

OFFICE OF THE DISTRICT & SESSIONS JUDGE

NAGAON : ASSAM

Memo No.DJN/ 3684-87

Dated 18-05-2018.

Quotation

Sealed quotations are hereby invited from reputed Local farms for supply of **stationery items** to the establishment of the District & Sessions Judge, Nagaon for the financial year 2018-2019. The intending farms must submit their quotations to the Office of the undersigned on or before **02.06.2018**. The sealed quotations will be opened on **04.06.2018 at 4 p.m.**

The intending farms must have:

- 1.) Bank Account in the name of the Farm (Preferably SBI)
- 2.) Trade license issued by appropriate Authority
- 3.) GST Registration Certificate.
- 4.) Any other documents which are required for supplying of articles to the Govt. Offices.
- 5.) PAN card of the Farm.

A list of probable stationery items is given below which may vary subject to the requirement from time to time :-

Envelope(Medium/Big)
Envelope(Poly Coated)
Fax Role
Four side cover file(Ambassador/General Brand)
Guard File (Branded)
Hi Lighter(Kores/Cello)
James clip (King)
Liquid Hand Wash (Dettol/Patanjali/Sevlon)
Lock and key (Big, medium and small)Harrison/Godrej/Link
Marker Pen(Kores/Camel/Camlin)
Markin Cloth(Red/White)
Mosquito repellent machine with oil(Good Knight/All Out/Mortein)
Naphthalene Balls
Note pad
Page Marker
Paper A4 size (JK Copier or equivalent available in the market) 100 GSM
Paper cutter
Paper Legal size (JK Copier or equivalent available in the market) 100 GSM
Paper weight
Pen Stand
Pencil(HB/2B) Nataraj/Apsara
Phenyle (Cross)
Pin cushion
Plastic measuring scale

Plastic Mug (Milton/Cello/Bright)
Plastic tray (Milton/Cello/Bright)
Polymer Seal (square and round)
Punching machine
Quarter plate (Cello/Milton/Bright)
Room freshener
Room heater
Scissors
Sealing wax
Short hand note book
Stamp pad (Camel/Kores)
Stamp pad ink(Camel/Kores)
Stapler (Camel/Kores)
Table Cloth (Rexin)
Table top glass
Tag(Cotton/Nylon)
Tea pot (Cello/Milton/La O'pala)
Tea spoon (Stainless Steel)
Thread ball (White and Red)
Toilet Brush (Sani Fresh/Milton)
Toilet Cleaner (Harpic/Sani Fresh)
Toilet Freshener (Odonil)
Toner for printers(HP/ /Richo/Brother) Original.
Towel (White)
Transparent Adhesive tape
Wall clock (Ajanta/Timex/Orpat)
Waste paper Bin(Cello/Bright)
Water filter (Cello/Milton)
Water Jug (Milton/Cello/Bright)
Wirepin (King)

However, intending firm may quote rates with specification of items(i.e.name, manufacturing Company, color, size etc.) and can also quote rates of the any other items,other than the above which are essential for use in Court/Offices.



District & Sessions Judge
District & Sessions Judge
Nagaon, Assam.

Copy to: 1) Notice Board of this establishment.

2) The Deputy Commissioner, Nagaon. He is requested to make necessary arrangement to display the same in the Notice Board of his Office.

3) Systems Officer, O/o The District & Sessions Judge, Nagaon to upload the same in the official web site immediately.

4) Office File.

F18-5-18
District & Sessions Judge
Nagaon, Assam,