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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Memo No. DJHj/26/1609-1610 Dated, Hojai the 21st 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 fitting of iron filtration cartridges listed in the Annexure-A attached herewith and as per the terms and conditions listed in Annexure-B & Annexure-C.

District & Sessions Judge,
Hojai

Memo No. DJHj/ 26/ 1609 , Dated : Hojai, the 21st of July, 2026

Copy for information and necessary action to :

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

21.7.26

District & Sessions Judge,
Hojai

District & Sessions Judge
Hojai
21/07/2026

ANNEXURE-A

Sl. No.	Name of the Work	Quantity	Quoted Unit Rate of Item along with fitting charge (s) in Figures and Words (exclusive of GST/taxes)	GST rate to be charged (as per the new GST Regime)	Rate (inclusive of GST)
1	Fitting new iron filtration cartridges in water purifiers and servicing	24 (twenty four) nos.			
2	Fitting of new iron filtration cartridges (20 inches) in water dispensers	7 (seven) nos.			

21.7.26

District & Sessions Judge
Hojai
21/07/2026

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 repairing of water purifier in the establishment of the District & Sessions Judge, Hojai".

3. The quotation in sealed cover containing the financial bids must reach the designated office by the **3rd of August, 2026 before 2 : 00 p.m**.. Bids received after the due date/time shall not be entertained.

4. Interested bidders may contact the office of the undersigned regarding inspection of the work site (s) if required to ascertain the scope of the supply and fitting work required.

5. The received bids shall be opened in this office on the 3rd of August, 2026 at 4 : 30 p. m. in the presence of the undersigned or in the meeting of the Bid Evaluation/Purchase Committee.

6. 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.

7. 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.

21.7.26

District & Sessions Judge
Hojai
21/07/2026

8. This office shall reserve the right to reject any bid/quotation if there appears to be reasonable and probable cause for same.

9. The rates quoted shall be valid for the entirety of the Financial Year 2026-27 from the date of approval of the quotation.

24.7.26

District & Sessions Judge
Hojai
24/07/2026

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 the aforesaid items/services.

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 item and work 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.

6. Increase and decrease of prices, Taxes and duties will not affect the price quoted by the bidder. The bidder/supplier will be responsible for any increase in

21.7.26

District & Sessions Judge
Hojai
21/07/2026

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 and fitting works in 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 work between two 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 execute the work as per the specifications and quantity detailed in the work order. The items fitted 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.

11. Sample of the items of items to be fitted should be submitted where necessary or as and when requested. If the samples are deemed unsatisfactory or not at par with the specifications, the work order shall not issued. The undersigned shall not be held liable for any losses whatsoever, to the firm (s)/enterprise (s).

12. Payment shall be made after satisfactory execution of the work order. The firm (s)/enterprise (s) shall submit invoice mandatorily in triplicate within 15

21.7.26
District & Sessions Judge
Hojai
21/07/2026

(fifteen) days from the date of completion of the work. The rates charged should be the same as the quoted in the approved quotation.

13. In case of violation of terms and conditions of the tender document or unsatisfactory supply of material or of poor quality or sub-standard fitting work, the undersigned reserves the right to withhold payment until rectification of the aforesaid, by giving intimation to the supplier.

14. TDS will be deducted at source at the applicable rate (s) from the bill amount.

15. The decision of the undersigned shall be final and binding in all respects with regard to the work and billing.

21.7.26
District & Sessions Judge
Hojai
24/07/2026