

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

"NOTICE INVITING TENDER"

For Empanelment of Vendor for Supply of Court & Office Registers

Sealed Tender affixing Court fee stamps of Rs. 8.25 (Non-refundable) are invited from interested eligible suppliers / vendors, for empanelment and supply of Court and Office Registers (list enclosed), to the Office of the undersigned during the Financial Year 2026-2027.

The Quotation should reach the Office of the undersigned on or before **30.09.2026**.

Interested firms may contact the office of the undersigned during office hours, for any other clarifications and details, including information regarding format and specimen of the registers to be supplied.

Interested bidders may also visit <http://kamrupmetro.dcourts.gov.in>, for downloading the copy of the tender document, including the 'Terms and Conditions' governing the selection process (*Annexure A*), and the list of 'Court And Office Registers (*Annexure B*)' to be supplied, and for which the rates are to be quoted.



Sd/-

(Sri Gautam Baruah)

District & Sessions Judge,
Kamrup (Metro), Guwahati

Annexures: A. Terms & Conditions governing the quotation.

B. List of Court And Office Registers to be made and supplied.

Memo No.DJK/ STN/ 10369-72

/E, dated 11/9/26

Copy forwarded for information and necessary actions to:

1. The Directorate of Information & Public Relations, Dispur, Guwahati-6 (Janasanyog) Govt. of Assam, with a request to publish an abridged version of the "Notice Inviting Tender" in two leading newspapers.
2. Systems Officer, District Judiciary, Kamrup (Metro), He is directed to upload the "**Notice Inviting Tender**" in the Official website of the Kamrup Metro District Judiciary.
3. All the Notice Boards of this Establishment.
4. Office File


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

"Annexure - A"

General Terms & Conditions :-

1. Scope of Work -

- a) The selected/ empanelled vendors shall be required to supply registers of various specifications, sizes, page counts, binding, printing, cover material, colour and other specifications as may be prescribed by the office of the undersigned from time to time. The type and category of registers listed in *Annexure B*, for which prices are to be quoted, are to be supplied in respective quantities by the successful tenderer/ bidder, as per supply orders placed during the year, within the time as stipulated and fixed by the undersigned.
- b) The successful tenderer shall be required to ensure that, the registers to be made and supplied, conform to the quality and standards laid down in this Notice Inviting Tender. The quality of paper used to make the registers should not be less than 75 GSM. If any register or consignment is found defective, damaged, short in quantity, or not conforming to the approved specifications/ formats, the supplier shall replace the rejected material at its own cost within the period stipulated by the office of the undersigned. The undersigned's decision regarding rejection based on specifications and quality shall be final, subject to applicable rules. In case of unsatisfactory quality of registers supplied by the selected bidder, the undersigned reserves the right to terminate the contract/work order by giving intimation to the supplier.
- c) The office of the undersigned shall provide all details to the selected vendor regarding format of the individual registers, which shall have to be printed and supplied accordingly. Where the registers contain prescribed departmental formats, they should be printed strictly as per the given format without any deviation. The supplier shall ensure that no copy, reproduction of registers relating to the formats provided by the office of the undersigned, is retained, reproduced, or disclosed to third parties, without prior permission of the office of the undersigned.
- d) Wherever required, the selected vendor shall submit a sample/prototype of the register for approval before undertaking bulk production.



2. Eligibility of Bidders

The bidder shall :-

- a) be a legally registered entity/ proprietorship/ partnership/ company/ co-operative society or other entity legally competent to contract and, having their Offices within the territory of Guwahati Municipality;
- b) possess a valid **PAN** and **GST registration**;
- c) have the requisite experience and capacity for supply of all kinds of registers.
- d) not have been blacklisted, debarred or declared ineligible by any Central Government Department, State Government Department, Government undertaking, statutory body or local authority, subject to disclosure of any such proceedings/ orders as required under applicable rules;
- e) satisfy all the minimum criteria specified in the NIT (Notice Inviting Tender); and
- f) submit all documents and declarations prescribed in the tender.

3. Submission of Bid -

a) Quotation/ Bid 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 and super scripted on the top "**Quotation for Selection & Empanelment of Supplier / vendor for making and supply of Court & Office Registers**". within the stipulated time, and accompany with it, the following documents :-

- a. Company/ Firm Registration certificate,
- b. Income Tax Return Clearance Certificate,
- c. Trade License, PAN Card,
- d. GST registration certificate, GST return/ clearance document.
- e. Experience certificate of supplying similar items to various Government / Semi Government establishments / PSUs, if any.



- b) The tenderers are required to quote the individual rates for making and supplying all the category of Registers as listed in *Annexure B*, in unit price, both in figure and in words including GST. However, GST rate is to be shown separately against each of the item/ category of register. The quoted rate shall be inclusive of packing, loading, transportation, unloading and all incidental charges. The undersigned shall not be liable to reimburse anything more than the price quoted for the registers listed in the *Annexure B*, that may be ordered and supplied, except any subsequent increase in statutory levies/taxes affected by the Govt. on the commodity supplied.
- c) The Bidders may submit their bids/ tenders in the 'Drop Box' earmarked for the purpose in the office of the undersigned and shall bear the complete postal address of the participating bidder/ vendor, along with contact number and email address.
- d) The participating bidders should have adequate financial capability to execute various supply orders placed from time to time.
- e) The bidder shall be solely responsible for ensuring that the bid is complete and submitted before the prescribed deadline. Bids submitted after the closing date and time shall not ordinarily be considered.
- f) The intending bidders may collect all details regarding format / layout / composition of the registers from the office of the undersigned, before the submission of bid / quotation.

4. Validity of Bid -

- a) The selection of the successful bidder/ bidders shall remain valid, and the offer made by such tenderers/ quotationers (at the quoted prices) shall be deemed to remain open, for the period starting from the date of awarding of the order/ rate contract, till the end of the Financial Year 2026-2027, unless revoked by the tenderer/ offeror, through written communication made to the office of the undersigned, before acceptance by the undersigned through issuance of supply 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, if found to be necessary, for reasons to be recorded and duly intimated to the selected bidder.

- b) The selected/ empanelled vendor should be ready to supply the registers at the rates quoted in the bid/ tender submitted, for which procurement order shall be issued by the Office of the undersigned during the validity period of empanelment. The office of the undersigned shall not be bound to procure any minimum quantity from the Empanelled / selected Supplier.
- c) The rates quoted by the vendor/ bidder shall remain firm during the validity period of the empanelment.
- d) The effective validity period of the offer of the successful bidder/ bidders and empanelment made by the office of the undersigned may be further extended for such period, beyond the end of the financial year 2026-2027, as may be deemed to be necessary, at the discretion of the undersigned, after due intimation and, taking into consideration the readiness of the empanelled supplier/ vendor to accept the same.

5. Evaluation of Bids -

- a) The Bid Evaluation/ Procurement committee of the establishment of the undersigned shall determine the responsiveness of the bid vis-a-vis the terms and conditions laid down in the bidding documents. The procuring entity shall regard a bid as responsive, if it conforms to all the requirements set out in the bidding documents, and there is no material deviation, reservation or omission, which do not materially alter or depart from the characteristics, terms and conditions, and other requirements set out in the bidding documents.
- b) The criteria for evaluation as laid down under Section 14 of The Assam Public Procurement Act, 2017 shall be followed, and the bidder/ vendor which has quoted the lowest rates in maximum number/ category of registers listed in *Annexure B* of the 'Notice Inviting Tender (NIT)', and, who also meet the eligibility criteria, as well as the other requirements laid down in the bid documents, shall be the lowest substantially responsive priced bid/ bids, in keeping with section 14 of the Act. However, the undersigned reserves the right to em-panel more than one eligible and qualified vendors, as found to be suitable after evaluation and comparison of the bids/ tenders received by the office of the undersigned.
- c) Notwithstanding the above, the undersigned 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/ bidders, and, other factors which appear to be in favour of the establishment of the undersigned, such as overall capacity, prior experience, reputation etc. of the quotationers / bidders shall be taken into careful consideration, before arriving at a final decision.
- d) The office of the undersigned may seek clarification from a bidder/ vendor regarding any document or information submitted by it, provided that such clarification does not permit a material alteration of the bid or confer an unfair advantage.



- e) The Undersigned reserves the right to cancel the entire process of calling of tenders at any stage, without assigning any reasons thereof.
- f) Quotations deemed to be incomplete by the empowered committee / undersigned in any respect, and those submitted after the stipulated time will summarily be rejected. The undersigned reserves the right to reject a bid that is non-responsive, incomplete, conditional or otherwise not in conformity with the tender requirements.
- g) The undersigned's decision regarding responsiveness, eligibility and qualification shall, subject to applicable law and procurement rules, be final.

6. Termination

The office of the undersigned may in the following cases, terminate the empanelment or rate contract with the selected vendor/ firm, and also cancel any supply order issued to a vendor, in accordance with the applicable Government procurement rules :-

- a) For breach of contractual obligations,
- b) For unsatisfactory performance / persistently failing to meet delivery requirements;
- c) If the vendor is declared insolvent or bankrupt;
- d) If the vendor engages in corrupt, fraudulent or unethical practices;
- d) If the supplier is debarred and blacklisted by any Govt. Authority

7. Payment

- a) 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/ vendor:-

- Bills in triplicate
- Bank Account Details
- Delivery challan duly certified and stamped.

- b) Payment shall ordinarily be made through electronic transfer to the vendor's registered bank account, against the bills raised and submitted in accordance with the quoted rates.
- c) The vendor shall not be entitled to payment for rejected, short-supplied or non-conforming registers until the deficiency is satisfactorily rectified.

8. Sub-contracting

- a) The vendor shall ordinarily not assign, transfer or sub-contract the whole or any substantial part of the supply order without prior permission of the office of the undersigned.
- b) In case sub-contracting is permitted by the undersigned, the empanelled vendor shall remain fully responsible for the quality, delivery and performance of the supplies, against the supply orders issued by the undersigned.



9. Taxes and Statutory Levies -

GST and other applicable statutory levies shall be dealt with in accordance with the applicable taxation laws and rules laid down in this regard by the Central as well as the State Govt. The vendor shall be responsible for compliance with all applicable taxation and statutory requirements.

Any tax deduction at source or other statutory deduction, as required by law, shall be made by the office of the undersigned while making payment.

10. Opening of Bids/ Tenders -

The tentative date of opening of Quotations submitted by intending suppliers has been fixed on **01.10.2026**, 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 for any information regarding the final decision arrived at regarding selection of the successful bidder. The suppliers/ vendors whose quotations is/ are accepted will be notified of the award of contract by the office of the undersigned.

11. Procurement Through Government-E- Marketplace -

The Office of the undersigned reserves the right to purchase any of the type and category of registers among those which are listed in "*Annexure B*", from the **Government e Marketplace** portal from suppliers/ vendors including, but not limited to the vendor/ vendors empaneled by the office of the undersigned through this Notice Inviting Tender.

12. Governing Rules and Law -

- a) The tender and resulting contract shall be governed by the laws applicable in India and the Government procurement rules / instructions enacted by the State Govt., including amendments made from time to time.
- b) In case of any inconsistency between these Terms and Conditions and a mandatory provision of applicable Government procurement rules, the latter shall prevail to the extent of such inconsistency.
- c) The decisions of the undersigned, with regard to the conduct of the process for selection of the successful bidder/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,
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"Annexure - B"

LIST OF REGISTERS TO BE SUPPLIED

Sl. No.	Name of the Register	Approximate Dimensions (Length x Breadth)	Type	Pages/ Thickness
1.	Sessions Register	51 cm x 34 cm	Hard Bound	120 sheets
2.	Register for Revision of Cases Assam Schedule VIII Form No. 41 High Court Criminal Form (M) 36	51 cm x 34 cm	Hard Bound	120 sheets
3.	Register for Title Appeals High Court Form No. (R) 6 (I)	51 cm x 34 cm	Hard Bound	120 sheets
4.	Register for Money Appeals High Court Form No. (R) 6 (II)	51 cm x 34 cm	Hard Bound	120 sheets
5.	Register for Criminal Appeals Assam Schedule VIII Form No. 40 High Court Criminal Form No. (M) 35	51 cm x 34 cm	Hard Bound	100 sheets
6.	Register for Miscellaneous Appeals High Court Form No. (R) 6 (III)	51 cm x 34 cm	Hard Bound	120 sheets
7.	Register for Miscellaneous Judicial Cases Form No. R (2)	42 cm x 32 cm	Hard Bound	180 sheets
8.	Register for Title Suits Assam Schedule VII Form No. 37 Form No. (R) 1 (I)	51 cm x 34 cm	Hard Bound	120 sheets
9.	Register for Money Suits Assam Schedule VII Form No. 37 Form No. (R) 1 (III)	51 cm x 34 cm	Hard Bound	120 sheets
10.	Register of Application for Execution of Decrees High Court Form No. (R) 5 Assam Schedule VII, Form No. 42	51 cm x 34 cm	Hard Bound	120 sheets
11.	Statistical Register Form No. (R) 42	42 cm x 32 cm	Hard Bound	120 sheets
12.	Judgment Register	42 cm x 32 cm	Hard Bound	120 sheets
13.	Attendance Register Assam Schedule (II) Form No. 68	43.5 cm x 33.5 cm	Hard Bound	32 sheets
14.	Register for Court Fees and Petitions High Court Form No.(R) 15 Assam Schedule VIII Form No. 51	34 cm x 22 cm	Hard Bound	380 sheets

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15.	Name of the Register	Approximate Dimensions (Length x Breadth)	Type	Pages/ Thickness
16.	Court Dairy High Form No Form No.(R)11 Assam Schedule VII Form No. 49	34 cm x 22 cm	Hard Bound	380 sheets
17.	Stock Register	34 cm x 22 cm	Hard Bound	200 sheets
18.	Casual Leave Register	34 cm x 22 cm	Hard Bound	180 sheets
19.	Bill Register Assam Schedule III (I) Form No. 116	42 cm x 32 cm	Hard Bound	200 sheets
20.	Acquittance Roll Assam Schedule III (Section I) Form No. 9 - A	42 cm x 32 cm	Hard Bound	200 sheets
21.	Cash Book F. R. Form No. 17 Assam Schedule II Form No. 48	42 cm x 32 cm	Hard Bound	200 sheets
22.	Contingency Register Assam Schedule III (I) Form No. 27	42 cm x 32 cm	Hard Bound	200 sheets
23.	Transit Register	34 cm x 22 cm	Regular	250 sheets
24.	Peon Dak Book	20.5 cm x 16.5 cm	Hard Bound	120 sheets
25.	Log Book	34 cm x 10.5 cm	Hard Bound	120 sheets
26.	Plain Register	34 cm x 22 cm	Hard Bound	400 sheets
27.	Plain Register	34 cm x 22 cm	Hard Bound	200 sheets
28.	Plain Register	34 cm x 22 cm	Hard Bound	140 sheets
29.	Ruled Register (Single line Ruling)	34 cm x 22 cm	Hard Bound	140 sheets

N.B.- Bidders are required to collect the Formats of the above registers where official formats are prescribed, from the office of the undersigned before submission of bids.



[Signature]
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