

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



**NOTICE INVITING QUOTATION**

DATED SIVASAGAR, THE 20th MAY, 2023


Sealed quotations are hereby invited from local registered firms/shops for entering into Annual Rate Contract and supply of stationery, electrical and miscellaneous articles for use in the establishment of the District and Sessions Judge, Sivasagar for the financial year 2023-2024. The intending firms must submit their quotations in sealed envelope to the Office of the undersigned **on or before 30<sup>th</sup> May, 2023** during the office working hours.

**GENERAL TERMS & CONDITIONS**

1. The sealed quotations shall be superscribed as "**Quotation for supply of Stationery, Electrical and miscellaneous Articles**" and should contain the following documents:-
  - I. Bank Account Details of the Firm.
  - II. Trade license issued by appropriate authority.
  - III. PAN Card in the name of the Firm.
  - IV. GST registration certificate.
  - V. Any other documents which are required for supplying of Articles to the Govt. Office.
2. The rates approved by the Committee constituted for the selection of bidder shall be valid for a period of **1 (one) year** from the date of order issued from this office. Increase and decrease of Prices, Taxes and other statutory duties shall not affect the price during this period. The supplier shall be responsible for any increase in Prices, Taxes and Duties.
3. The rate should be submitted **including GST and without GST** separately.
4. The rate quoted for each item will be final and in no hike in price shall be considered in the contract period. Further, rate quoted in the price bid should be on door delivery to this establishment.
5. Preference may be given to Firm/Shop which has experience in dealing with supply of Office goods/articles in High Court/District Courts.
6. The bidder shall have to supply the ordered items immediately on receipt of such supply order. The article to be supplied should be of best and standard quality.

7. Payments shall be made after satisfactory execution of the orders and supply of material(s) in satisfactory condition in bill basis and subject to availability of fund.
8. Sample of the items should be submitted where necessary.
9. 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.
10. The undersigned reserves the right not to accept or reject any or all quotations in part or full **and he shall not be bound to accept the lowest bidder (L1).**
11. In case of violation of terms and conditions of the tender documents or unsatisfactory supply of material or of poor quality and below standard, the undersigned reserves the right to terminate the supply order by giving intimation to the supplier.
12. The decision of the undersigned in all respect shall be final and binding.
13. No further communications shall be made to anyone except the accepted firm.

Memo No. DJSV/ACCT./2023/3344-3347.

  
District and Sessions Judge,  
District & Sessions Judge  
Sivasagar  
Dated. 20.5.2023

**Copy for information to:-**

1. The Court Manager, District Judiciary, Sivasagar.
2. The Systems Officer, District Judiciary, Sivasagar. He is directed to upload the Notice in the Official website of the Sivasagar District Judiciary, along with the ANNEXURE enclosed.
3. Notice Board, O/o the District & Sessions Judge, Sivasagar.
4. Notice Board, O/o the Chief Judicial Magistrate, Sivasagar.
5. Office file.

  
District and Sessions Judge,  
Sivasagar  
District & Sessions Judge  
Sivasagar