

জিলা ও সত্ৰ ন্যায়াধীশৰ কাৰ্যালয়, শিৱসাগৰ
OFFICE OF THE DISTRICT AND SESSIONS JUDGE::SIVASAGAR

NOTICE INVITING QUOTATION

DATED 27.9.2022

Quotations are hereby invited, affixing Court Fee stamp of Rs. 8.25, from intending registered firms for supply and installation of the following items in the various Courts, Chamber and others under the District Judiciary, Sivasagar:-

Sl. Nos.	Item	Item description	Quantity
1	Water Purifier	Dr. Aquaguard Magna (RO)	01
2	Xerox machine	CANON Image Runner 2006N Series, (Duplex and ARDF/DADF, 20ppm Digital multifunctional copier and printer, colour scanner, up to A3 size, memory 5120MB with built in network and WI-FI With 2KVA voltage stabilizer(NEKON) and trolley with on-site comprehensive warranty).	01
3	Water filter	Stainless steel with candles (preferably)	02

Terms and conditions:

1. The sealed envelope containing Quotation shall be marked as "**Quotation for supply & installation of various items.**"
2. The registered firm is to provide undertaking of free servicing and maintenance in respect of item in **serial no. 1 for at least 1 (one) year** and for item in **serial no. 2 for at least 3 (three) years.**
3. Quotations **in sealed covers**, complete in all respect showing the rate against each item, segregating the tax component along with **copies of registration certificate, trade license, PAN CARD and GST Registration certificate** signed and sealed by authorized signatory, should reach the undersigned **on or before 15.10.2022** during office hours.
4. The envelope must include sealed and signed copy of the Notice Inviting as acceptance of the terms and conditions mentioned therein.
5. Payments shall be processed after satisfactory execution of the order and completion of the said tasks on Bill basis. The decision of the District & Sessions Judge, Sivasagar towards satisfaction on the tasks shall be final.
6. The selected firm needs **to submit original copies** of all the aforesaid documents for scrutiny as and when directed.
7. The rates accepted **shall be valid for 11 (Eleven) months** from the date of submitting the quotation.
8. The District & Sessions Judge, Sivasagar reserves the right to award the work to **one or more bidders.**
9. The undersigned **reserves the right to cancel** the order at any time in case of violation of terms and conditions.
10. Quotation submitted after the stipulated time will summarily be rejected. No further communication shall be made in this regard except with the selected party/firm.
11. The decision of the District & Sessions Judge, Sivasagar in all respects shall be final and binding on all.

Inform all the concerned accordingly.

Sd/-

District & Sessions Judge,
Sivasagar

Date: 27.9.2022

Memo No. DJSV/ACCT./2022/5466-5469 .

Copy for information to:-

1. The Court Manager, District Judiciary, Sivasagar.
2. The Systems Officer, District Judiciary, Sivasagar, with a direction to upload the Notice on the official website of the District Judiciary, Sivasagar.
3. Notice Board, O/o the District & Sessions Judge, Sivasagar.
4. Office File.


District & Sessions Judge,
Sivasagar

Sivasagar