OFFICE OF THE DISTRICT & SESSIONS JUDGE

SRIMANTA SANKARDEV NAGAR, HOJAI, ASSAM
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Memo No. DJHj/ 25/ 1615-1616 , Dated: Hojai, 6th of May 2025

TENDER NOTICE

The District & Sessions Judge establishment, Hojai, invites reputed registered firms/Enterprise for quotations, affixing Court fees of Rs. 8.25 (Rupees Eight and twenty five paise only) non-refundable, for electric biasing works in 6 (six) nos. of Courts and Server Room of the District Judiciary at Hojai, as listed in Annexure-A and as per the Terms and Conditions listed in Annexure-B.

Sd/-

District & Sessions Judge,

Hojai , Assam

Memo No. DJHj/ 25/ 1615 , Dated : Hojai, 6th of May 2025

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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District & Sessions Judge,

Hojai, Assam

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Annexure A

Sl. No.	Place of work	Item (s) required	Quantity required	Rate for each item/ work (Excluding GST)	Rate for each item/work (Including GST)	Total cost of the item (including fitting costs; wherever applicable)
1	Court of the District & Sessions Judge					
2	Court of the Chief Judicial Magistrate					
3	Court of the Civil Judge (Sr. Dv.)					
4	Court of the Sub-Divisional Judicial Magistrate (M)					
5	Court of Civil Judge (Jr. Div.)					
6	Court of the Judicial Magistrate First Class (JMFC)					
7	Server Room					

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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 delivered by hand.

2. Interested Registered firms/Enterprise must submit their quotation in a sealed cover as per the format enclosed as Annexure 'A' and the sealed envelope should be superscripted as "**Quotation for electric biasing work in 6 (six) nos. of Courts and server room.**"

3. The quotation in sealed cover containing the financial bids must reach the designated office **on or before 12 p.m. on 21.05.2025**. Bids received after the due date/ time shall not be entertained.

4. The received bids shall be opened in this office at 3: 00 p.m. on 21.05.2025 in the presence of the undersigned. 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 submitted 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 contract/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) Updated Trade license issued by appropriate authority.
iii) PAN Card in the name of the firm.
iv) GST registration certificate

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to the Govt. Office or as requested by the undersigned.

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

1. The rates should be submitted with GST and without GST separately. The firm should be GST compliant in all respects.

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 basis to this establishment and should be inclusive of all the fitting works.

3. Preference shall be given to Firms with experience in dealing with supply to Govt. Offices/ Departments.

4. The bidders may visit the installation sites physically for assessment and preparation of estimate of the biasing work. However, canvassing in any form shall lead to immediate disqualification from the bidding process and blacklisting with regards to any further bids or contract. The quantity of items required for each Court shall be listed separately as per the format attached with Annexure-A.

5. The bidder shall have to execute the work immediately on receipt of the supply and fitting order. The item supplied should be as per the prescribed specifications and standard and of the best quality available in the market.

6. Payment shall be made after satisfactory execution of the supply and fitting work, subject to availability of sufficient budget under the appropriate Head of Accounts (HOA).

7. Sample of the items should be submitted wherever necessary or as requested.

8. 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 if other conditions are not met.

9. The supplier firm shall submit the warranty documents with the authorized Proprietor/Manager signature and seal and shall undertake to execute the warranty conditions of the supplied equipment.

10. The items supplied and the fitting work shall not be sub-standard or defective in any respect and the supplier shall be held liable for any defect arising due to supply of sub-standard or defective material or fitting work.

11. The undersigned reserves the right to place repeat order as per Procurement Rules. The supplier firm shall be bound to execute the order at the same quoted rates.

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12. In case of violation of terms and conditions of the tender document or the supplied items not being authentic or being of poor quality or not providing satisfactory service the undersigned reserves the right to reject the item and the undersigned shall not be held liable in this regard for any loss incurred by the supplier.

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

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