

R. No. 1033/2022
12.5.2022

OFFICE OF THE CHIEF JUDICIAL MAGISTRATE ::::::: SIVASAGAR

No. CJM/SVR/Quotation/2022/

Dated: Sivasagar, May 2022

NOTICE INVITING QUOTATION

Quotations affixing non-refundable court fee stamps of Rs. 8.25/- (Rupees eight and twenty five paisa) in sealed envelope are hereby invited from registered local firms for supply of **"1) Stationery Articles, 2) Electrical Articles, 3) Cloth Items, 4) Computer Accessories, 5) Polymer Seal, Sign Board & Name Plate, 6) Printing & Binding of Registers, and 7) Miscellaneous Articles"**, as per enclosed Annexure for use in the establishment of Chief Judicial Magistrate, Sivasagar for the year 2022-23. The quotations should reach the office of the undersigned on or before 3:00 P.M. of 27.05.2022.

GENERAL TERMS AND CONDITIONS

- 1) The quotation shall be submitted separately for supply of each category of article mentioned above.
- 2) The envelope should specify the category of article along with serial number for which quotation has been submitted.
- 3) The envelope should be super scribed as "Quotation for supply of" (Mention the serial number & category of items in the blank space).
- 4) Each envelope should contain the following documents.
 - a) Court fee stamp of Rs. 8.25
 - b) Copy of PAN Card.
 - c) Copy of municipality trade license.
 - d) Copy of GST registration certificate.
 - e) Copy of up-to-date tax clearance certificate.
 - f) Copy of bank passbook.
- 5) Rates should be quoted both in words and figures excluding Taxes/GST. Tax/GST is to be shown separately against the item in the bills, where applicable. The firm should quote rates for each item which are mentioned in the item list provided along with the quotation, without adding any extra item.
- 6) Rate quoted for each item will be final and no hike in price of any material will be considered during the contract period.
- 7) The articles will be purchased as per requirement and same shall be delivered to the office of the undersigned immediately.


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- 8) The undersigned reserves the right to accept or reject any or all quotation in part or full, and shall not be bound to accept the lowest price.
- 9) In case of violation of terms and conditions furnishing of false documents or unsatisfactory supply of materials or poor quality and below standard, the undersigned reserves the right to terminate the contract by giving intimation to the supplier.
- 10) The decision of the undersigned in all respect shall be final and binding.
- 11) All the respective firms shall submit their quotations in sealed envelope category wise which must reach the office of undersigned by 3:00 PM of 27.05.2022.

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Sivasagar
Sivasagar

No. CJM/SVR/Quotation/2022/2533-2535 Dated: Sivasagar, 12th May 2022

Copy forwarded for information and necessary action to:-

1. System Officer, District Judiciary, Sivasagar. He is asked to upload the notice inviting quotation in the official website of the District Judiciary, Sivasagar.
2. Notice Board, O/o the Deputy Commissioner, Sivasagar.
3. Notice Board / Office File.

12/05/22

Chief Judicial Magistrate
Sivasagar
Sivasagar