

**OFFICE OF THE DISTRICT & SESSIONS JUDGE**

**HOJAI:: ASSAM**

Memo No. DJHj/I/2022/..22.19-22

Dated Hojai the: 20<sup>th</sup> September, 2022

**TENDER NOTICE**

**A. General**

The District & Sessions Judge Establishment, Hojai, invites reputed registered firms/Enterprise for quotation affixing Court fees of Rs. 8.25 (Rupees Eight and Twenty Five paisa) only non-refundable for annual supply of Stationery articles as per requirement listed in the Annexure mentioned hereunder.

**Annexure-A**

**List of stationery articles :**

Sl.No.	Name of Stationery Articles	Rate/s of Items (Without GST)	Remarks
1.	Battery for Torch (Eveready/Nippo)		
2.	Ball Pen (General)		
3.	Ball Pen both side		
4.	Binding Registers (6/8/10/12 No.)		
5.	Bleaching Powder		
6.	Brief Case (Leather-Standard Quality)		
7.	Calling Bell (Manual/Electric)		
8.	Calculator		
9.	Carbon Paper		
10.	Cello Tape (Transparent/Thick)		
11.	Citronella Oil		
12.	Correction Pen		
13.	Cup/Saucer (Cello/LaO'pala/Bone China/General)		

  
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43.	Note Pad		
44.	Page Marker		
45.	Paper A4 Size (JK Copier or equivalent standard)		
46.	Paper Legal/FS (JK Red)		
47.	Paper Weight		
48.	Pen Stand		
49.	Peon Book		
50.	Pencil (HB/2B) Nataraj/Apsara		
51.	Phenyl (Cross) 500 ml. (Black/White)		
52.	Pin Cushion		
53.	Plastic Measuring Scale		
54.	Plastic Mug (Milton/Cello/Bright)		
55.	Plastic Bucket (Milton/Cello/Bright)		
56.	Plastic Tray (Milton/Cello/Bright)		
57.	Polymer Seal (Rectangular/Round)		
58.	Punching Machine (Small/Big)		
59.	Quarter Plate (Milton/Cello/Bright)		
60.	Ribbon Tap		
61.	Room Freshener (Standard Quality)		
62.	Room Heater		
63.	Ruler (Wooden)		
64.	Scale (Wooden)		
65.	Scissors (Small/Big)		
66.	Sealing Wax		
67.	Short Hand Note Book		
68.	Stamp Pad (Camel/Kores)		
69.	Stamp Pad Ink (Camel/Kores)		
70.	Stapler (Small/Big) (Camel/Kores)		
71.	Stapler Pin (Small/Big) (Camel/Kores)		
72.	Table Cloth (Rexin)		



73.	Table (Rexin)		
74.	Table Top Glass 5mm/8mm		
75.	Tag (Cotton/Nylon)		
76.	Tea Pot (Milton/Cello/Bright)		
77.	Tea Spoon (Stainless Steel)		
78.	Thread Ball (White/Red)		
79.	Toilet Brush (Sani Fresh/Harpic)		
80.	Toilet Cleaner (Sani Fresh/Harpic)		
81.	Toilet Freshener (Odonil)		
82.	Towel White (Small/Medium/Big)		
83.	Transparent Adhesive Tap		
84.	Urinal Mat Skin (Standard Quality)		
85.	Wall Clock (Ajanta/Timex/Orpat)		
86.	Waste Paper Bin (Cello/Bright)		
87.	Water Filter (Cello/Milton)		
88.	Water Jug (Milton/Cello/Bright)		
89.	Water Glass (Standard quality)		
90.	Wire Pin (King)		
91.	Extension Electric Board		
92.	Umbrella		
93.	Seal (Round-Metal)		
94.	Rain Coat		
95.	Official Bag		

**B. Submission of Quotation:**

1. The quotation in sealed cover should be sent to the office of the District & Sessions Judge, Hojai, Assam by post or hand delivered.
2. Interested Registered firms/Enterprise must submit their quotation in sealed covers as per the format enclosed as Annexure 'A'. The sealed cover of the bid should be superscripted as "**Quotation for annual supply of Stationery Articles**".

  
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3. The quotation in sealed cover containing the financial bids must reach the designated office on or before **21.10.2022**, within 3 PM. Bids received after the due date/time shall not be entertained.
4. The received bids shall be opened in this office on 26.10.2022 at 4 PM in the presence of bidders 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 requisite 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 quotation if there appears to be reasonable and probable cause for same.
7. The rates quoted shall be valid for 1 (one) year from the date of acceptance of the quotation.
8. TDS will be deducted at source 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.

**C. Terms and Condition:**

The firm/ enterprise shall abide by the following terms and conditions.

The bidder must be a registered local firm/ Enterprise, preferably from Hojai and must submit the necessary documents as follows:

1.
  - i) Proof of the Current Bank Account of nationalized Bank in the name of the firm.
  - ii) Trade license issued by appropriate authority.
  - 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.

  
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2. The firm/enterprise must have an established shop/office dealing in stationary articles.
3. The rates should be submitted with GST and without GST separately.
4. The rate quoted for each item will be final and 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.
5. The service contract shall be for 1 (one) year and shall stand terminated automatically on completion of the year unless expressly extended. In case the service contract is temporarily extended the rates fixed for the preceding year shall be binding till the expiry of the service contract. Increase and decrease of prices, Taxes and duties will not affect the price during this period. 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. Preference shall be given to Firm which has experience in dealing with supply of above mentioned items to the Govt. Offices/Departments.
7. The bidder shall have to supply the ordered items immediately and not later than 7 (seven) days of receipt of such supply order. The articles to be supplied should be of best and standard quality and as per samples given by the supplier.
8. The bidder shall have to supply any other ancillary stationery articles that are not listed in the above mentioned 'Annexure' as per Market price rate in urgent cases upon written order if required.
9. Payment shall be made after satisfactory execution of the order and supply of material in satisfactory condition on bill basis. The bills to be submitted within 7 days from the date of delivery of the articles.
10. Sample of the items of articles of any order should be submitted where necessary. If the samples are deemed unsatisfactory, the supply order will be cancelled for the said articles.
11. Mere submission of the lowest bid will not legally bind the undersigned to accept the quotation with the lowest rate; preference shall be given only to the firm/ supplier/ enterprise who submits bid for standard quality items as quoted.

  
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12. 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.

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


  
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Hojai, Assam  
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Dated Hojai the: 20th September, 2022

Copy for information to :

1. The Sub-Divisional Information and Public Relation Officer, Hojai, Assam;
2. System Officer, 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;
3. Notice Board of this establishment,
4. Office File.

  
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