

OFFICE OF THE DISTRICT & SESSIONS JUDGE:::SIVASAGAR
NOTICE INVITING QUOTATION

Dated Sivasagar, the 13th day of July, 2023

Sealed quotations affixing Court fee stamp of Rs. 8.25 (Eight Rupees and twenty five paise only) are invited from intending vendors/firms/individuals etc. for **supply and installation** of the following Xerox machine in the O/o the District & Sessions Judge, Sivasagar as mentioned below;

Sl. No.	Item	Quantity
1.	Photocopier Machine (Duplex) (Preferably HP 42625DN, Canon 2224N etc.)	1 no.

GENERAL TERMS & CONDITIONS:

- 1) The Sealed envelope containing quotation shall be marked as "**Quotation for supply and installation of Photocopier Machine to the O/o the District & Sessions Judge, Sivasagar**".
- 2) Quotations in sealed covers, complete in all respect showing the rate against the item, segregating the tax component along with copies of **Trade License, PAN Card and GST registration certificate, signed and sealed by authorized signatory**, should reach the undersigned on or before **31.07.2023** during office hours.
- 3) The envelope must include sealed and signed copy of this Short Notice Inviting Quotation as acceptance of the Terms and Conditions mentioned therein and the Quotation should be signed in all the pages.
- 4) Payments shall be processed after satisfactory execution of the order and completion of the said tasks on bill basis and availability of fund.
- 5) The decision of the District & Sessions Judge, Sivasagar in all respects shall be final and binding on all.
- 6) No communication shall be made in this regard except with the selected supplier/vendor/firm/individual.
- 7) The undersigned reserves the right to alter/modify the general terms & Conditions of the advertisement or cancel the advertisement at any time without any prior notice.


District & Sessions Judge,
Sivasagar

Memo No. DJSV/Acct/2023/ 4622-4625.

Date: 13.7.2023.

Copy for information and necessary action to:

1. The Court Manager, District Judiciary, Sivasagar.
2. The System Officer, District Judiciary, Sivasagar for uploading in the official website.
3. Notice Board, O/o The District & Sessions Judge, Sivasagar.
4. Office File.


District & Sessions Judge,
Sivasagar