

OFFICE OF THE MUNSIFF ::: KALIABOR ::: NAGAON ::: ASSAM

NOTICE INVITING QUOTATION

DATED KALIABOR, THE 19th APRIL, 2022

Sealed quotations are hereby invited from local registered firms/shops for entering into **Annual Rate Contract** and supply of Stationery articles and Office equipments including computer accessories for use in the establishment of the Munsiff, Kaliabor for the financial year 2022-23. The intending firm(s)/shop(s) must submit their quotation(s) in sealed envelop to the Office of the undersigned on or before **13th May, 2022** during the working hours. Quotations will be opened on **18th May, 2022 at 03:00 PM**, unless decided otherwise.



General Terms & Conditions

1. The sealed quotations shall be superscribed as "Quotation for supply of Stationery Articles" and should contain the following documents :-

- (i) Proof of Current Bank Account in the name of the firm (Preferably SBI).
- (ii) Copy of Trade license issued by appropriate authority.
- (iii) Copy of PAN card in the name of the firm.
- (iv) Copy of GST registration certificate.
- (v) Any other documents which are required for supplying of Article to the Govt. Office.

2. The firm should have an established shop dealing in Stationery/ Electrical/ Furnitures/ Miscellaneous articles. Details of the shop is to be furnished along with quotation for verification.


3. The rates approved by the undersigned or Committee constituted for the selection of bidder shall be valid for a 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.

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4. The rate should be submitted with GST and without GST separately.
5. The rate quoted for each item will be final and in no hike in price shall be considered in the contract period.
6. Preference may be given to firm/shop which has experience in dealing with supply of Office goods/articles in High Court/District Courts.
7. The bidder shall have to supply the ordered items immediately on receipt of such supply order. The article to be supplied should be best and standard quality.
8. Payments shall be made after satisfactory execution of the order and supply of material in satisfactory condition on bill basis.
9. Sample of the items should be submitted where necessary.
10. The firms should quote rate of items for the specified brand name, size, weight etc. (where applicable) as per the prescribed list/format appended herewith without adding any extra item.
11. The articles will be purchased as per requirement and same shall be delivered to the O/o the undersigned immediately whenever necessary.
12. The undersigned reserves the right not to accept or reject any or all quotation in part or full. Quoting of the lowest rate will not be the sole criteria for selection of the bidder.
13. In case of violation of any term(s) and condition(s) of the tender document or unsatisfactory supply of material or of poor quality and substandard article(s), the undersigned reserves the right to terminate the supply order by giving intimation to the supplier.
14. The bidder or his/her authorized representative may remain present in person on opening of quotation/bid on the date fixed as notified. Subsequent objection will not be entertained if a party fails to remain present on notified date.
15. The decision of the undersigned in all respect shall be final and binding.


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Memo No. MK/ NIQ/ 1/ 548-53, dated the Kaliabor, 19/04/2022

Copy for information to:-

1. The Hon'ble District & Sessions Judge, Nagaon.
2. The Learned S.D.J.M (M), Kaliabor with a request to publish the same in the notice board of his Office.
3. The S.D.O(Civil), Kaliabor, Nagaon with a request to take necessary steps to publish the same in the notice board of his office.
4. The System Officer, o/o the Hon'ble District & Sessions Judge, Nagaon for uploading the same in the official website.
5. The Notice Board of this establishment.
6. Office File.



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List of Stationery Articles

Sl. No.	Name of the items	Per Unit	Rate (in Rs.)
1	Add Gel Pen (Achiever)	No.	
2	Add Gel Pen (Achiever) Refill	No.	
3	Alpin (50gm)- Corporate	Box	
4	Alpin (50gm)- Kores	Box	
5	Alpin (70gm)- Corporate	Box	
6	Alpin (70gm)- Kores	Box	
7	Alpin (Bright Nickel Plated)- King	Box	
8	Ball Pen (Linc Smart Gel) Black/Blue/Red	No.	
9	Ball Pen Refill (Linc Smart Gel) Black/Blue/Red	No.	
10	Ball pen Use & Throw (Black/Blue/Red)	No.	
11	Ball Pen Both side - Blue & Red	No.	
12	Both sided Tape 1"	No.	
13	Brown Cello Tape 1"	No.	
14	Brown Cello Tape 2"	No.	
15	Binding Register No.10(Rulled/Plain)	Pc.	
16	Binding Register No.20(Rulled/Plain)	Pc.	
17	Binding Register No.30(Rulled/Plain)	Pc.	
18	Binding Register DFC Size No. 10	Pc.	
19	Binding Register DFC Size No. 20	Pc.	
20	Calculator 10 Digit (Orpat)	No.	
21	Calculator 10 Digit (Flair)	No.	
22	Cello Tape 1"	Dzn.	
23	Cello Tape 2"	Dzn.	
24	Correction Pen (10ml)	Pc.	
25	Cotton White Tape	Roll	
26	Damper Sponge Pad	No.	
27	Envelope (A4 Size, Plastic Coated)	Pc.	
28	Envelope (A4 Size, Cloth Coated)	Pc.	
29	Envelope (File Size, Plastic Coated)	Pc.	
30	Envelope (File Size, Cloth Coated)	Pc.	
31	Envelope (4"x10")	Pc.	
32	Envelope (3"x9")	Pc.	
33	Envelope (4"x10") Plastic Coated	Pc.	
34	Envelope (4"x10") Cloth Coated	Pc.	





35	Eraser Non-Dust Quality	Pkt.	
36	File Board Plain 10"x14"	No.	
37	Four fold File Cover	No.	
38	Gems Clip	Box	
39	Glue stick 15 gm	No.	
40	Gum Tube 20ml	No.	
41	Gum Tube 50ml	No.	
42	Gum Pot 150ml	No.	
43	Guard File (Deluxe)	No.	
44	Highlighter Pen	Pkt.	
45	Lever Arch File A4 Size	No.	
46	Page Marker, 3 Strips	Pkt.	
47	Page Marker, 4 Strips	Pkt.	
48	Paper Puncher (One Hole), Kangaro	No.	
49	Paper Puncher (Two Hole), Kangaro	No.	
50	Paper Weight (Medium Size)	Dzn.	
51	Pen Stand (for 2 Pens), Best Quality	No.	
52	Permanent Marker Pen	No.	
53	Peon Book	No.	
54	Plastic Scale 30 cm long	No.	
55	Sketch Pen	Pkt.	
56	Stamp Pad (110 mm x 69 mm)	No.	
57	Stamp Pad (160 mm x 97 mm)	No.	
58	Stamp Pad Ink 50 ml.	No.	
59	Stapler Machine (Big Size)	No.	
60	Stapler Machine No. 10 (Kangaroo) Plastic Body	No.	
61	Stapler Machine No. 24/6 (Kangaroo) Plastic Body	No.	
62	Stapler Pin No. 23/17	Pkt.	
63	Stapler Pin No. 24/6	Pkt.	
64	Stapler Pin No. 10	Pkt.	
65	Sticky Pad 3" x 3"	Pkt.	
66	Stock Register No.5	No.	
67	Stock Register No.10	No.	
68	Scissor 10", Good Quality	No.	
69	Scissor 8", Good Quality	No.	



70	Scissor 6", Good Quality	No.	
71	Tag Cotton, Best Quality	Bundle	
72	Tag Nylon	Bundle	
73	Thread Ball (Cotton)	No.	
74	Thumb Pin	Pkt.	
75	Floor Cleaning Acid	Pc.	
76	Harpic 500 ml (Blue/Red)	Pc.	
77	Hit flying insect Killer 200 ml	Pc.	
78	Lizol 625 ml	Pc.	
79	Odonil	Pkt.	
80	Towel (Big/Small)	Pc.	
Electrical Goods			
01	Bulb 20W (LED)	No.	
02	Bulb 30W (CFL)	No.	
04	Tube Light (Phillips)	No.	
05	Condenser (for fan)	No.	
06	Cutout 60 mps	No.	
07	Flexible wire	Mtr.	
08	Room Heater (single/ Double)	No.	
09	Choke (Electronic)	No.	
10	Choke (General)	No.	
11	Tube Light (Full Set)	No.	
COMPUTER EQUIPMENTS			
01	Photostat Paper (A4 Size) - 75 GSM	Ream	
02	TNPL Copier Paper - 70 GSM	Ream	
03	Canon Xerox Toner 2004N	No.	
04	Canon Cartridge 337	No.	
05	Canon 326 Starter Cartridge	No.	

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