

**SUBJECT: - REGARDING SUBMISSION OF QUOTATION FOR SUPPLY  
STATIONERY ARTICLES FOR THE YEAR 2019-2020.**

**S.D.J.M. (M), Nazira:**

There are varieties of articles which are required for use in the interest of public service in this establishment and which are required to be purchased from the local firm. The list of articles is enclosed herewith.

For supply of the articles listed, quotation may be called fixing 30-09-2019. The terms of previous supplier will be expired on 30-09-2019.

Submitted for favour of necessary order, Madam.

  
Sub-Divisional Judicial Magistrate (M)  
Nazira

# Office of the S.D.J.M (M): Nazira

## Tender notice for supply of Office articles

Sealed quotations are invited from intending Suppliers/Firms on or before 30/09/2019 during Office hours along with copies of Registration Certificate and Income Tax and Sale Tax Clearance Certificate of the firm for supplying stationery articles.

The intending parties/firms shall have to furnish the Current Bank Account No. standing in the name of the firm.

The rate of articles should be quoted including GST and without GST separately.

Quotations will be opened as on 30/09/2019 at 4 P.M. The proprietor or representative of the firm may remain present before the selection committee at the time of opening of the quotation. Those who do not attend at the time of opening of the quotation shall have no right to raise any objection later on, although their quotations will also be opened and may be accepted, if found reasonable.

No further communication shall be made in this regard except to the selected firm.



(Smti. Aklima Begum)  
S.D.J.M (M), Nazira  
Sub-Divisional Judicial Magistrate (M)  
Nazira

Memo No.

Dated:

Copy to:

1. Notice Board of this Office
2. System Officer- for uploading in the website
3. Office file



(Smti. Aklima Begum)  
S.D.J.M.(M), Nazira  
Sub-Divisional Judicial Magistrate (M)  
Nazira

## Office of the S.D.J.M. (M): Nazira

Sl. No.	Rate of the Articles	Rate/Article	Rate inclusive GST	Rate without GST
1	Khaki Cover Paper	Per sheet		
2	Xerox Paper (A4, Legal, etc)(J.K. Brand)	Per Packet		
3	Short Hand Note Book	Per piece		
4	Wooden Pencil	Per packet		
5	Alpin (Best Quality)	Per packet		
6	Gum Liquid ( Medium)	Per bottle		
7	Blue Ink ( Big Bottle)	Per bottle		
8	Pad ink (Big Bottle)	Per bottle		
9	Stamp pad (Big)	Per No.		
10	Gel Pen(Flair)	Per No.		
11	Ball pen(Flair)	Per No.		
12	Printer Toner			
	(i)HP LaserJet 1020 plus	Per No.		
	(ii) Canon LPP151dw	Per No.		
	(iii) Canon MF4750	Per No.		
13	Tape/Ribbon (White & Red)	Per packet 10 (Nos.)		
14	Tag (nylon/cotton)	Per packet 10 (Nos.)		
15	Toilet brush	Per No.		
15	LED bulb ( 15W)	Per No.		
16	Correction pen(Camel/Flair)	Per No.		
17	Water sponge	Per No.		
18	Niddle	Per packet		
19	Good night liquid refill	Per packet		
20	Lah	Per packet		
21	Twine ball	Per No.		
22	Pie/binbhona	Per No.		
23	Cello tape (Medium)	Per piece		
24	Tube light	Per piece		
25	Tube light holder	Per Dozen		
26	Calculator	Per No.		
27	Pencil clock Battery (Small)	Per packet		
28	Clock Battery ( Medium)	Per piece		
29	Odonil	Per packet		
30	Staple machine(Big/Small)	Per no.		
31	Staple pin ( No. 24/6)	Per packet		
32	Staple pin (No. 10)	Per packet		
33	Phenyl (Red/White)	Per bottle		
34	Harpick	Per bottle		
35	Lizol	Per bottle		

36	Floor Wiper	Per Nos.		
37	Candle Big	Per Packet		
38	D.V.D	Per Nos.		
39	Blank C.D.	Per Box (10 nos.)		
40	Grass Brooms	Per Piece		
41	Bamboo Brooms	Per Piece		
42	Water Filter	Per No.		
43	Nephelin	Per Packet		
44	Table Brush	Per Piece		
45	Pencil Carbon	Per Packet		
46	Sutly	Per Matter		
47	Condenser (Ceiling Fan)	Per Nos.		
48	Raxin Cloth	Per Matter		
49	Xerox A3 Paper	Per Packet		
50	Seals (Rubber)	Per No.		
51	Plastic Tool	Per No.		
52	Room Spray	Per Bottle		
53	Plastic Connecting Pipe	Per Matter		
54	Paper Pressure	Per No.		
55	Plastic mug	Per No.		
56	Plastic Bucket	Per No.		
57	Filter steel 20 ltr	Per No.		
58	2.5 Copper Wire	Per coil		
59	15 AMP switch socket combined	Per Piece		
60	Black Tape	Per Piece		
61	Electric Shoke	Per Piece		
62	Room Heater	Per No.		
63	Door Mat	Per Piece		
64	Towel, Big size (white)	Per Piece		
65	Towel (medium size)	Per piece		
66	Hot water flask	Per piece		
67	Cup plate set	Per set		
68	Lock & Key (big)	Per no.		
69	Lock & Key (Medium)	Per no.		
70	Chair cushion with cover	Per piece		
71	Form no. 9 (single bill form)	Per piece		
72	Ceiling Fan (Usha)	Per No.		
73	Stand Fan (Usha)	Per No.		
74	Pen Drive (Kingstont/HP)	Per No.		
75	Markin Cloth (red/ white)	Per meter		

76	Water glass set	Per set		
77	Envelope (big/small)	100 Nos		
78	LED light	Per piece		
79	Court Diary register	Per Nos		
80	Good night liquid machine & refill	Per Nos		
81	TA Bill	100 Nos		
82	Pay Bill	100 Nos		
83	Contingency Bill	100 Nos		
84	Yellow paper	Per ream		
85	Title Page	100 Nos		
86	Hand Wash	Per Nos		
87	Soap	Per Nos		
88	Distill water	Per litter		
89	Flag	Per piece		
90	Supply of the any Refreshment			