

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

Memo No. DJHj/ I/ 21/ 886-889 ,

Dated Hojai the 12th August/ 2021.

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 paise) only non-refundable for annual supply of following items as per requirement listed in the Annexure mentioned hereunder.

Annexure A:

List of items for salutation:

Sl. No.	Name of items	Rate/s of Items (With GST).	Remarks
1)	Fulam Gamosha (Maschage Coat)		
2)	Fulam Gamosha (Silken)		
3)	Xorai (1.5 Ft)		
4)	Xorai (2 Ft.)		
5)	Jaapi (2.5 Ft. Radius)		
6)	Jaapi (1.5 Ft. Radius)		
7)	Bouquet (Small)		
8)	Bouquet (Big)		
9)	Seleng Sadar		
10)	Endi Shawl		
11)	Shawl (Standard quality)		
12)	Umbrella		
13)	Plaque (Binding with Printing in English/Assamese 2 inch X 1 and 1/2 inch)		

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 of 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 items for salutation**".


District & Sessions Judge
Hojai

3. The quotation in sealed cover containing the financial bids must reach the designated office on or before 26.08.2021, within 4 P.M. Bids received after the due date/ time shall not be entertained.
4. The received bids shall be opened in this office on 31.08.2021 at 3 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 work by the office 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.

C. Terms and Conditions :


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

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

1.
 - i) Proof of 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.
2. The firm/enterprise must have an established shop/office dealing in stationery along with craft and weaving items of indigenous technology/printing articles etc.
3. The rates should be submitted with GST separately.
4. 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.


District & Sessions Judge
Hojai


5. The service contract shall be for 1(one) year and shall stands 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 other statutory duties will be responsible for any increase in 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 15 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 items 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 in bill basis. The bills to be submitted within 7 days of such execution.
10. Sample of the items should be submitted where necessary.
11. 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.
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.


District & Sessions Judge,
Hojai :: Assam.

Dated Hojai the 12/6 August, 2021.

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Copy 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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