.	HAND WASH 250ML	DETTOL		
43.	HAND SANITIZERS 50ML	DETTOL		
44.	N95 FACEMASK	Any reputed brand.		
45.	FACE-SHIELD	Any reputed brand.		
46.	DUMP PAD	Any reputed brand.		
47.	TOWEL BIG	WELSPAN		
48.	TOWEL SMALL	WELSPAN		
49.	FILE TAG	COTTON		
50.	TOILET CLEANER	HARPIC 500ML		
51.	PHENYL WHITE 500ML	Any reputed brand.		
52.	PHENYL BLACK 500ML	Any reputed brand.		
53.	SHUTLI	Material-JUTE		
54.	SEALING WAX	Any reputed brand.		
55.	WASTE PAPER BASKET	Any reputed brand.		
56.	FLOWER BROOM	Any reputed brand.		
57.	ELECTRIC KETTLE	KENT		
58.	GATHNI	Any reputed brand.		
59.	Electric LED Bulb 30W	SYSKA LED		
60.	WALL CLOCK	Any reputed brand		
61.	TABLE CALLING BELL	Any reputed brand		
62.	CORRECTION PEN	Any reputed brand		
63.	ENVELOPE YELLOW (A4 SIZE)	Any reputed brand		
64.	ENVELOPE YELLOW (LEGAL SIZE)	Any reputed brand		
65.	ENVELOPE YELLOW 10.5"X5"	Any reputed brand		
66.	ENVELOPE BROWN 9"X4"	Any reputed brand		
67.	ENVELOPE BROWN 10.5"X5"	Any reputed brand		
68.	FILE COVER	Any reputed brand		
69.	FILE BOARD	Any reputed brand		

70.	FOUR FOLDED FILE	Any reputed brand		
71.	GUARD FILE	Any reputed brand		
72.	GATHNI	Any reputed brand		
73.	KNIFE (PAPER CUTTER)	Any reputed brand		
74.	LOCK & KEY 50MM	Any reputed brand		
75.	LOCK & KEY 60MM	Any reputed brand		
76.	PAPER WEIGHT	Any reputed brand		
77.	PENCIL	Any reputed brand		
78.	PENCIL CUTTER	Any reputed brand		
79.	ERASER	Any reputed brand		
80.	PARKER PEN	Any reputed brand		
81.	PEN STAND 2(TWO) PEN	Any reputed brand		
82.	PEN STAND 4(FOUR) PEN	Any reputed brand		
83.	PENCIL BATTERY SIZE AA	Any reputed brand		
84.	PENCIL BATTERY SIZE AAA	Any reputed brand		
85.	STENO NOTE BOOK	Any reputed brand		
86.	STICKY NOTE	Any reputed brand		
87.	THREAD BALL (COTTON)	Any reputed brand		
88.	WHITE RIBBON (COTTON)	Any reputed brand		
89.	RED RIBBON (COTTON)	Any reputed brand		
90.	MARKIN CLOTH	Any reputed brand		
91.	RED CLOTH SHALU	Any reputed brand		
92.	JUTE SUTLI	Any reputed brand		
93.	OFFICE SEAL	Any reputed brand		
94.	COURT DATE SEAL	Any reputed brand		

Toner Cartridges (Consumables)

Sl. No.	Item name/ Details of tender item.	Item name with Brand and reqd. specification(s)	Cost/Unit (per unit) item In Rs.	Remarks (if any)
1.	COMPATIBLE LASER TONER CARTRIDGE 337	Any reputed brand		
2.	COMPATIBLE LASER TONER CARTRIDGE 912/25	Any reputed brand		
3.	COMPATIBLE LASER TONER CARTRIDGE 388	Any reputed brand		
4.	NPG-59 TONER BLACK	Any reputed brand		

Misc Articles

Sl. No.	Item name/ Details of tender item.	Item name with Brand and reqd. specification(s)	Cost/Unit (per unit) item in Rs.	Remarks (if any)
1.	EXTENSION CORD 5 MTR.	Any reputed brand		
2.	AIR FRESHNER	Any reputed brand		
3.	BLEACHING POWDER	Any reputed brand		
4.	REEMA BROOM	Any reputed brand		
5.	BAMBOO BROOM STICK	Any reputed brand		
6.	COCONUT BROOM STICK	Any reputed brand		
7.	CUP PLATE	Any reputed brand		
8.	QUARTER PLATE	Any reputed brand		
9.	STEEL DINNER SPOON	Any reputed brand		
10.	DOOR CURTAIN	Any reputed brand		
11.	WINDOW CURTAIN	Any reputed brand		
12.	DOORMAT	Any reputed brand		
13.	TABLE COVER	Any reputed brand		
14.	WATER GLASS	Any reputed brand		
15.	HARPIC 500ML	Any reputed brand		
16.	NAPHTHALENE	Any reputed brand		
17.	COLIN 250ML	Any reputed brand		
18.	HAND SANITIZER 100ML	Any reputed brand		
19.	HAND WASH 200ML	Any reputed brand		
20.	DETTOL LIQUID 100ML	Any reputed brand		
21.	PHENYL BLACK	Any reputed brand		
22.	PHENYL WHITE	Any reputed brand		
23.	PLASTIC BUCKET (BIG SIZE)	Any reputed brand		
24.	PLASTIC BUCKET (MEDIUM SIZE)	Any reputed brand		
25.	FLOOR CLEANING MOP	Any reputed brand		
26.	DUSTBIN (BIG SIZE)	Any reputed brand		
27.	DUSTBIN (SMALL SIZE)	Any reputed brand		

Items for electrical repairing

Sl. No.	Item name/ Details of tender item.	Item name with Brand and reqd. specification(s)	Cost/Unit (per unit) item in Rs.	Remarks (if any)
1.	MCB (10 AMP, 16 AMP, 25 AMP, 30 AMP)	Any reputed brand		
2.	SWITCH	Any reputed brand		
3.	SOCKET	Any reputed brand		
4.	WIRE	Any reputed brand		
5.	FAN CAPACITOR	Any reputed brand		
6.	LED BULB (9W, 12W)	Any reputed brand		
7.	CASING PIPE	Any reputed brand		
8.	STREET LIGHT	Any reputed brand		
9.	LED TUBELIGHT	Any reputed brand		
10.	CEILING LED LIGHT	Any reputed brand		
11.	HOLDER	Any reputed brand		
12.	INVERTER REPAIRING/SERVICING	Any reputed brand		

Items for Plumbing

Sl. No.	Item name/ Details of tender item.	Item name with Brand and reqd. specification(s)	Cost/Unit (per unit) item In Rs.	Remarks (if any)
1.	PIPE (15 MM, 20 MM, 25 MM)	Any reputed brand		
2.	SOCKET (15 MM, 20 MM, 25 MM)	Any reputed brand		
3.	ELBOW(15 MM, 20 MM, 25 MM)	Any reputed brand		
4.	BRUSH ELBOW (15MM)	Any reputed brand		
5.	UNION SOCKET (15 MM, 20 MM, 25 MM)	Any reputed brand		
6.	BRUSH MTA (15 MM, 20 MM, 25 MM)	Any reputed brand		
7.	BRUSH FTA (15MM)	Any reputed brand		
8.	TEE (15 MM, 20 MM, 25 MM)	Any reputed brand		

9.	CP BIB COCK (15MM)	Any reputed brand		
10.	CP PILLAR COCK (15MM)	Any reputed brand		
11.	ANGLE STOP COCK (15MM)	Any reputed brand		
12.	CONNECTION PIPE (18/24MM)	Any reputed brand		
13.	WASH BASIN WASTE COUPLING	Any reputed brand		
14.	UPVC GUM	Any reputed brand		
15.	TAFLON TAPE	Any reputed brand		
16.	SINK WASTE COUPLING	Any reputed brand		
17.	WASTE PIPE	Any reputed brand		
18.	BALL VALVE (15MM, 20MM, 25MM)	Any reputed brand		
19.	WHITE CEMENT	Any reputed brand		

(Total cost of tender in words)

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I/We hereby declare that the information furnished above is true and correct.

Place:
Date:

Signature of Bidder/Authorized Signatory.....
Name of Bidder.....

(Seal of Bidder)

3. Terms and Conditions:

1. The bidder must ensure the quality of the products to be procured and should strictly adhere to the delivery of the items as per the specifications mentioned in the demand only (if applicable).
2. The bidder firm must ensure the delivery of the items immediately on receipt of demand order if not, the same date itself. The reasons for delay on anticipation in delivery (if applicable) has to notified to Office the undersigned immediately by the bidder firm considering the urgency of the required articles.
3. The interested party viz. the Commercial Vendor/bidder must be SBI Account holder and must have GST Regn. Number., PAN Card Number which is to be provided for online payment of bills. Also, upto date clearance certificate should be furnished by the concerned.
4. The undersigned will not be liable for any enhancement of rate of items and the selected bidder firm will be bound to supply the items as per the rates furnished in the quotation (if mentioned in the quotation.
5. The sealed envelope containing the quotation shall be marked as "**Quotation for Stationary articles**".
6. The bills will be disbursed only on the availability of funds and to the satisfaction of the undersigned.

Chief Judicial Magistrate
Cachar, Silchar
29/05/26

No. 4445 - 48

Dated: 29.05.2026

Copy for information to:

1. The Hon'ble District & Sessions Judge, Cachar, Silchar.
2. The System Officer, Cachar District Judiciary.
   (*He is requested to upload it in the District Judiciary Website).*
3. Notice Board.
4. Office File.

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