

**OFFICE OF THE DISTRICT AND SESSIONS JUDGE, SONITPUR  
AT TEZPUR**

**07.12.2024**

**SHORT NOTICE INVITING QUOTATIONS**

Sealed quotations are invited affixing Court Fee stamp of Rs. 8.25 (Non-refundable) from the intending registered firms for supply of following items for the establishment of the District and Sessions Judge, Sonitpur, Tezpur, as per specification given with the Notice.

**Particulars of the items :**

Sl. No.	Name of the Post	Particulars of Dress	Quantity	Requirement
1	Process Server	Black Pant	10	❖ Good quality ❖ Cotton / Terry-cotton Branded materials ie. Raymonds, Siyaram etc. only can be used.
		White Shirt	10	
2	Driver	White Safari Suit	10	
3	Grade IV Peon / Chowkidar (Gents)	White Shirt	32	
		White Pant	32	
4	Grade IV Peon (Ladies)	White Salwar Kameez/ White Saree	04	

**GENERAL TERMS & CONDITIONS**

- The sealed envelope containing quotation shall be marked as "Quotation for Supply of Grade IV Uniform" and the following documents must be annexed with the quotation.
  - Copy of PAN Card.
  - Up to date copy of GST Clearance Certificate.

Each page of the aforementioned documents should be signed by the bidder with seal to establish the Bidder's eligibility and its qualification to perform the supply of materials if its bid is 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 quotation should be submitted to the office of **the District and Sessions Judge, Sonitpur, Tezpur**, during office hours on working days.

- The rates approved District and Sessions Judge, shall be valid for the said item/items. Increase and decrease of Prices, Taxes and other statutory duties will not affect the price during this period of supply. The supplier will be responsible for any increase in Prices, Taxes and Duties. Any increase in taxes and other statutory duties/levies after the approval of Rates shall be to the supplier's account. The bidder shall provide free delivery of the said items.
- Payments shall be made after satisfactory execution of the order and supply of material in satisfactory condition on bill basis. The decision of the District and Sessions Judge,

Sonitpur, Tezpur, towards satisfaction of quality of material shall be final. 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:

- Invoice in triplicate,
- Delivery Challan duly signed by the consignee.

4. The District and Sessions Judge, Sonitpur, Tezpur, reserves the right to accept or reject any or all the tenders in part or full, without assigning any reason whatsoever.
5. The District and Sessions Judge, Sonitpur, Tezpur, is not bound to accept the lowest Tender.
6. The District and Sessions Judge, Sonitpur, Tezpur, reserves the right, to award the work to one or more bidders. No communication shall be made in this regard except the selected firm/tenderer/bidder.
7. The District and Sessions Judge, Sonitpur, Tezpur, reserves the right to terminate the purchase order at any time by giving intimation in writing without assigning any reason.
8. In case of violation of terms and conditions of the tender document or unsatisfactory supply of material or of poor quality and below standard. The District and Sessions Judge, Sonitpur, Tezpur, reserves the right to terminate the supply order by giving intimation to the supplier.

The sealed quotations should reach the undersigned on or before **04:00 PM of 16<sup>th</sup> December, 2024** & no quotation/tender will be received thereafter.

9. **The decision of the District and Sessions Judge, Sonitpur, Tezpur, in all respect shall be final and binding on all.**

Memo No. **DJ (S)** 5095-97 Dated, Tezpur, the 07/12/ 2024

**Copy to :**

1. The Systems Officer, Sonitpur District Judiciary, for uploading the above Short Notice Inviting Quotations in the District Judiciary website, immediately.
2. Notice Board
3. Office File.

District and Sessions Judge,  
Sonitpur, Tezpur. *SC*