

**:: OFFICE OF THE DISTRICT & SESSIONS JUDGE ::**  
**:: LAKHIMPUR : NORTH LAKHIMPUR ::**

**NOTICE INVITING QUOTATION**

Dated, North Lakhimpur, the 09<sup>th</sup> April, 2024

Sealed quotations affixing Court fee stamps of Rs 8.25 (Non-refundable) are hereby invited from the Dealers/Suppliers/Firms of the State of Assam for supply of (1) Printed Registers for the financial year 2024-25.

**General terms and Conditions:**

1. The sealed envelope duly marked as **"Quotation for Articles"** and the quotation should contain all the Information as per the format provided in **Annex-I**.  
**In the absence of any of the above documents/information, the offer shall be rejected without making any further reference in this regard.**
2. The quotation shall clearly mention the Rate, including GST, failing which the quotation will be rejected.
3. Rate once quoted shall be final. No separate amount would be payable over and above the quoted rates.
4. Supply should be carried out immediately on receipt of the purchase order from the undersigned.
5. Payments shall be made after satisfactory execution of the work on production of following:
  - c) Bill in triplicate
  - b) Bank Account details
  - d) Delivery Challan duly signed by the consignee.
6. In the event of breach of any terms and conditions or delay or default, the purchase order will be terminated.
7. Conditional tenders are liable to be rejected.
8. Quotations should reach to the office of undersigned on or before **24<sup>th</sup> April, 2024 till 4:30 PM**. No quotation will be received thereafter.
9. Quotation will be opened in the Office of the undersigned on **25<sup>th</sup> April, 2024**.
10. The undersigned reserved the right of accepting/rejecting the quotation without assigning any reason thereof.
11. The undersigned is not bound to accept the lowest bidder.
12. The Firms should quote rate for the items strictly as per unit mentioned in the list of items provided at Annex-II.



13. EMD money has to be deposited by the tenderer as shown below.

Sl. No	Articles	Estimated value in ₹.	EMD/Bid Security in ₹.
1.	Printed Register	₹ 1.0 Lakhs (approx.)	₹ 1000.00/-

14. EMD money has to be deposited in the form of NSC (National Savings Certificate) from any post office in favor of District & Sessions Judge, Lakhimpur, North Lakhimpur and shall be enclosed along with the quotation.
15. Rate quoted for each item will be final and valid for period of one year from date of award of contract. No further hike in the price of any item will be entertained. However validity of award of contract may extend for further period of one year on same terms, conditions and rate.
16. Sample of the items should be submitted if and when necessary.
17. **Tenderer should clearly mention the price of the brand/items of the articles separately.**
18. Payment of bills will be made subject to Receive of Budget.
19. The articles will be purchased as per requirement and same shall be delivered to this office. Whenever necessary on short notice. The supplier will have to replace the rejected articles immediately at their own expenses.
20. The supplier will also have to bear all the overhead & expenses etc. in connection with carting, packaging, transportation etc. in connection with the supply to the office and as per supply order.
21. The decision of the undersigned will be final and binding on all.
22. The quotation should be addressed to "The District and Sessions Judge, Lakhimpur, North Lakhimpur".

Sd/-

(Smti Sharmila Bhuyan)  
District & Sessions Judge,  
Lakhimpur, North Lakhimpur.

Memo No. DJL/ 3203-3207 /2024, dated North Lakhimpur the 09/04/2024.

Copy to:

1. The Systems Officer, Lakhimpur District Judiciary with a direction to upload the Quotation on the official website of Lakhimpur District Judiciary, N L.
2. The President/ Secretary, Chamber of Commerce, North Lakhimpur with a request to publish this notice, at their Notice Board.
3. Notice Board, O/o the District & Sessions Judge, Lakhimpur, N. Lakhimpur.
4. Notice Board, O/o the Chief Judicial Magistrate, Lakhimpur, N. Lakhimpur.
5. Office file.

9.4.24  
District & Sessions Judge,  
Lakhimpur, North Lakhimpur.

Lakhimpur, North Lakhimpur.

09/4/24



## Technical Bid

Sl. No.	Particulars	Details	Page No
1	Registered Name of the Firm (in Bold)		
2	Valid Trade Licence Registration details: (Enclose Copy)		
3	Registered Office Postal Address of the firm: (Including Phone No./Mobile,Fax, E-mail id etc)		
4	GST Registration Number : (Enclose Copy)		
5	PAN Card No.: (Enclose Copy)		
6	Total Experience in as a supplier to Govt. Department/Organization: (Enclose supporting documents/supply order)		
7	Annual business Turnover during the last year (Attested copy of GSTR/Profit and loss Statement for the last year)		
8	Last year Income Tax Return (Enclose copy)		
9	Whether the firm is Black Listed in Govt. Organisation/institution etc. in last five year.		
10	Any Other relevant information		

I/we do hereby solemnly declare and undertake that all terms and conditions of the tender is acceptable in complete. if any information in the tender submitted by me is found incorrect/false, at any time, tender/contract is liable to be rejected.

Date :

Place:

Signature of Tenderer with Seal



**ANNEXURE-I**

SL NO	Printed Registers	Brand/Specification/ Desirable Features	Bid Price (Exclusive of taxes)		
			Unit	In Figures	In Words
1	Printed File Cover - White	As per sample	No.		
2	Printed File Cover - Blue	As per sample	No.		
3	Printed File Cover - Green	As per sample	No.		
4	Printed File Cover - Orange	AS per sample	No.		
5	Printed File Cover - Red	As per sample	No.		
6	File Board, Extra Thick Cloth Binding (Red/Green/Blue	As per sample	No.		
7	Flap with corn), 10" x 14",				
8	Printed Brown Envelope Medium 4" x 10"	As per sample	Piece		
9	Printed Brown Envelope Medium 5" x 11"	As per sample	Piece		
10	COURT DIARY 500 PAGES	As per sample	PER PIECE		
11	REGISTER (SMALL) 200 PAGES	As per sample	PER PIECE		
12	REGISTER (MEDIUM) 300 PAGES	As per sample	PER PIECE		
13	COURT FEE REGISTER (BIG) 200 PAGES	As per sample	PER PIECE		
14	MONEY RECEIPT 200 PAGES				
15	PEON BOOK (100 PAGES)	As per sample	PER PIECE		
16	COPY PETITION REGISTER (BIG) 300 PAGES	As per sample	PER PIECE		
17	PROCESS SERVER REGISTER (BIG) 300 PAGES	As per sample	PER PIECE		
18	REGISTER (BIG) 300 PAGES FOR COURT PROCESS	As per sample	PER PIECE		
19	REGISTER (BIG) 300 PAGES FOR FINE REGISTER OF COURT	As per sample	PER PIECE		
20	REGISTER FOR ATTENDANCE OF WITNESS 300 PAGES	As per sample	PER PIECE		
21	REGISTER OF REQUISITION OF DOCUMENTS FROM THE COPYING DEPARTMENT 300 PAGES	As per sample	PER PIECE		
22	RECORD ROOM REGISTER 200 PAGES	As per sample	PER PIECE		
23	REGISTER OF PROCESS ISSUED 300 PAGES	As per sample	PER PIECE		





24	PEREMPOTARY CASH REGISTER 300 PAGES	As per sample	PER PIECE		
25	FILING REGISTER 300 PAGES	As per sample	PER PIECE		
26	REGISTER OF WARRANTS OF IMPRISONMENT 300 PAGES	As per Sample	PER PIECE		
27	FORMS (LEGAL SIZE) FOR USE IN COURTS	As per sample	PER PIECE		
28	REGISTER FOR INFORMATION PETITION 300 PAGES	As per Sample	PER PIECE		
29	JUDGEMENT REGISTER 300 PAGES	As per Sample	PER PIECE		
30	REGISTER FOR ISSUE & RECEIPT 300 PAGES	As per Sample	PER PIECE		
31	CAUSE LIST REGISTER 500 PAGES	As Per Sample	PER PIECE		
32	TITLE PAGE (LEGAL SIZE)	As per sample	PER PIECE		



1	PRINTED BROWN ENVELOPE MEDIUM 4 1/2 x 7 1/2"	As per sample			
2	PRINTED BROWN ENVELOPE MEDIUM 5 1/2 x 11"	As per sample			
3	COURT DIARY 500 PAGES	As per sample			
4	REGISTER (SMALL) 250 PAGES	As per sample			
5	REGISTER (MEDIUM) 300 PAGES	As per sample			
6	COURT FEE REGISTER (BIG) 200 PAGES	As per sample			
7	MONEY RECEIPT 200 PAGES	As per sample			
8	PEON BOOK (100 PAGES)	As per sample			
9	COPY PETITION REGISTER (BIG) 300 PAGES	As per sample			
10	PROCESS SERVER REGISTER (BIG) 300 PAGES	As per sample			
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12	REGISTER (BIG) 500 PAGES FOR FINE REGISTER OF COURT	As per sample			
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