

**OFFICE OF THE DISTRICT & SESSIONS JUDGE
WEST TRIPURA JUDICIAL DISTRICT : AGARTALA**

F.No.40(1)-DJ/W/2018-2021/ 2740-42

Dated, Agartala
The 24th March, 2021

NOTICE INVITING QUOTATION

Sealed quotations are invited from the authorized dealers / suppliers for supply and installation of below mentioned Hardware, as per specification and quantity. Intending tenderers may submit the quotations on their own papers. The letter with superscription “**QUOTATION FOR THE SUPPLY OF PHOTOCOPIER(XEROX)**” should be addressed to the **District & Sessions Judge, West Tripura District, Agartala, PIN-799001**. Last date for receipt of the quotations is **07.04.2021, 03.00PM**. The quotations will be opened on the same day at 05.00PM in presence of interested tenderers

The rates quoted should be for the delivery and installation at the District Court Complex, West Tripura, Agartala.

All the items should be delivered to the office of the District & Sessions Judge, West Tripura District, Agartala within 15 days from the issuance of supply order.

Any quotations received after the time fixed on the due date is liable to be rejected. Quotations not stipulating period of firmness and with price variation clause and/ or 'subject to prior sale' condition are liable to be rejected.


Sl. No.	Items Name with specification	Quantity
1	Photocopier (Xerox) machine Model No.SHARP-AR-6020DV	02(Two) Nos.

The acceptance of the quotation will be subject to the following terms and conditions:-

- The quotation offering the lowest rates in total will ordinarily be accepted. However, the District Court reserves the right to reject all or any one of the quotations without assigning any reason.
- The prices quoted should be inclusive of all taxes, duties, cesses, transportation etc. Which are or may become payable by the supplier under existing or future laws or rules of the country or origin/ supply or delivery during the course of execution of the contract.
- If any licence or permit is required, tenderers must specify in their quotation and also state the authority to which application is to be made.
- No representation for enhancement of price once accepted will be considered during the currency of the contract.
- Any attempt on the part of the tenderers or their agents to influence the officers concerned in their favour by personal canvassing will disqualify the tenderer.
- Withdrawal from the quotations after its acceptance for failure to supply items within a period of 15 days from the date of the order of purchase by this office or according to the specification will entail cancellation of the order and for any loss incurred for the

subsequent purchases at the offerer's expenses from elsewhere, the defaulting party shall be liable. In such in event the District Court of West Tripura District reserves also the right to remove the defaulter's name from the list of suppliers permanently or for a specified number of years.

- All payments to the supplier will be made by the purchasing authority on the availability of fund(LOC) in due course through e-Payment system of State Treasury .
- Supplier is required to furnish details (alongwith the invoices) such as:- Name of the Bank with its IFSC and Bank Account Number or Beneficiary Code given by the State Treasury to which the amount is to be credited.
- Payments will be made only after the supplies are actually verified and taken to stock . Special conditions, if any, printed on the quotations sheets of the tenderer or attached with the quotation will not be applicable to the contract unless they are expressly accepted in writing by the purchaser.
- **The quotations submitted via e-mail /fax will not be accepted.**
- If due date of opening of the quotation happens to be a holiday or strike etc. The quotations will be opened on the very next working day at the same time.



24/3/21

(Mou Banerjee)

Civil Judge(Sr.Divn) & Asstt. Sessions Judge
West Tripura Judicial District, Agartala.
(HEAD OF OFFICE)

Copy to:-

1. The System Officer, District & Sessions Judge's Court, West Tripura, Agartala for information and uploading of this Notice inviting quotations in the official website of this office.
2. The Head Clerk(Nazir), District & Sessions Judge's Court, West Tripura, Agartala for information with a direction to display the same in the Notice Board of this office.
3. Accounts Section, Office of the District & Sessions Judge, West Tripura, Agartala.


24/3/21

Civil Judge(Sr.Divn) & Asstt. Sessions Judge
West Tripura Judicial District, Agartala.
(HEAD OF OFFICE)