

OFFICE OF THE DISTRICT & SESSIONS JUDGE :: BAKSA :: ASSAM

Memo No. DJ/BAK/2019./1506-1510.....Dated...17.04.19.....

NOTICE INVITING TENDER

(FOR STATIONERY ARTICLES)

Sealed quotations are invited affixing Court Fee stamp of Rs. 8.25 (Non-refundable) from the intending registered firms for supply of Stationery items, for the establishment of the District & Sessions Judge, Baksa for the financial year 2019-2020 as per specification given with the notice.

The undersigned is not bound to accept of a particular firm even it may be lowest rate. Rate should be mentioned in figure and word showing the CGST, SGST, other charges etc. separately.


GENERAL TERMS & CONDITIONS

1. The sealed envelope containing quotation shall be marked as **"Tender for Supply of Stationery 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.
 - c) Up to date copy of GST Clearance certificate.
 - d) Copy of Trade license.
 - e) An established showroom or shop of respective products.

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 / informations, 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 & Sessions Judge, Baksa, Assam, 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 rate approved by the Committee constituted for the selection of bidder, shall be valid for the period of one year from the date of 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 material in satisfactory condition on bill basis. The decision of the


District & Sessions Judge
Baksa, Mushalpur
17/4/19

District & Sessions Judge, Baksa 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 & Sessions Judge, Baksa reserves the right to accept or reject any or all the tenders in part or full, without assigning any reason whatsoever.
6. The District & Sessions Judge, Baksa is not bound to accept the lowest tender.
7. The District & Sessions Judge, Baksa reserves the right, to award the work to one or more bidders.
8. The District & Sessions Judge, Baksa 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 & Sessions Judge, Baksa 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 ^{6th} of ^{May}, 2019 & no quotation/tender will be received thereafter. The tenders shall be opened in the office of the District & Sessions Judge, Baksa on ^{10th} of ^{May} at ^{3.30 pm}.

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


Enclosed: List of Items.


District & Sessions Judge,
Baksa, Assam.

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Copy forwarded for information and necessary action to:

1. The System Assistant, Baksa. He is directed to upload the order along with list of articles in the official website of District Judiciary, Baksa, Assam.
2. The Notice Board of District & Sessions Judge's Office, Baksa.
3. Order Book.
4. Office file.


District & Sessions Judge,
Baksa, Assam.



OFFICE OF THE DISTRICT & SESSIONS JUDGE, BAKSA.

LIST OF STATIONERY ARTICLES

(1)

Sl. No.	Description of Articles	Quantity
1	Xerox paper A4 Size.	Per pkt.
2	Xerox pape Legal Size	Per pkt.
3	W.T. Eraser(White Fluid)	Per pkt.
4	Stapling wire No. 24/6 & No.10	Per pkt.
5	Stapling machine No. 24/6 & No.10 (Kangaroo)	Per each
6	Calling bell(Spring fitted)/Wireless	Per piece
7	Plastic refill (Short)Black &Red	Per box
8	Plastic Scale(12 inch & 24 inch)	Per piece
9	Short hand note book(200 Pages ruled)	Per piece
10	Ink Violar for rubberstamps 60 mls a phial	Per bottle
11	Whitener Bottle	Per bottle
12	Whitener Pen(Correction Pen)	Per pkt.
13	Red clothes for binding record	Per mtr.
14	Twine Hemp	Per pkt.
15	Tag Red Colour(long size)	Per bundle
16	Twine white	Per bundle
17	Office paste 60 mls	Per piece
18	Gum liquid 750 ml	Per piece
19	Pin cushion	Per box
20	Paper weight	Per piece
21	Sealing wax	Per pkt.
22	Pins in packet(Alpin)	Per box
23	Candle sticks 20.3 cms ("8") long containg 6 nos	Per pkt.
24	Pencil reporter for Stenographer	Per piece
25	Pencil drawing H.B.	Per pkt.
26	Pencil drawing H	Per pkt.
27	Ball pen (Red & Blue)	Per Pkt.
28	Parker Ink, 50 ml (Parker nib pen)	Per Bottle
29	File cover (Regular)	Per piece
30	File Cover (Standard)	Per piece
31	Five Cover (High Quality)	Per piece
32	Bound Register(Ruled) No.8, 10 & 12	Per Register
33	Peon Book (1000 Pages)	Per Book
34	Table glass (4' X 3') 2X3 & 4X3 size	Per piece
35	Cup plate(Standard)	Per pkt.
36	Quarter Plate	Per pkt.
37	Dinner Set (Big Size)	Per pkt.
38	Calculator (Good Quality)	Per piece
39	Wall Clock (Big size)	Per piece
40	Drinking Glass	Per piece
41	Paper Punch Machine	Per piece
42	Bodkin	Per piece
43	Scissor	Per piece
44	Plastic Tray	Per piece



(2)

45	Plastic Bucket	Per piece
46	Lock & Key	Per piece
47	Towel (Big)	Per piece
48	Towel (Small)	Per piece
49	Chair cushion(karlon)	Per piece
50	Chair cushion(Cotton)	Per piece
51	Calling Bell (Wireless)	Per piece
52	Calling Bell (Wired)	Per piece
53	Calling Bell (Mechanic)	Per piece
54	Pen stand (Standard)	Per piece
55	Envelope(Small)	Per pkt.
56	Envelope(Medium)	Per pkt.
57	Envelope(Yellow) Big Size (18' X 12')	Per pkt.
58	Paper Basket	Per piece
59	Table Clothes	Per piece
60	Four Fold File(Executive)	Per piece
61	Harpic	Per Bottle
62	Phenly(White)	Per Bottle
63	Phenyl(Black)	Per Bottle
64	All Out (Liquid)	Per Bottle
65	Hand Wash (Dettol)	Per Bottle
66	Toilet Soap	Per piece
67	Odonil Freshner	Per piece
68	Room Freshner	Per Bottle
69	Gel Pen (PILOT)	Per Pkt.
70	Nib pen (CAMEL)	Per Pkt.
71	Both side nib Blue & Red Pen	Per Pkt.
72	Carbon (Blue) F.S. size	Per piece
73	Carbon (Black) F.S. size	Per piece
74	Marker Pen(Color: Black, White, Red)	Per piece
75	Plastic Dustbin (Small Size)	Per piece
76	Plastic Dustbin (Big Size)	Per piece
77	White Cotton Ribbon	Per pkt.
78	Stick File(Good quality)	Per pkt.
79	Plastic Tray	Per piece
80	Coconut Jharu	Per piece
81	Phul Jharu	Per piece
82	Chilling Jharu	Per piece
83	Sutli	Per K.g.
84	Long Handle bar Brush floor(cotton)	Per piece
85	Long Handle bar Brush Plastic(cotton)	Per piece
86	Toilet Cleaner Brush	Per piece
87	Floor Cleaner Brush	Per piece
88	File Cover with Board	Per piece
89	Plastic Mug	Per piece
90	Plastic Jug	Per piece
91	Flask (Medium Size)	Per piece
92	Cello Tape(White transparent)	Per pkt.
93	Cello Tape(Black & Red)	Per pkt.
94	Stamp Pad(Blue color)	Per piece
95	Fevi Stick glue	Per pkt.
96	Wall Clock Pencil Battery	Per pkt.
97	Citronala Perfume	Per bottle
98	Water Filter (Regular steel)	Per piece
	Water Filter (Plastic)	Per piece