জিলা ও সত্র ন্যায়াধীশৰ কার্যালয়, যোৰহাট
OFFICE OF THE DISTRICT & SESSIONS JUDGE, JORHAT

NOTICE INVITING QUOTATION

Dated Jorhat the 28th day of May, 2025

Sealed quotations affixing Court Fee stamp of Rs.8.25 (non refundable) are invited from the intending GST registered firms for supply and installation of the following items to the Office of the District & Sessions Judge, Jorhat on or before **13/06/2025** by 04:30 p.m. No quotations will be entertained beyond the scheduled date and time.

Particulars of the items :

SL No.	Particulars	Minimum Requirement
1	Biometric Attendance Device	Face reading capacity:300 Finger print Capacity : 500 ID Card: Optional Transaction capacity : 100000 Face recognition distance : 1.5 meter
2	Installation of LAN for the Biometric Attendance Device	Best quality Cat 6 cable, 8 port switch(preferably Dlink)

GENERAL TERMS & CONDITIONS

1. The Parties at the time of submitting quotation shall have to submit photocopy of trade license & GST Registration certificate etc of the firm. The envelope containing the quotation should be superscribed as "Quotation for supply and installation of Biometric Attendance Device"
2. The Parties also have to submit firm's Current Bank account number.
3. The rate should be quoted with GST and without GST.
4. Rate quoted for the item will be final and no hike in price of any material will be considered till the end of this financial year wherever required. The bidder will have to bear all the overheads and expenses etc. in connection with packing transportation etc. for the articles to be supplied.
5. OEM should be in IT business for at least 10 years in India.
6. OEM must have its own service centre in Jorhat for last 10 years. Documentary evidence in this regard to be part of bid submission.
7. Bidder should be escalates matrix for their sales & support function. The Vendor must have strong (24x7) telephone/web based customer care cell and registration mechanism.

8. The articles will be purchased as per requirement and same shall be delivered immediately.
9. The District & Sessions Judge, Jorhat 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 price.
10. In case of violation of terms and condition of the quotation document or unsatisfactory supply of materials, District & Sessions Judge, Jorhat reserves the right to terminate the contract by giving intimation to supplier immediately.
11. The decision of the District & Sessions Judge, Jorhat in all respect shall be final and binding.

Sd/-
District & Sessions Judge,
Jorhat.

Memo No. JJA./ 5356-57 **/2025** **Dated** 28/05/2025

Copy to : -

1. The Systems Officer, Jorhat District Judiciary, for uploading the Notice Inviting Quotation in the District Judiciary website immediately.
2. Notice Board, O/o the District & Sessions Judge, Jorhat.
3. Office File.

28/5/25

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 ARE MANDATORY"

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

List of Requirements				
Sl. No.	Item Description	Unit	Rate with GST	Rate without GST
1	Biometric Attendance Device			
2	Installation of LAN for the Biometric Attendance Device			

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)