

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

**"NOTICE INVITING TENDER"**

**Dated: 01.03.2023**

For supply of Printer cum Scanner Machine

Sealed Tender affixing Court fee stamps of Rs.8.25 (Non-refundable) are invited from interested Government registered suppliers/Firms, for supply of Printer cum Scanner Machine (list enclosed), to the Office of the undersigned for the Calendar Year 2023.

The Quotation should reach the Office of the undersigned on or before **09.03.2023**.

Interested firms may contact the office undersigned during office hours, for any other clarifications and details, including information regarding the type of the Printer and Scanner Machine to be supplied.

Interested bidders may also visit <http://kamrupmetro.dcourts.gov.in>, for downloading the copy of the tender and, terms and conditions governing the selection process.

  
(I. Barman)

District & Sessions Judge,

District & Sessions Judge, Guwahati

Kamrup (M) Guwahati


- Annexures:*
- 1. Terms & Conditions governing the quotation.*
  - 2. List of Printer Machine to be supplied as per orders.*



Memo No.DJK/ 2860 - 62 /E, dated. 2.3.23


Copy forwarded for information and necessary actions to:

1. System Officer, Kamrup (M), 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

  
District & Sessions Judge,  
Kamrup (M), Guwahati  
District & Sessions Judge  
Kamrup (M) Guwahati  
11/3/23

### PARTICULARS OF PRINTER MACHINES TO BE SUPPLIED

| Product             | Product Specification                            | Company/Brand | Estimated Value per Unit | Quantity |
|---------------------|--|---------------|--------------------------|----------|
| Printer cum Scanner | Canon MF3010 Digital Multifunction Laser Printer | Canon         | Rs. 22,000/-             | 2        |

  
District & Sessions Judge,  
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### General Terms & Conditions:

1. Only Government Registered Suppliers/Firms, having their Offices within the territory of Guwahati Municipality, are entitled to submit their quotations.
2. Quotation duly Signed by the owner/ authorized representative and stamped with the official seal of the firm, with contact details provided, 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,
  - 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 Printer and Scanner Machine as listed, in unit price, both in figure and in words including GST. However, GST rate is to be shown separately against the item. The quoted rate should include delivery charge, if any arises. The undersigned shall not be liable to reimburse anything more than the quoted price for the Printer and Scanner Machine supplied that may be ordered and supplied, except any increase in statutory levies/taxes affected by the Govt. on the commodity supplied
  4. The intending firms may seek details from the office of the undersigned regarding type of the individual Printer and Scanner Machine, which shall have to be prepared and supplied accordingly.
  5. The intending bidder should have adequate financial capability to execute various supply orders placed from time to time.
  6. 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 awarding of the order, till the end of the Calendar year 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 of the successful bidder, within the period of its validity, and subsequently call for fresh tenders.
  7. 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.
  8. 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, prior experience, reputation etc. of the quotationers shall be taken into careful consideration, before arriving at a final decision.
  9. The Undersigned reserves the right to cancel the entire process of calling of tenders at any stage, without assigning any reasons thereof.
  10. Quotations deemed to be incomplete by the undersigned in any respect, and those submitted after the stipulated time will summarily be rejected. Conditional Tenders are liable to be rejected.



11. The successful tenderer must ensure that the quality of the Printer and Scanner Machine are of a high standard. Duplicate/Sub-standard items will not be accepted anyway. The quality of fabric used to make the Printer and Scanner Machine should not be of low quality. In case of unsatisfactory quality of material supplied by the selected bidder, the undersigned reserves the right to terminate the contract/work order by giving intimation to the supplier.
12. Printer and Scanner Machine in respective quantities must be supplied by the successful tenderer/bidder, as per supply orders placed during the year, within the time as stipulated and fixed by the undersigned.
13. The office of the undersigned shall endeavour to clear the payment of the bills raised and submitted, against the orders placed, after satisfactory delivery, 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.
14. The tentative date of opening of Quotations submitted by intending suppliers has been fixed on 16.02.2023, after the conclusion of the stipulated tendering period. However, the same is subject to change, in the event of the arising of unforeseen exigencies and urgent judicial and administrative work in the office of the undersigned. The tenderers/quotationers may correspond with the office of the undersigned regarding the exact date of opening of bids submitted, and the final decision arrived at regarding selection of the successful bidder.
15. 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 with the said process subsequently, shall be final and binding in all respects.

District & Sessions Judge,  
Kamrup (M), Guwahati

11/2/23  
Kamrup (M) Guwahati