

OFFICE OF THE DISTRICT & SESSIONS JUDGE :: :: BONGAIGAON

NOTICE INVITING QUOTATION

Dated, Bongaigaon, the 10th of August, 2026

Sealed Quotations are hereby invited from local genuine technicians, authorized service providers, and reputed firms for executing necessary repair and servicing works of Air Conditioners (ACs) installed at the establishment/offices under the jurisdiction of the District and Sessions Judge, Bongaigaon.

1. Scope of Work & Item Description:

Sl. No.	Particulars / Scope of Work	Location / Office	Quantity
1	Overhauling, gas charging, compressor/part replacement, and general repair of Air Conditioners (Split/Window units).	Judicial Courts & Officer Chambers under District Judiciary, Bongaigaon	As per requisition / site inspection

2. Terms & Conditions:

1. Submission Mode & Format: The quotation must be submitted in a sealed envelope superscribed with "**QUOTATION FOR REPAIRING OF AIR CONDITIONERS**" on the top of the envelope.
2. Mandatory Enclosures: Vendors/Technicians must enclose self-attested copies of the following documents along with their sealed quotation:
 - i. Trade License / Registration Certificate of the firm/technician.
 - ii. GST Registration Certificate (if applicable) & PAN Card.
 - iii. Contact details and bank account particulars.
3. Price Formulation: Rates must be quoted per unit/item inclusive of all labour charges, spare part costs, transportation, and applicable taxes/GST.
4. Site Inspection: Intending technicians/vendors may inspect the AC units on any working day during office hours prior to the submission deadline by contacting the office.
5. Selection Criteria: Evaluation of quotations and selection of the successful bidder shall be based on the lowest responsive rate (L1) recommended by the officially constituted Purchase Committee.
6. Sanction & Work Order: The work order shall be issued strictly after formal Financial Sanction is accorded by the competent authority.

7. Reservation of Rights: The undersigned reserves the right to accept or reject any or all quotations without assigning any reason thereof.

3. Dates & Timeline

- Date of Issue of NIQ: 10th of August, 2026.
- Last Date & Time for Submission of Quotations: 17th of August, 2026 up to 05:00 PM.
- Date & Time of Opening Quotations: 18th of August, 2026 at 04:00 PM.

By Order,

Chief Administrative Officer,
O/o the District & Sessions Judge,
Bongaigaon.

Memo No. DJB. X-4/2026/ 5406-07. Dated, Bongaigaon, the 10th of August, 2026

Copy to:

1. The Systems Officer, District Judiciary, Bongaigaon, with an instruction to upload this NIQ on the official website.
2. Notice Board of this Office.
3. Office file.

Chief Administrative Officer,
O/o the District & Sessions Judge,
Bongaigaon.