OFFICE OF THE DISTRICT & SESSIONS JUDGE, KAMRUP , AMINGAON

Memo No. DJKA/ 1462 /2026 Date :- 20/02/2026

NOTICE INVITING QUOTATION

The District & Sessions Judge establishment, Kamrup, Amingaon, invites reputed registered firms/Enterprise for Quotation affixing Court fees of Rs, 8.25 (Rupees Eight and twenty five paise) only non-refundable for annual supply of File article as per requirement listed in the Annexure mentioned hereunder.

Annexure A:

List of Articles

Sl no	ITEM NAME AND SPECIFICATION	UNIT	RATE (without tax)	RATE IN Rs (with Tax)
1	FILE COVER TRIPLES X BOARD WITH PRINT (WHITE) WITH COATED HOLE ON THE LEFT SIDE TOP CORNER)10"X14" AS PER SAMPLE			
2	FILE BOARD, EXTRA THICK CLOTH BINDING (WHITE/RED/YELLOW/GREEN/BLUE , AS PER THE HIGH COURT RULES AND ORDERS) 10"X14" AS PER SAMPLE			
3	FILE BOARD, THICK , 10"x14"			

B. **Submission of Quotation :-**

1. The quotation in sealed cover should be sent to the office of the District Sessions Judge, Kamrup, Amingaon, Assam by post or by hand delivered.

2. Interested Registered firms/Enterprise must submit their quotation in sealed covers as per the format given herewith as Annexure 'A'. The sealed cover of the bid should be superscripted as "Quotation for annual supply of File articles".

3. The quotation in sealed cover containing the financial bids must reach the designated office on or before 23 th of February 2026.

4. The received bids shall be opened in this office on 26.02.2026 in the presence of the bidder or their authorized representative. All the bidders shall remain present either in person or through authorized representative on aforementioned date and time in the office of the undersigned,

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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.

7. The rates quoted shall be valid for one year from the date of awarding the work of Printing and supply by the office of the District & Sessions Judge, Kamrup, Amingaon .

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

9. The financial bid must mention the rate to be charged by the firm as per the following terms and conditions.

10. The bidder has to submit samples of the items to supply.

Terms and Conditions :

The firm / Enterprise shall abide by the following terms and conditions.

1. The bidder must be a registered firm / Enterprise and must submit the necessary 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) Any other documents which are required for supplying of tendered items to the Govt. Office.

2. The rates should be submitted with GST.

3. 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.

4.Preference shall be given to Firm which has experience in dealing with supply of File articles to the Govt. Offices/ Departments.

5. File cover will have to be printed with the particulars as specified by the District & Sessions Judge establishment at the cost of the supplier.

6. Supplier may be order to supply file covers of different colours is so required.

7. The bidder shall have to supply the ordered items immediately and not later than 15 days of receipt of such supply order. The articles to be supplied should be of best and standard quality and as per samples given by the supplier.

8. The District & Sessions Judge establishment will place offers from time to time supply of the quantity and others specification for supply for File Board/File Covers etc.

9. The bidder shall have to supply any other kinds of File/Board that are not listed in the above mentioned 'Annexure' as per Market Price Rate in urgent cases upon written order if required.

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10. Payment shall be made after satisfactory execution of the order and supply of material in satisfactory condition in bill basis. The bills to be submitted within 7 days of such execution.

11. Sample of the items should be submitted along with the bids

12. The undersigned reserves the right not to accept or reject any or all quotation in part or full and shall not be bound to accept the lowest bidder. Selection will be made on the price quoted basis of the as well as the quality of the articles to be supplied.

13. 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 and the risk and the cost for the damage will be sustained by the supplier.

14. The decision of the undersigned in all respect shall be final and binding.

Sd/-
District & Sessions Judge,
Kamrup, Amingaon.

Memo No. DJKA/ 14621-64 /2026

Date :- 20/02/2026

Copy to :-

1. The System Officer, O/o- District & Sessions Judge, Kamrup, Amingaon to upload in website of this establishment.
2. Notice Board.
3. Office File

District & Sessions Judge,
Kamrup, Amingaon.

District & Sessions Judge
Kamrup, Amingaon

20/2/26

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