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

Memo No. DJHj/26/ 1450-1452 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 refreshment 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/ 1451 , 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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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)
REFRESHMENT ITEMS					
1	Almond (250 gms)				
2	Aloo Paratha (per piece)				
3	Baked Samosa				
4	Bakery biscuit				
5	Bhujia (200 gms)	Bikaji/ Haldiram			
6	Bread Toast plate (4 pieces)				
7	Butter (100 gms)	Amul/ Britannia/ Mother Diary			
8	Cheese (100 gms)	Amul/ Britannia/ Mother Diary			
9	Butter Naan (per piece)				

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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)**
10	Carbonated soft drink (1 litre)	Cola/ Sprite/ Pepsi/ Fanta			
11	Cashew nut (250 gms)				
12	Chana Mixture (200 gms)	Bikaji/ Haldiram			
13	Chicken Biryani (per plate)				
14	Chicken Butter Masala (per plate)				
15	Chicken Chop				
16	Chicken Chowmein (per plate)				
17	Chicken Curry (per plate)				
18	Chicken Pakoda (5 pieces/plate)				
19	Chicken Patty				
20	Chicken Roll				
21	Coffee	Amulya/ Nescafe (250			

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		ml)			
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)**
22	Cream Roll				
23	Dal Fry/Dal Makhani (per plate)				
24	Dhokla (per piece)				
25	Digestive Nutrichoice biscuit (250 gms)	Britannia/ Biskfarm			
26	Egg (boiled)				
27	Egg Patty				
28	Egg Roll				
29	Fish Curry (per plate)				
30	Fish steamed (per piece)				
31	French Fries (500 gms)	Consumption ready			
32	Fried Brinjal (10 pieces)				
33	Fried Potato (per plate)				
34	Fruit Cake (250 gms)	Eggless			
35	Fruit Juice (1 litre)	RealTropicana			

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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)
36	Ghee Boondi Ladoo				
37	Good Day biscuit/cookie	200 gms and 400 gms			
38	Green Tea (250 gms)	Lipton			
39	Gulab Jamun				
40	Kaju Barfi				
41	Kalakand				
42	Lemon (250 gms)				
43	Milk	Amul Gold			
44	Milk powder	Amul/Nescafe Eveready			
45	Mixed Dry Fruit (250 gms)				
46	Mixed Fruit Jam (200 gms)				
47	Mixed Vegetable salad (per plate)				
48	Mixed Vegetable Subji (per plate)	Seasonal vegetables as directed by			

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		the office			
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)**
49	Moong Dal (200 gms)	Bikaji/ Haldiram			
50	Omelette				
51	Paneer Butter Masala (per plate)				
52	Paneer Patty				
53	Paratha (per piece)				
54	Pista (250 gms)				
55	Plain Curd (500 ml)				
56	Plain Naan (per piece)				
57	Puri Butor Daali (per plate)				
58	Puri Matar Paneer (per plate)				
59	Raisin (250 gms)				
60	Rasgulla				
61	Rasmalai (per bowl)				
62	Salt (500 gms)	Tata Iodized Salt			

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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)**
63	Salted cashew nut (250 gms)				
64	Samosa				
65	Saunf-Misri (100 gms)				
66	Steamed Rice (per plate)				
67	Sugar				
68	Sweet Curd (500 ml)				
69	Tawa Roti (per piece)				
70	Tea powder (250 gms)	Red Label/Lipton/Tata			
71	Vegetable Biryani (per plate)				
72	Vegetable Chop (per piece)				
73	Vegetable Cutlet (per piece)				
74	Vegetable Chowmein				

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	(per plate)				
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)**
75	Vegetable Fried Rice (per plate)				
76	Vegetable Patty				
77	Vegetable Pulao/plate				
78	Vegetable Roll				

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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 refreshment 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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