



OFFICE OF THE DISTRICT & SESSIONS JUDGE

SRIMANTA SANKARDEV NAGAR, HOJAI, ASSAM

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Memo No. DJHj/ 25/ 2472-74 ,

Dated: Hojai, 04th August 2025

NOTICE INVITING TENDER

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 Felicitation items to the establishment of the District & Sessions Judge, Hojai

Annexure A:

Sl. No.	Name of the item	Description	Rate (Including GST)	Rate (Excluding GST)
1	Fulam Gamusa (Silken)			
2	Pat Gamusa (Best Quality)			
3	Jaapi (2.0 ft. Radius) (Traditional)			
4	Jaapi (2.0 ft. Radius) (Bell Metal)			
5	Bouquet (Small)			
6	Bouquet (Big)			

7	Seleng Sadar			
8	Eri Shawl			
9	Shawl (Standard quality)			
10	Plaque (Binding with printing in English/Assamese 2 inch × 1 and ½ inch)			

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**'. The sealed cover of the bid should be superscripted as "**Quotation for annual supply of items for salutation**".
3. The quotation in sealed cover containing the financial bids must reach the designated office on or before **19.08.2025**, within **3.00 PM**. 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 **19.08.2025** in the presence of the undersigned and the authorized representatives of the bidders. 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 1 (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 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.

- 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. The bidders should mandatorily be GST compliant in all respects.
- 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 supply contract shall be for a period of 1 (one) year from the date of approval of the tender and shall expire on completion of the period unless extended expressly by the authority of the undersigned.
3. The rate quoted for each item will be final and no hike in price shall be considered during the contract period. Further, rate quoted in the price bid should be on the basis of doorstep delivery and fitting at the place specified by the undersigned.
4. Preference shall be given to Firm which has experience in supplying to Govt. Offices/ Departments.
5. The bidder shall have to execute the supply order on an immediate basis on receipt of the work order. The item supplied should be as per the prescribed capacity/specifications and standard and of the best quality available in the market.
6. The bidder shall have to supply any other felicitation items apart from the items that are listed in "Annexure A" at market price if required, on urgent request by the undersigned.
7. Payment shall be made to the bank account of the approved firm on bill basis after satisfactory execution of the order and supply of material in satisfactory condition.
8. Sample of the items should be submitted as and where necessary or on request.
9. 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. The bidder shall have to carry out the supply work at the same rates quoted in the tender irrespective of the quantity of the item ordered.
10. 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 the supplier incurring any loss.

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

BQ
L.B.S

District & Sessions Judge,

Hojai, Assam

District & Sessions Judge

Hojai

Memo No. DJHj/ 25/ 2472-74,

Dated : Hojai, 04th Aug.....2025

Copy for information and necessary action to :

1. Systems 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.
2. Notice Board of this establishment.
3. Office File.

BQ
L.B.S

District & Sessions Judge,

Hojai, Assam

District & Sessions Judge

Hojai