

**OFFICE OF THE DISTRICT & SESSIONS JUDGE  
SRIBHUMI, ASSAM**

NOTIFICATION No. 19

Date: 01/08/2025

**Notice Inviting Quotation  
(For selection of AC repairing contractor)**

Sealed single envelope quotations affixing non-refundable court fee stamp of Rs. 8.25 /- (Rupees Eight and Twenty Five Paise only) are invited from shops, vendors, servicing centres of Air Conditioners and registered firms / contractors of PWD Building / PWD Electrical operating at Sribhumi district of Assam for repairing of certain Air Conditioners in the office of the undersigned as mentioned in **ANNEXURE I** of this Notice Inviting Quotation. The selected contractor shall be considered for empanelment as per framework agreement for repairing of Air Conditioners during the present Financial Year ending on 31/03/2026 for which additional terms and conditions shall be applicable.

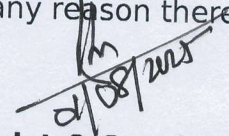
The quoted rate should be all inclusive of taxes (GST), labour charges, materials / equipments required and other ancillary requirements for proper functioning of the Air Conditioners.

The interested parties are advised to visit and inspect the relevant Air Conditioners in the office of the undersigned prior to submission of their quotations so that there is no variation from the rates quoted in the final billing amount in case the selected contractor is asked to carry out the repairing work. The payment of the billed amount may be delayed due to official procedure and availability of funds etc., due to which parties are cautioned to participate only after understanding and accepting the risk of delayed payments. The repairing of the Air Conditioners should be completed within 5 (five) working days from the day of receipt of the work order failing which a penalty of Rs. 200/- (Rupees Two Hundred only) per day would be deducted per Air Conditioner from the billed amount submitted.

The detailed terms and conditions including other documents required to be submitted along with the quotation can be found as mentioned in **ANNEXURE II** of this Notice Inviting Quotation. The scope of work for framework agreement based empanelment can be found as mentioned in **ANNEXURE III**.

The sealed envelope quotations would be accepted in the office of the undersigned upto 4:30 PM of 11/08/2025 and the bids would be opened by the Purchase Committee at 4:00 PM of 12/08/2025.

Repairing work may not be awarded to any party even if the selection process is completed. The undersigned reserves the right to cancel the selection process for repairing of the Air Conditioners at any moment without citing any reason thereof.

  
**District & Sessions Judge  
Sribhumi, Assam**

*Bj Bone*  
11/8/2025

## **ANNEXURE I**

### **Quotation**

( IN THE OFFICIAL PAD OF THE PARTICIPANT )

To,

The Hon'ble District & Sessions Judge,  
Sribhumi, Assam

COURT FEE STAMP

Sub: Submission of Quotation for selection of AC repairing contractor

Ref: Notification No. \_\_\_\_\_ dated \_\_\_\_\_

### **Quotation**

| Location of Air Conditioner                                   | Repairing cost with GST per Air Conditioner | Number of Air Conditioners | Total Amount for repairing with GST |
|---------------------------------------------------------------|---------------------------------------------|----------------------------|-------------------------------------|
| Chamber of the Addl. District & Sessions Judge, Sribhumi      |                                             | 1                          |                                     |
| Court Room of the Civil Judge Sr. Div., Sribhumi              |                                             | 1                          |                                     |
| Court Room of the Civil Judge Jr. Div., No. 1, Sribhumi       |                                             | 2                          |                                     |
| Chamber of the Civil Judge Jr. Div., No. 2, Sribhumi          |                                             | 1                          |                                     |
| Chamber of the Civil Judge Jr. Div., No. 3, Sribhumi          |                                             | 1                          |                                     |
| Shared room of the Court Manager and the Stenographer Grade I |                                             | 1                          |                                     |
| <b>Total Amount</b><br>(Both in figures and words)            |                                             |                            |                                     |

Date: \_\_\_\_\_

We have quoted the rates as above after reading, understanding and accepting the terms and conditions mentioned in the "Notice Inviting Quotations (for selection of AC repairing contractor)" after inspecting the relevant Air Conditioners in person.

(Signature & Seal)

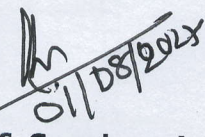
Proprietor Name \_\_\_\_\_  
Name of Firm \_\_\_\_\_  
Address of Shop \_\_\_\_\_  
Phone Number \_\_\_\_\_

Approved  
*[Signature]*

## **ANNEXURE II**

### **Terms and Conditions**

1. The sealed envelopes should be super-scribed as follows:  
"Notice Inviting Quotations (For selection of AC repairing contractor)" along with the relevant Notification No. \_\_\_\_\_ and Date \_\_\_\_\_.
2. The participant should affix non refundable court fee stamp of Rs. 8.25 /- (Rupees Eight and Twenty Five Paise only) on the quotation document (as in **ANNEXURE I**) without which the quotation submission would be rejected.
3. The participant should additionally submit self attested photocopies of the following documents along with the quotation:
  - a) Trade License / Incorporation certificate as applicable
  - b) PWD Building / Electrical registration / license in case of firms and contractors
  - c) In case of shops / vendors proof of business related to Air Conditioners
  - d) Pan Card
  - e) GST Registration certificate
  - f) Bank Details
  - g) General quotation for scope of work as mentioned in **ANNEXURE III**.
- 4) The participant should visit the office of the undersigned and investigate the extent of repairing and ancillary work required to make the listed Air Conditioners fully operational following which they should submit their quotation at their own risk as billed amount exceeding the quoted rates shall not be accepted later on. A penalty of Rs. 200/- (Rupees Two Hundred only) would be deducted from the final bill submitted in case of delay in the repairing of the Air Conditioners beyond 5 (five) working days from the receipt of the work order.
- 5) The participant should understand that there can be delay in the payment of bills due to official procedure and availability of funds from the Government. The participant shall be deemed to have inspected the relevant Air Conditioners and accepted to endure the risks of delayed payment in bills.
- 6) No quotation shall be accepted after 4:30 PM of 11/08/2025. Postal delay or delay for any reason whatsoever shall not be entertained.
- 7) A general rate chart regarding commonly encountered Air Conditioner related repairing and maintenance works should be submitted by the participant as per **ANNEXURE III**. The participant quoting lowest price may be considered for empanelment as AC repairing contractor for the current Financial Year ending on 31/03/2026 for which subsequently a framework agreement may be made on per call basis with negotiated price for unforeseen and unquoted AC repairing requirements.
- 8) The party quoting the lowest rate with proper submission of all other documents stated herein above, shall be ordinarily considered for selection independently on the basis of quotations received against **ANNEXURE I** and on the basis of general rate chart submitted as per **ANNEXURE III**. So different contractors may be selected for each purpose. However, mere selection of a party may not lead to award of the repairing work as the undersigned reserves the right to cancel the selection process of the contractor for repairing of the Air Conditioners at any moment without citing any reason thereof.

  
District & Sessions Judge  
Sribhumi, Assam

BjBane  
11/8/2025

### **ANNEXURE III**

#### **Scope of Work**

( IN THE OFFICIAL PAD OF THE PARTICIPANT )

To,

The Hon'ble District & Sessions Judge,  
Sribhumi, Assam

Sub: Submission of General Rate Chart for framework agreement

Ref: Notification No. \_\_\_\_\_ dated \_\_\_\_\_

#### **General Chart**

| Sl. No. | Type of work                          | Average Cost (with GST) per Air Conditioner of 1.5 Ton Voltas and Bluestar |
|---------|---------------------------------------|----------------------------------------------------------------------------|
| 1       | General Servicing with air cleaning   |                                                                            |
| 2       | General Servicing with water cleaning |                                                                            |
| 3       | Capcitor replacement                  |                                                                            |
| 4       | Sensor replacement                    |                                                                            |
| 5       | PCB repairing                         |                                                                            |
| 6       | PCB replacement                       |                                                                            |
| 7       | AC copper pipe replacement per meter  |                                                                            |
| 8       | AC water pipe replacement per meter   |                                                                            |
| 9       | AC stablizer repairing                |                                                                            |
| 10      | AC stablizer replacement              |                                                                            |
| 11      | AC starter repairing                  |                                                                            |
| 12      | AC starter replacement                |                                                                            |
| 13      | AC water leak containment             |                                                                            |
| 14      | Inspection                            |                                                                            |
| 15      | Compressor Outdoor unit repairing     |                                                                            |
| 16      | Compressor Outdoor unit replacement   |                                                                            |

Apart from the above, there can be other unforeseen types of work required for repairing of Air Conditioners. We are willing to carry out any such unforeseen work as per mutually agreed negotiated costs in line with market prevalent rates. We understand that, the payment of billed amount may be delayed due to official procedure and availability of funds. We further agree to abide by the terms and conditions and as additionally framed through the framework agreement in case of our selection.

(Signature & Seal)

*Approved*  
*[Signature]*

Proprietor Name \_\_\_\_\_

Name of Firm \_\_\_\_\_

Address of Shop \_\_\_\_\_

Phone Number \_\_\_\_\_