OFFICE OF THE DISTRICT AND SESSIONS JUDGE, SONITPUR AT TEZPUR

NOTICE INVITING QUOTATIONS

Sub : **Quotation for supply and installation of Computer Peripherals.**

Sealed quotations are invited, affixing Court Fee stamp of Rs. 8.25 (Non-refundable) from intending registered firms for supply and installation of the following items in the District & Sessions Judge Court Complex at Tezpur, Sonitpur -

Sl. No.	Description of Items	Qty.	Unit Rate (in Rs.)		Total Amount (in Rs.)	
			Inclusive of GST	Exclusive of GST	Inclusive of GST	Exclusive of GST
1	**Duplex Laser Printer** **Specifications** ✓ Pages per minute - 25ppm (A4, Simplex) - 20 ppm (A4, Duplex) ✓ 3 Years onsite warranty	32				
2	**UPS** **Specifications** ✓ 1 KVA line Interactive ✓ Surge Protection ✓ Automatic Voltage Regulation ✓ Battery Saver ✓ Minimum 30 minutes backup ✓ 3 Years onsite warranty	56				

GENERAL TERMS & CONDITIONS

1. The sealed envelope containing quotation should be marked as " **Quotation for supply and installation of Computer Peripherals** " and the following documents must be annexed with the quotation.

a) Copy of PAN Card
b) Up to date copy of GST Registration Certificate.
c) Bank Account Details
d) Copy of Trade license.

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.

2. The rates approved by the ICT Committee, 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, free installation and operation training to the authorized personnel of the office.

3. Payments shall be made after satisfactory execution of the work, 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.

9. The sealed quotations should reach the undersigned on or before **18-08-2026** & no quotation/tender will be received thereafter. The tenders shall be opened in the office of the District and Sessions Judge, Sonitpur, Tezpur, on **19-08-2026** at **04:00 PM.**

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

Sd/-

District and Sessions Judge,
Sonitpur :: Tezpur.

Memo No. DJ (S) 2930—32. Dated, Tezpur, the **06th Aug. 2026**

Copy to :

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

6/8/26

District and Sessions Judge,
Sonitpur :: Tezpur