सत्यमेव जयते

# OFFICE OF THE DISTRICT & SESSIONS JUDGE
# HOJAI :: ASSAM

Memo No.DJHj/26/...1351(A)... Dated: Hojai, the 25th June, 2026.

**Short Notice Inviting Tender**

The District and Sessions Judge establishment, Hojai, invites reputed registered firms/enterprise for quotation of affixing Court fees of Rs. 8.25 (Rupees Eight and twenty five paise) only non-refundable for supply of Training kit, Refreshment item and Banner for the various eCourts Phase III-Capacity Building Training Programmes as notified by Judicial Academy, Assam as mentioned in the **Annexure-A** herewith below for District Judiciary, Hojai.

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O/C

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Copy for information and necessary action to:

1. The Systems Officer, O/o the District & Sessions Judge, Hojai, Assam for uploading the above notice inviting Tender in the official website of District Judiciary.
2. Notice Board of this establishment.
3. Office File.

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**Annexure-A**

| Sl. No. | Name of the item | Quoted unit rate of item(s) | Rate in Rs. | |
|---|---|---|---|---|
| | | | Without GST | With GST |
| 1 | Pen | | | |
| 2 | Notebook | | | |
| 3 | File Cover | | | |
| 4 | Drinking water (500 ml) | | | |
| 5 | Tea | | | |
| 6 | Packet Snacks (Rasgulla, Namkeen, Kaju Barfi) | | | |
| 7 | Banner (Size 3ft x 4ft) | | | |

**Annexure-B**

**Submission of Quotations:**

1. The quotation in sealed cover shall be submitted to the office of the District & Sessions Judge, Hojai, Assam, either by post or 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 Supply of Training kit, Refreshments and Banner for the various eCourts Phase III-Capacity Building Training Programmes".**

3. The sealed quotation in containing the financial bids must reach this office on or before **29.06.2026 by 11.00 A.M.** Quotation received after the due date/ time shall not be entertained.

4. The received bids shall be opened in this office on **29.06.2026** in the presence of the undersigned. The bidding firms are requested to regularly check the official website (**https://hojai.dcourts.gov.in**) of the District Judiciary at Hojai for updated and developments relating to the bidding process.
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.

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7. The rates quoted shall be valid for one year from the date of awarding the supply order of the District & Sessions Judge, Hojai.

8. TDS will be deducted at the applicable rate from the contract amount.

9. The financial bid shall clearly mention the rates quoted for each item as per the prescribed format.

**Annexure-C**

**General Terms and Conditions:**

1. The bidder must be a registered local firm / enterprise and must submit the necessary documents along with tender 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.
   v) MSME (UDYAM) certificate.
   vi) Any other documents which are required for supplying of tendered items to the Govt. office.
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 to this establishment.
3. Preference shall be given to firm which has experience in dealing with supply of the Govt. Offices/ Departments.
4. The bidder shall have to supply the ordered items immediately on receipt of such supply order. The articles to be supplied should be of best and standard quality.
5. Payment shall be made after satisfactory execution of the order and supply of material in satisfactory condition on bill basis.
6. The bidder may visit the installation site physically for preparation of estimated cost for the electric work.
7. Sample of the quoted items shall be submitted wherever required.
8. The undersigned reserves the right to accept or reject any or all quotation in part or full and shall not be bound to accept the lowest bidder.
9. 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.
10. The decision of the undersigned in all matters relating to this tender shall be final and binding on all bidders.

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