

OFFICE OF THE  
CIVIL JUDGE, JUNIOR DIVISION, SUB-DIVISIONAL COURT AT SILIGURI  
(NAZARATH DEPARTMENT)

siliguricivilcourt@gmail.com

ORDER NO...100.../N/SLG. DATED : 05/ 12/ 2023

**:TENDER NOTICE:**

In view of the direction given by the Ld. District Judge at Darjeeling vide letter being No.1110/N dated 22.11.2023 sealed tenders are hereby invited from all willing suppliers/firms on the following terms and conditions for supply of **02 (two) numbers of Dell E 2016H Monitors, Size 19.5", 02 (two) numbers of Dell Keyboard and Mouse**. Such Quotations are to be submitted to the office of the undersigned by 4:30 P.M on or before 19.12.2023.

**:TERMS & CONDITIONS:**

- 1) Quotations should be submitted to the office of the undersigned in sealed envelope on or before **19.12.2023 (between 11:00 A.M and 4:30 P.M)** and should be properly signed and stamped. The office of the undersigned will not take any responsibility for delay, loss or non receipt of quotations sent by post.
- 2) Rate should be quoted taking into account the description, make type and specification of the required items for which tenders have been invited.
- 3) Rates quoted( both in figures and words) should be inclusive of all applicable charges along with GST or any others applicable Tax. Any correction in the quotation is to be duly attested.
- 4) Willing suppliers/ firms submitting quotations should know that the required items supplied may have to be, if necessary, delivered to the Server room of Sub-Divisional Court at Siliguri as per instruction of the Nazir of this establishment.
5. At the time of submission of quotations, the concerned suppliers/firms will have to submit copies of such documents as Trade license and PAN etc.
6. Conditional quotations will not be considered.
7. Willing suppliers/ firms submitting quotations should specify the address of their office and their phone/mobile number for the purpose of quick communication in the event of urgency.
8. Canvassing on the part of a supplier/form submitting quotation will rendered its quotation liable to cancellation summarily.
9. The office of the undersigned may award the contract to the supplier/form whose quotation has been determined to be substantially responsive and who has quoted the lowest evaluated price. However, the undersigned is not bound to accept the lowest bid. The undersigned reserves the right to accept or reject any or all quotations and to cancel the process at any time prior to the award of contract for any reason whatsoever.
10. Upon selection of the quotation, the concerned supplier/form would have to supply the monitors, keyboard and mouses strictly accordance to the description/make/type/specifications provided in the instance notice. In case of any deviation from this and any default regarding this on the part of a selected suppliers/firms, the undersigned may take any or all such action against the supplier/firm as it may consider appropriate.
11. Payment will be made depending on the availability of allotment of fund.

sd/-  
Judge-In-Charge, Nazarath Department  
cum Civil Judge (Junior Division), Siliguri.

CIVIL JUDGE JUNIOR DIVISION  
Siliguri