

**OFFICE OF THE DISTRICT & SESSIONS JUDGE, KAMRUP (M), GUWAHATI**

**"NOTICE INVITING TENDER"**

Dated: 11.11.2022

Sealed Tender affixing Court fee stamps of Rs.8.25 (Non-refundable) are invited from eligible interested suppliers/ local authorised dealers/ distributors for supply of the following categories of paper, to the office of the undersigned.

The Quotation should reach the Office of the undersigned on or before **18.11.2022**.

Interested firms may contact the office undersigned during office hours, for any other clarifications and details.

Interested bidders may also visit <http://kamrupjudiciary.gov.in>, for the terms and conditions governing the selection process.

Details of subject matter of procurement :-

<u>Sl. No.</u>	<u>Product</u>	<u>Size</u>	<u>Quality</u>	<u>Quantity for which price is to be quoted</u>	<u>Preferred Brands</u>
<u>1.</u>	<b>Copier Paper</b>	<b>A4 210 mm x 297 mm</b>	<b>75 GSM</b>	<b>1 ream</b>	<b>JK COPIER Or Substantially Equivalent</b>
<u>2.</u>	<b>Copier Paper</b>	<b>Legal/ Foolscap 215 mm x 345 mm</b>	<b>75 GSM</b>	<b>1 ream</b>	<b>JK COPIER Or Substantially Equivalent</b>

Sd/-

**(Smt. Indira Barman)**

District & Sessions Judge,  
Kamrup (M), Guwahati

*Annexure:- 1. Terms & Conditions governing the quotation.*

Memo No.DJK/ 12561-63 /E, dated 11.11.22

Copy forwarded for information and necessary actions to:

1. System Officer, Kamrup (Metro).He is directed to upload the "Notice Inviting Tender" in the Official website of the Kamrup (Metro) District Judiciary.
2. All the Notice Boards of this Establishment.
3. Office File

*J. U. N.*  
11.11.22

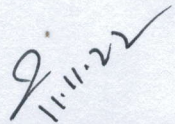
District & Sessions Judge,  
Kamrup (M), Guwahati  
**District & Sessions Judge,  
Kamrup (Metro), Guwahati**

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**General Terms & Conditions:-**

1. Local authorised dealers/distributors/suppliers of the product including agents having their dealership within the territory of Guwahati Municipality, and duly registered with the Government, are entitled to submit quotation.
2. Quotation duly Signed by the owner/ authorised representative and stamped with the official seal of the firm, must be submitted in a sealed envelope within the stipulated time, and accompany with it, the following documents :-
  - a) Company/ Firm Registration certificate,
  - b) Income Tax Clearance Certificate/ Return Acknowledgement for the last two financial years,
  - c) Trade License, PAN Card,
  - d) GST registration certificate, GST return/ clearance document.
3. The tenderers are required to quote their lowest rate for the product in unit price, both in figure and in words including GST. However, GST rate is to be shown separately against the item. The rates quoted in the tender/offer shall be inclusive of delivery charge. Separate delivery charge, if any arises, should be stated clearly. The undersigned shall not be liable to reimburse any such delivery charge, not quoted in the tender submitted.
4. The selection of the successful bidder shall remain valid, and the offer made by such tenderer (at the quoted price) shall be deemed to remain open, for the period starting from the date of selection of the successful bid, till the end of the financial year 2022-2023, unless revoked by the tenderer/offeror, through written communication made to the office of the undersigned, before acceptance by the undersigned through placing of orders. However, the undersigned reserves the right to not accept the standing offer within the period of its validity, and subsequently call for fresh tenders.
5. This tender is issued for selection of the most advantageous standing/open offer to supply the subject matter of procurement at the lowest possible price, as the need for the subject matter of procurement is expected to arise on a repeated basis during the period of validity of the offer. The office of the undersigned also reserves the right to divide and distribute the proposed procurement to more than one bidder based on the rates quoted. In such cases the decision will be solely at the discretion of the undersigned, including that of assignment of works.
6. The effective period of the offer of the successful bidder may be further extended for such period, as may be deemed to be necessary, at the discretion of the undersigned, after due intimation and, taking into consideration the readiness of the supplier to accept the same.
7. The product specified must be supplied and installed by the successful tenderer/bidder, as per supply order placed, within the time as stipulated and fixed by the undersigned. There will be multiple supply orders placed sporadically throughout the financial year depending on the requirement. Selected bidder will have to deliver the subject matter of procurement on receipt of procurement orders, to the office of the undersigned.
8. The intending bidder should have adequate financial capability to execute various supply orders placed from time to time.
9. The Undersigned is not bound to accept the lowest quoted rates and reserves the right to accept any quotation, or reject, any or all quotations, at any time, without assigning any reason thereof. The lowest rate may not be the sole criteria for assessment/ selection of the

- successful bidder and other factors benefitting the undersigned, such as overall capacity, experience, reputation etc. of the quotationers/ bidders shall be taken into careful consideration, before arriving at a final decision.
10. The Undersigned reserves the right to cancel the entire process of calling of tenders at any stage, without assigning any reasons thereof.
  11. Quotations deemed to be incomplete/ substantially non responsive by the undersigned/ empowered committee in any respect, and those submitted after the stipulated time will summarily be rejected. The empowered committee/ bid evaluation committee will determine, whether the quotation submitted by a prospective bidder is substantially responsive as per the terms and conditions enumerated herein. For this purpose, a substantially responsive bid is one which conforms to all the terms and conditions and specifications of the bid document, without any material deviation or reservation. A bid determined as substantially non responsive will be rejected.
  12. Bids must be submitted by intending firms in respect of the product for which "Notice Inviting Tender" is being issued by this establishment, and, in case of any variation in the product offered from the ones specified in this tender document, the undersigned in consultation with empowered committee has the discretion to decide upon whether or not to declare such quotations as substantially non responsive and reject the same.
  13. Tenderers/Bidders are not allowed to engage the services of any middlemen, brokers for supply and installation of the product.
  14. The office of the undersigned shall endeavour to clear the payment of the bills raised and submitted, after satisfactory delivery and installation of the product, within reasonable time, subject to availability of funds. The following shall be required to be submitted for payment to be settled in the name of the selected firm:-
    - a) Bills in triplicate
    - b) Bank Account Details
    - c) Delivery challan duly certified and stamped.
  15. Quotations submitted by intending suppliers will be opened on the date and time to be decided by the undersigned, in due course of time, after the conclusion of the stipulated tendering period. The tenderers/quotationers may correspond with the office of the undersigned regarding the exact date of opening of the bids submitted and received by this office. The office of the undersigned reserves the right to postpone / and/or extend the date of receipt/opening of Quotations or to withdraw the same without assigning any reason thereof.
  15. The bidder shall not have been debarred by the State Government as per provisions under section 46 of the Assam Public Procurement Act, 2017.
  16. The decisions of the undersigned, with regard to the conduct of the process for selection of the successful tenderer/supplier, and any questions that may arise out of or in connection the said process subsequently, shall be final and binding in all respects.
  17. In case of any change in Terms and Conditions, Addendum or Corrigendum will be issued, and the quotationers shall abide by the same.

  
District & Sessions Judge,  
Kamrup (M), Guwahati