

জিলা ও সত্ৰ ন্যায়াধীশৰ কাৰ্যালয়, যোৰহাট

OFFICE OF THE DISTRICT & SESSIONS JUDGE, JORHAT

NOTICE INVITING QUOTATION

Sealed Quotations affixing non-refundable court fee stamp of Rs. 8.25/- only are invited from intending registered agency/firm/organization for supply and installation of 02 nos. of Canon iR 2925/2930/2945 photocopier machine with compatible stabilizer. The quotations shall be submitted to this office **on or before 29/01/2025** till 05.00 p.m. No quotation will be entertained beyond the scheduled date and time.

Sl. No.	Name of item
1	Canon iR 2925/2930/2945 photocopier machine or equivalent with compatible stabilizer

Terms & Conditions

1. The sealed envelope duly marked as "Tender for supply of Canon iR 2925 /2930/2945 photocopier machine or equivalent with compatible stabilizer".
2. The sealed quotation should be submitted to the office of the District & Sessions Judge, Jorhat, during office hours on working days.
3. The Parties also have to submit firm's Bank account number.
4. The rate should be quoted inclusive of all taxes.
5. The quotation will be opened **on 30/01/2025** in the office chamber of the undersigned. (if any changes occurs on the date of opening the sealed quotations owing to any unavoidable circumstances, it would be intimated in the **official website and Notice Board of office of the District & Sessions Judge, Jorhat only.**)
6. Rate quoted for the items will be final and no further hike in price of the items will be entertained.
7. The items shall be delivered and installed at the office of the District & Sessions Judge, Jorhat.
8. The bidders shall quote the rate against the item as per prescribed list appended herewith.
9. The firm should quote the rate for the item only which are mentioned in the items list provided.
10. The supplier will have to bear all the overheads & expenses, etc. in connection with packing, transportation, etc. in connection with the supply to the office of District & Sessions Judge, Jorhat.
11. The District & Sessions Judge, Jorhat reserves the right to accept or reject any or all quotation in part or full without assigning any reason thereof. Further, he shall not be bound to accept the lowest bid.
12. In case of violation of terms and conditions of the quotation document or unsatisfactory supply of items or of poor quality/sub standard in nature, District & Sessions Judge, Jorhat reserves the right to terminate the contract by giving intimation to supplier immediately.
13. The decision of the District & Sessions Judge, Jorhat in all respects shall be final and binding.

Sd/- P. Das,
District & Sessions Judge,
Jorhat.

Memo No. JJA./ 737 - 40 /2025

Dated 20.01.25.

Copy to : -

1. The District Information and Public Relations Officer, Jorhat. You are requested to make necessary arrangement for publication of the NIQ in print media through an Assamese and English daily news paper.
2. The Systems Officer, Jorhat District Judiciary, for uploading the Notice Inviting Quotation in the District Judiciary website immediately.
3. Notice Board, O/o the District & Sessions Judge, Jorhat.
4. Office File.

S
29/1/25

**Chief Administrative Officer,
O/o District & Sessions Judge,
Jorhat.**

ANNEXURE 'A'
APPLICATION FORM
(TO BE FILLED IN BLOCK LETTERS ONLY)
"FILLING UP OF ALL THE FIELDS IS MANDATORY"

1. Name :
.....
2. Address.....
.....
.....
3. Mobile No.:
4. Email Id:
5. Rate offered for items for which written bid submitted.

Sl. No.	Item Description	Quality	Rate with GST (per piece)	Rate without GST (per piece)
1	Canon iR 2925/2930/2945 photocopier machine or equivalent with compatible stabilizer	Best		

I do hereby declare that I have understood all the Terms and Conditions as mentioned in the concerned NIQ and quoted the price.

(Full Signature with date)