



**OFFICE OF THE DISTRICT & SESSIONS JUDGE**  
**HOJAI :: ASSAM.**

Memo No. DJHj/ 22/ 2995 - 2998 ,

Dated: Hojai the 1st of December 2022.

**SHORT NOTICE TENDER**

The District & Sessions Judge establishment, Hojai, invites reputed registered firms/Enterprise for Quotation of affixing Court fees of Rs. 8.25 (Rupees Eight and twenty five paise) only non-refundable for supply of the following articles as per requirement listed in the Annexure mentioned hereunder.

**Annexure A:**

<b>Sl. No.</b>	<b>Name of the item</b>	<b>Quantity</b>	<b>Brand/Quality</b>	<b>Rate (Including GST)</b>	<b>Rate (Excluding GST)</b>
1	Sanitary pad dispenser machine	1 (one) nos.	Best quality in the market.		
2	Sanitary pad	100 nos.	Best quality in the market		

  
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## **Annexure-B:**

1. The quotation in sealed cover should be sent to the office of the District & Sessions Judge, Hojai, Assam by post or by hand.
2. Interested Registered firms/Enterprise must submit their quotation in a sealed cover as per the format enclosed as Annexure 'A'.
3. The quotation in sealed cover containing the financial bids must reach the designated office on or before 05.12.2022 within 3 p.m. Bids received after the due date/ time shall not be entertained.
4. The received bids shall be opened in this office on 05.12.2022. at 4 p.m. in the presence of the bidder or their authorized representative. All the bidders shall remain present either in person or through authorized representative on aforementioned date and time in the office of the undersigned.
5. Incomplete quotation or bids not accompanied with the requiring supporting documents or quotation without sealed envelope shall be summarily rejected without assigning any reason and without any communication.
6. This office shall reserve the right to reject any bid without assigning any reasons if there appears to be reasonable and probable cause for same.
7. The rates quoted shall be valid for one year from the date of awarding the supply order of the District & Sessions Judge, Hojai.
8. TDS will be deducted at the applicable rate from the contract amount.
9. The financial bid must mention the rate to be charged by the firm as per the following terms and conditions.

### **Terms and Conditions :**

The bidder must be a registered firm / Enterprise and must submit the necessary documents as follows.

- i) Proof of Current Bank Account of nationalized Bank in the name of the firm.
- ii) Trade license issued by appropriate authority.

  
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- iii) PAN Card in the name of the firm.
- iv) GST registration certificate.
- v) Any other documents which are required for supplying of tendered items to the Govt. Office.

The firm / Enterprise shall abide by the following terms and conditions:

1. The rates should be submitted with GST and without GST separately.
2. The rate quoted for each item will be final and in no hike in price shall be considered in the contract period. Further, rate quoted in the price bid should be on door delivery to this establishment.
3. Preference shall be given to Firm which has experience in dealing with supply of stationery/sanitary items to Govt. Offices/ Departments.
4. The bidder shall have to supply the ordered items immediately on receipt of such supply order. The articles to be supplied should be of best and standard quality.
5. Payment shall be made after satisfactory execution of the order and supply of material in satisfactory condition in bill basis.
6. Sample of the items should be submitted where necessary.
7. The undersigned reserves the right not to accept or reject any or all quotation in part or full and shall not be bound to accept the lowest bidder.
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 undersigned reserves the right to terminate the supply order by giving intimation to the supplier.
9. The decision of the undersigned in all respect shall be final and binding.

  
District & Sessions Judge,  
Hojai :: Assam.  
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Memo No. DJHj/ 22/ 2995-2998,

Dated : Hojai the 1st of December, 2022.

Copy for information and necessary action to:

1. System Office, O/O the District & Sessions Judge, Hojai, Assam for uploading the Notice in the official Website of the District Judiciary, Hojai, along with the Annexure enclosed.
2. Notice Board of this establishment.
3. Office File.

  
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