

OFFICE OF THE DISTRICT & SESSIONS JUDGE, MAJULI
SHORT NOTICE INVITING QUOTATIONS

No. JJA(M)/_____/2023

Dated: 07-11-2023

Sealed quotations are invited affixing Court fee stamp of 8.50 (Non-refundable) from the intending registered dealers/Govt. Order suppliers for supply and installation of the following items for the establishment of District & Sessions Judge, Majuli as per specification given below.

Particulars of the items

Sl. No.	Particulars	Features	Specification Required	Quantity
1.	Xerox Machine (Canon/Xerox/HP)	Function	Print ,Scan, Copy	01
		Type	A4, A3 Monochrome Laser Multifunction device	
		Speed	24 ppm (A4) and 12ppm(A3) and above	
		First Copy Time	7.4 secs or less	
		Print	Standerd Duplex	
		Scan	DADF/RADF and above	
		Memory	1024 MB and Above	
		Storage	eMMC: 2 GB	
		Operational Panel	3.5 inch Backlight Touch Sreen Panel and above	
		Interface	USB 2.0, Ethernet 100Base-Tx/10Base-T	
		OS Compatibility	Windows® 8.1/ Windows® 10/ Windows® 11/ Windows® Server 2012/ Windows® Server 2012 R2/ Windows® Server 2016/ Windows® Server 2019/ Windows® Server 2022/ Mac OS (10.12 or later)	
		Power Consumtion	Maximum 1.5 KW and 0.9 W in sleep mood	
		Input capacity	250 Sheets or higher	
		Output Capacity	300 Sheets or higher	
Toner Yield, Drum yield	Minimum 10000 pages, Minimum 62000 pages			
Warranty	3 years			





GENERAL TERMS & CONDITIONS

1. The sealed envelope containing quotation shall be marked as **"Quotation for supply of Xerox Machines"** and the following documents must be annexed with the quotation.

- (a) Copy of PAN card.
- (b) Copy of GST registration certificate.
- (c) Copy of Valid Trade License in Assam.
- (d) OEM authorization certificate must be in top 3 vendors as per the latest I.D.C. report.
- (e) OEM should be in IT business for at least 15 years in India.
- (f) Copy of Bank Passbook having A/C No., IFSC and Branch.

2. Each page of the documents should be signed by the bidder with seal to establish the bidder eligibility and its quotation to perform the supply of materials if its bid is accepted.
3. In the absence of any of the above documents/information, the offer may be summarily rejected without making any further reference in this regard.
4. The sealed quotation should be submitted to the office of District & Sessions Judge, Majuli during working days.
5. The rates approved by the undersigned, shall be valid for the said item/items. Increase and decrease of Prices, Taxes and other statutory duties will not effect 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.
6. The undersigned reserves the right to accept or reject any or all tenders in part or full without assigning any reason whatsoever.
7. The undersigned 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.
8. The undersigned reserves the right to terminate the purchase order at any time by giving intimation in writing without assigning any reason.
9. 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 undersigned reserves the right to terminate the supply order without giving any intimation/rejection to the supplier/contractor for rejection of the supply order.

10. The sealed quotations should reach the undersigned on or before **23rd November, 2023** & no quotation/tender will be received thereafter. The tenders shall be opened in the office of the undersigned, on **28th November, 2023 at 11.00 A.M.**

11. The decision of the undersigned in all respect shall be final and binding all.



Sd/-
(N. Senabaya Deori)
**District & Sessions Judge,
Majuli**

Memo No. JJA(M)/ 3873-75 /2023

Dated: 07-11-2023

Copy to:-

1. ✓ The System Assistant, Majuli for uploading the same in the District Judiciary Website, Majuli.
2. The Notice Board of this office.
3. Office file.


(N. Senabaya Deori)
**District & Sessions Judge,
Majuli**

**District & Sessions Judge
Majuli**