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

NOTICE INVITING QUOTATION

Dated, North Lakhimpur, the 06.11.2026.

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 **Printed Register** for the financial year 2026-27.

General terms and Conditions:

1. The sealed envelope duly marked as **"Quotation for Printed Registers"** 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:
   a) Bill in triplicate
   b) Bank Account details
   c) 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 **20th Nov, 2026 till 5:00 PM**. No quotation will be received thereafter.
9. Quotation will be opened in the Office of the undersigned on **21st of Nov, 2026**.
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 Annexure-A.
13. List of the items for quotations are as shown below along with the estimated values

Sl. No	Articles	Estimated value in ₹.
1.	Printed Registers	₹ 0.5 Lakhs (approx.)

14. 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.
15. Sample of the items should be submitted if and when necessary.
16. **Tenderer should clearly mention the price of the brand/items of the articles separately.**

17. Payment of bills will be made subject to Receive of Budget.
18. 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.
19. 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.
20. The undersigned reserved the right of accepting/rejecting the quotation in full or part, without assigning any reason whatsoever.
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 Poli Kataki)
District & Sessions Judge,
Lakhimpur, North Lakhimpur.

Memo No. DJL/9672-76 /2026, dated North Lakhimpur the 6 /11/2026.

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.

District & Sessions Judge,
Lakhimpur, North Lakhimpur.

District & Sessions Judge
Lakhimpur, North Lakhimpur

6/11/26

ANNEXURE-A

SL NO.	Stationary Items	Brand/Specification/ Desirable Features	Bid Price (INCLUDING GST)			
			Unit	Approx. Qty used in 1 FY	Unit rate including GST(in Rs)	unit rate inwords
	Printed Stationary Items					
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	ATTENDANCE REGISTER	As per sample	No.			
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	As per sample	PER PIECE			
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 COURT	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 PAG	As per Sample	PER PIECE			
31	CAUSE LIST REGISTER 500 PAGES	As Per Sample	PER PIECE			
32	TRANSIT REGISTER 50/100 PAGES	As Per Sample	PER PIECE			
33	BILL REGISTER 300 PAGES	As Per Sample	PER PIECE			
34	CASH BOOK REGISTER 300 PAGES	As Per Sample	PER PIECE			
35	TOKEN REGISTER 100 PAGES	As Per Sample	PER PIECE			
36	TITLE PAGE (LEGAL SIZE)	As per sample	PER PIECE			

Annex-I

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