



OFFICE OF THE DISTRICT & SESSIONS JUDGE, HOJAI
জিলা ও সত্ৰ ন্যায়াধীশৰ কাৰ্য্যালয়, হোজাই
SRIMANTA SANKARDEV NAGAR, HOJAI, ASSAM
শ্ৰীমন্ত শংকৰদেৱ নগৰ, হোজাই, অসম
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Phone Number : 03674262622

Memo No. DJHj/26/...1453-1455.....

Dated, Hojai the 3rd of July, 2026

NOTICE INVITING QUOTATIONS

The District & Sessions Judge Establishment, Hojai, invites quotations from reputed registered firms/Enterprise affixing Court fees of Rs. 8.25 (Rupees Eight and Twenty Five paise only non-refundable) for annual supply of electrical items as listed in the Annexure-A attached herewith and as per the terms and conditions listed in Annexure-B & Annexure-C.

Sd/-

District & Sessions Judge,
Hojai , Assam

Memo No. DJHj/ 26/ 1454 ,

Dated : Hojai, the 3rd of July, 2026

Copy for information and necessary action to :

1. District Information & Public Relations Officer (DIPRO), Hojai.
- ✓ 2. 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.
3. Notice Board of this establishment.

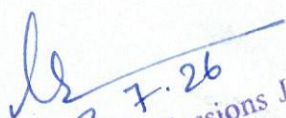
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District & Sessions Judge,
Hojai , Assam

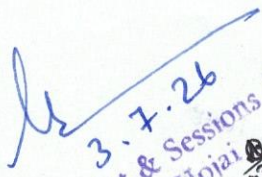
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ANNEXURE-A

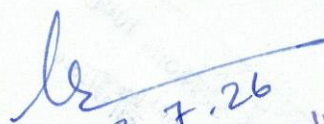
Sl. No.	Name of the Item	Specification/Brand	Quoted Unit Rate of Item (s) in Figures and Words (exclusive of GST/taxes)	GST rate to be charged (as per the new GST Regime)	Rate (inclusive of GST)
ELECTRICAL ITEMS					
1	Battery (For Remote)	Eveready/ Nippo/ Duracell			
2	Battery (For Wall Clock)	Eveready/ Nippo/ Duracell			
3	Battery (Heavy Duty)	Eveready/ Nippo/ Duracell			
4	Calling Bell (Manual and Electric)				
5	Capacitor	440 V 1.5 Micro Farad			
6	Capacitor	440V 3 Micro Farad			
7	Copper Wire (1.5 sq. mm)	Havells/ Polycab/ Anchor/ Finolex/V- Guard			
8	Copper Wire (2.5 sq. mm)	Havells/ Polycab/			


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		Anchor/ Finolex/V- Guard			
Sl. No.	Name of the Item	Specification/ Brand	Quoted Unit Rate of Item (s) in Figures and Words (exclusive of GST/taxes)	GST rate to be charged (as per the new GST Regime)	Rate (includiv e of GST)
9	Copper Wire (4 sq. mm)	Havells/ Polycab/ Anchor/ Finolex/V- Guard			
10	Copper Wire (6 sq. mm)	Havells/ Polycab/ Anchor/ Finolex/V- Guard			
11	Copper Wire (Flexible)				
12	Distilled water (500 ml)				
13	Electric Extension Board (5-pin) - 10 (ten) metre long	Anchor/ Goldmedal/ Havells			
14	Electric Extension Board (6-pin) - 10 (ten) metre long	Anchor/ Goldmedal/ Havells			
15	Electric Kettle (1.5L)	Bajaj/Milton/ Prestige			
16	Exhaust Fan (200 mm sweep)	Bajaj/ Phillips/ Havells/			


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Sl. No.	Name of the Item	Crompton Specificatio n/Brand	Quoted Unit Rate of Item (s) in Figures and Words (exclusive of GST/taxes)	GST rate to be charged (as per the new GST Regime)	Rate (inclusiv e of GST)
17	Exhaust Fan (300 mm sweep)	Bajaj/ Phillips/ Havells/ Crompton			
18	Fan Regulator	Anchor/ Havells/ Polycab			
19	LED Flashlight (6000 LUX)	Duracell/ Phillips			
20	Hi-Speed Ceiling fan (1200 and 1400 mm sweep)	Bajaj/ Crompton/ Usha/Havells			
21	Isolator (40 A - 2 pole)	Anchor/ Havells/ Legrand/ Schneider/ Siemens			
22	Isolator (63 A - 2 pole)	Anchor/ Havells/ Legrand/ Schneider/ Siemens			
23	Isolator (63 A - 4 pole)	Anchor/ Havells/ Legrand/ Schneider/			


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		Siemens			
Sl. No.	Name of the Item	Specification/Brand	Quoted Unit Rate of Item (s) in Figures and Words (exclusive of GST/taxes)	GST rate to be charged (as per the new GST Regime)	Rate (inclusive of GST)
24	Isolator (100 A - 4 pole)	Anchor/ Havells/ Legrand/ Schneider/ Siemens			
25	LED batten (20 W)	Bajaj/ Crompton/ Philips/ Havells/Orient			
26	LED bulb (9W)	Bajaj/ Crompton/ Philips/ Havells/Orient			
27	LED bulb (12W)	Bajaj/ Crompton/ Philips/ Havells/Orient			
28	LED bulb (20 W)	Bajaj/ Crompton/ Philips/ Havells/Orient			
29	LED Panel Light (15W)	Phillips/ Polycab/ Havells/Orient			
30	LED Panel Light (6W)	Phillips/ Polycab/			


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Sl. No.	Name of the Item	Havells/Orient Specification/Brand	Quoted Unit Rate of Item (s) in Figures and Words (exclusive of GST/taxes)	GST rate to be charged (as per the new GST Regime)	Rate (inclusiv e of GST)
31	MCB (8A - 3 pole)	Anchor/ Havells/ Legrand/ Schneider/ Siemens			
32	MCB (16 A - 4 pole)	Anchor/ Havells/ Legrand/ Schneider/ Siemens			
33	MCB (32 A - 4 pole)	Anchor/ Havells/ Legrand/ Schneider/ Siemens			
34	MCCB (125 A and 250 A - 3 pole)	Anchor/ Havells/ Legrand/ Schneider/ Siemens			
35	Monoblock centrifugal water pump (0.75 HP)	Bajaj/ Havells/ Crompton			
36	Monoblock centrifugal water pump (1.5 HP)	Bajaj/ Havells/ Crompton			


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Sl. No.	Name of the Item	Specification/Brand	Quoted Unit Rate of Item (s) in Figures and Words (exclusive of GST/taxes)	GST rate to be charged (as per the new GST Regime)	Rate (inclusive of GST)
37	Room Heater (2000W)	Bajaj/ Crompton/ Orient/Havells Convactor Type Blower Type			
38	Stand Fan (Steel Blade)	Bajaj/ Crompton/ Usha/Havells			
39	Switch Board (Modular)	Per Module			
40	Switch (Modular) 6A/15A/20A - 250V	Anchor/ Goldmedal/ Havells/ Schneider			
41	Tooni Light	per metre			
42	Strip Light (LED)	Per metre			
43	Wall-mounted stand fan (400 mm sweep)	Bajaj/ Crompton/ Usha/Havells			


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ANNEXURE B. Submission of Quotations:

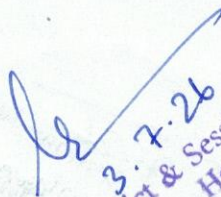
1. The quotations in sealed envelopes should be sent to the office of the District & Sessions Judge, Hojai, Assam by post or delivered by hand. Soft copies of the quotation and other documents shall be summarily rejected.
2. Intending Registered firms/Enterprise may submit their quotation in sealed envelopes in the format enclosed as Annexure 'A' and with adherence to the Terms and Conditions as listed in Annexure-'B' and Annexure-'C'. The bid documents in sealed cover should be super scripted as **"Quotation for annual supply of electrical items to the establishment of the District & Sessions Judge, Hojai for the Financial Year 2026-27"**
3. The quotation in sealed cover containing the financial bids must reach the designated office by 2 : 00 p. m. on the 18th of July, 2026. Bids received after the due date/time shall not be entertained.
4. The received bids shall be opened in this office on the 20th of July, 2026 at 4 : 30 p. m. in the presence of the undersigned or in the meeting of the Bid Evaluation/Purchase Committee.
5. Incomplete quotation or bids submitted without the requisite supporting documents or quotations not received in sealed envelope shall be summarily rejected without assigning any reason and without any communication.
6. A single firm/ enterprise shall not submit more than one no. of quotation or submit quotation (s) in the name of any of its sister concern.
7. This office shall reserve the right to reject any bid/quotation if there appears to be reasonable and probable cause for same.
8. The rates quoted shall be valid for the entirety of the Financial Year 2026-27 from the date of approval of the quotation.


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ANNEXURE C: General Terms and Conditions

The bidding firm (s)/ enterprise (s) shall abide by the terms and conditions as given here under:

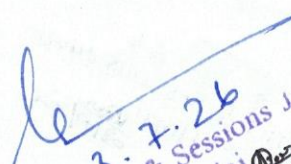
1. The bidder must be a registered local firm/ Enterprise, preferably from Hojai and must submit the necessary documents as listed here under. The documents shall contain the signature of the Proprietor/Manager and seal of the bidding firm.
 - i) Proof of the Current Bank Account of nationalized Bank in the name of the firm.
 - ii) Updated trade license issued by appropriate authority.
 - iii) PAN Card.
 - iv) GST registration certificate.
 - v) Any other documents which are required for supplying goods and services to Govt. offices/departments.
2. The firm/enterprise must have an established shop/office dealing in stationery/electrical/refreshment items.
3. The unit rates quoted should be exclusive of GST and other taxes. The firms mention the GST rates to be charged as per the new GST regime separately and the unit rate inclusive of GST as per the format attached.
4. The bidding firm shall furnish the rates for each brand of the same item separately.
5. 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 basis to this establishment.


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6. The service contract shall be either for 1 (one) year or until the end of the FY 2026-27 and shall stand terminated automatically on completion of the period unless extended by the order of the undersigned. 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 will have to be borne by the supplier.
7. Preference shall be given to Firm which has experience in dealing with supply of above mentioned items to the Govt. Offices/Departments.
8. Mere submission of the lowest bid will not legally bind the undersigned to accept the quotations (s) with the lowest rate; preference shall be given only to the firm (s)/ enterprise (s) that submit quotes for the item (s) as per the specifications. The undersigned reserves the right to accept or reject any quotation without assigning any reason or providing any intimation to any supplier/enterprise, except to the concerned selected bidding firm.
9. The undersigned may choose to split the annual contract between two or more firms based on the individual lowest rates quoted or based on the quality of the samples submitted during the evaluation process.
10. The selected firm (s)/ enterprise (s) shall have to supply the items ordered as per the specifications and quantity detailed in the supply order. The articles to be supplied should be as per the prescribed brand/specifications and in case of items for which samples had been submitted during the evaluation process, as per samples approved by the undersigned/Committee


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11. The bidder shall have to supply other related ancillary items that are not listed in the above mentioned 'Annexure' in urgent cases upon formal supply order, if required, at reasonable rates and as per the prevailing market price.
12. Sample of the items of items for order should be submitted where necessary or as and when requested. If the samples are deemed unsatisfactory or not at par with the specifications, the supply order shall stand cancelled. The undersigned shall not be held liable for any losses whatsoever, to the firm (s)/enterprise (s).
13. The firm (s)/enterprise (s) shall get the Delivery Challan duly signed by the consignee at the time of delivery of the item (s). The Delivery Challan shall contain the list of the item (s) supplied, quantities and the work/supply order against which the supply has been made.
14. Payment shall be made after satisfactory execution of the order and supply of material in satisfactory condition. The firm (s)/enterprise (s) shall submit invoice mandatorily in triplicate and the Delivery Challan within 15 (fifteen) days from the date of delivery of the item (s). The rates charged should be the same as the quoted in the original tender.
15. 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 annual supply contract by giving intimation to the supplier.
16. TDS will be deducted at source at the applicable rate (s) from the bill amount.
17. The decision of the undersigned shall be final and binding in all respects during the contract period.


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