OFFICE OF THE CHIEF JUDICIAL MAGISTRATE :: GOLAGHAT

NO. GJ 6440 /2022, Dated Golaghat the 9th December'2022.

NOTICE INVITING QUOTATION FOR SUPPLY OF OFFICE ALMIRAH

Sealed quotations are invited affixing Court Fee stamp of Rs. 8.25 (Non-Refundable), from the intending registered firms/ Parties for supplying below mentioned Office Almirah to the office of the Chief Judicial Magistrate, Golaghat.

1. **Godrej Made Office Almirah (with Four slab/Plain) ---- 02 nos.**

This N.I.Q. shall not be treated as an order for supply of Steel Almirah, and it is merely for the purpose of selecting the firm as per suitable rate and norms for supply of the same. The Office Almirah shall be supplied only when an order is placed in that respect from the office of the undersigned or Authority competent to it.

GENERAL TERMS AND CONDITIONS

1. The sealed envelope duly marked as "Quotation for supply of Office Almirah" and the quotation should contain the following documents:

a) Product of the company for which quotation to be submitted.
b) Speciation of the product in details.
c) Copy of PAN Card.
d) Copy of GST Registration Certificate.
e) Up-to-date Income Tax clearance certificate.
f) Up-to-date GST clearance certificate.
g) Copy of Trade License in Assam.
h) An established showroom or shop of respective products.

Each page of the documents should be signed by the bidder, with seal, on each page of each document, to establish the Bidder's eligibility to the bid & his qualification to perform the supply material if his bid accepted. In the absence of any of the above documents/ information, the offer may be summarily rejected without making any further reference in this regard.

The sealed envelope should be addressed to the Chief Judicial Magistrate, Golaghat.

2. The rate should be quoted with GST and without GST separately.
3. Conditional quotations/tenders are liable to be rejected.
4. In case of violation of terms and conditions of the quotation/tender document or unsatisfactory supply of material or of poor quality and below standard, the Chief Judicial Magistrate, Golaghat reserves the right to terminate the supply order by giving intimation to the supplier/contractor.
5. Payments shall be made after satisfactory execution of the order and supply of material in satisfactory condition on bill basis. Payment of the material supplied under purchase order will be paid on receipt of complete consignment and checking of the material and on production of following:

a) Invoice in triplicate,
b) Delivery Challan duly signed by the consignee.

6. The decision will be finalise after receiving approval from the Purchasing Cpmmittee. No further communication shall be made in this regard except the selecting firm. The quotation should reach the undersigned on or before **3 P.M. of 21st day Of December'2022** & no quotation/tender will be received thereafter.

Sd/-

Chief Judicial Magistrate,
Golaghat.

Memo No. GJ.....6441-43...../2022, Dated Golaghat the.....09...../12/2022

Copy to:-

1. The System Officer, District Judiciary, Golaghat for uploading the above in the District Judiciary Website immediately.
2. Notice Board.
3. Concerning file.

Chief Judicial Magistrate,
Golaghat.

Chief Judicial Magistrate
Golaghat (Assam). 08/12/22