OFFICE OF THE DISTRICT & SESSIONS JUDGE

SRIMANTA SANKARDEV NAGAR, HOJAI, ASSAM
Mail Id: djhojai21@gmail.com
Phone Number : 03674262622

Memo No. DJHj/26/ 24-26 , Dated Hojai the 5th of Jan / 2026.

SHORT TENDER NOTICE

A. General

The District & Sessions Judge establishment, Hojai invites Quotation affixing Court fees of Rs. 8.25 (Rupees Eight and twenty five paise) only non-refundable from reputed registered firms/Enterprise for supply and fitting of the following illumination items in the buildings of the District Judicial Court premises (including the JMFC Court), Additional Court building (rented premises), Office of the District Legal Services Authority (DLSA), Hojai and the Judicial residential quarters as per requirement listed in the Annexure mentioned hereunder.

District & Sessions Judge,
Hojai :: Assam.
District & Sessions Judge
Hojai :: Assam

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Copy to:-

1. The District Information & Public Relations Officer, Hojai. He/she is hereby requested to take necessary steps to publish this advertisement in two widely circulated Assamese and English newspaper.
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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Annexure A:

List of items:

Sl. No.	Name of items	Rate of items (With GST).	Remarks
1)	LED strip lights (tricolor)	Per metre	
2)	Tuni LED light (tricolor)	Per set	
3)	Ballon (tricolor)	Per packet with fitting	
4)	Fitting work charge	Per metre	

A. 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 supply and installation of Electrical items for lighting and decoration".**
3. The quotation in sealed cover containing the financial bids must reach the designated office on or before **16.01.2026**, within **02:00 P.M.** Bids received after the due date/ time shall not be entertained.
4. The received bids shall be opened in this office on **16.01.2026** at **03:00 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. Interested bidders may obtain the detail of work as per description mentioned herein as Annexure-A from the Office of the undersigned during Office hours.
8. The financial bid must mention the rate to be charged by the firm as per the following terms and conditions.
9. TDS will be deducted at the applicable rate from the contract amount.

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B. 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 Electrical articles and having technician in their enterprise/Shop.
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.
5. Preference shall be given to Firm which has experience in dealing with supply of above mentioned items to the Govt. Offices/ Departments.
6. The bidder shall have to supply the ordered items immediately and have to make the fitting works of the said materials/articles before the evening of **23.01.2026.** The articles to be supplied should be of best and standard quality and as per samples given by the supplier.
7. The bidder shall have to supply any other ancillary items that are not listed in the above mentioned '**Annexure'** as per Market Price Rate in urgent cases upon written order if required.
8. 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.
9. Sample of the items should be submitted where necessary.
10. 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.
11. 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.
12. The decision of the undersigned in all respect shall be final and binding.

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