

QUOTATION NOTICE

No

Date

Sealed quotations affixing Court fee of **Rs 8.25** (Rupees Eight and paise twenty five) only are hereby invited from the reputed Suppliers/ Firms for supplying the Logistics items as mentioned in **Appendix-A** for use in the office of the **District & Sessions Judge, Kokrajhar** and residence of the Judicial Officers for the financial year 2022-23. The intending suppliers can submit the quotation in sealed cover within **19th October 2022** which will be received till **2.30 P.M** in the Office of the undersigned.

GENERAL TERMS & CONDITIONS

1. The sealed envelop containing quotation shall be superscribed as **QUOTATION FOR SUPPLY OF.....**”(please mention specifically “**Stationary items**”, “**IT Equipments & Accessories**”, or “**Printing & Binding**” or “**Electric items**” whichever is applicable) and should be addressed to “**The District & Sessions Judge, Kokrajhar**” along with the following documents:
 - a) Copy of PAN Card
 - b) Copy of GST Registration Certificate
 - c) Bank details for payment.
2. Each page of the documents should contain Full Signature of the Applicant, Date, Rubber Stamp and Phone No of the firms.
3. Prices/ Rates for each item/ equipment should come with the negotiable discounted offer for considering competitive bidder.
4. The prices quoted for services should be inclusive of all taxes and duties for free delivery and installation at the site.
5. Exact details of GST and other levies must be clearly indicated.
6. Prices once approved will remain valid during the supply period. Any increased and decreased of Taxes and other statutory duties will not affect the price during the period.
7. The competent authority shall be under no obligation to accept the lowest rate or any tender received in response to this tender notice and shall be entitled to reject any tender without assigning any reason whatsoever.
8. Delivery and installation of the items/ equipment with specified accessories to be made within the stipulated period after release of the supply order.
9. Payment shall be made after satisfactory of the supply of items or installation of the equipment.

10. In case of violation of terms and conditions of the Quotations or unsatisfactory supply of items, the undersigned reserves the right to terminate the supply order by giving intimation to the supplier.
11. The decision of the undersigned in all respect shall be final and binding on all.

Sd/- S. K. Sharma
District & Sessions Judge
Kokrajhar

Memo No. DJK-I/2022/1492-94 .

Dated Kokrajhar the 30th Sep, 2022

Copy forwarded for information to:

1. Notice board of the undersigned.
- ✓ 2. The System Assistant is directed to upload the quotation notice in the Official Website.
3. Office file.


District & Sessions Judge
Kokrajhar
30.09.22

Appendix 'A'

No.DJK-I/2022

Dated _____, Sep, 2022

LIST OF ARTICLES**STATIONERY ITEMS**

1	National Flag(Big and small)	Each	
2	Rope for National Flag	Each	
3	D.F.C Paper	Per Rim	
4	Legal Size Paper 75 GSM	Per Rim	
5	A4 Size Paper 75 GSM	Per Rim	
6	A4 Size Yellow Paper	Per Rim	
7	Carbon Paper	Per Box	
8	Sticky Notes (Flag)	Each	
9	Stamp Pad Big, Medium	Each	
10	Stamp Pad Ink Sulekha	Per Bottle	
11	TAG	Per Bundle	
12	Shalu Cloths	Per mtr	
13	PIN	Per Box	
14	Ball Pen / Gel Pen	Each	
15	Disposal Garbage Bag Plastic	Per Box	
16	GUM Liquid	Per Bottle	
17	Whitener (Correction Pen)	Per Box	
18	Glue Stick	Per Box	
19	Ball Pen Refill Blue	Per Dozen	
20	Ball Pen Refill Red	Per Dozen	
21	Paper Weight	Each	
22	Water Sponge	Each	
23	Calculator	Each	
24	Scale	Each	
25	Steno Book	Per Dozen	
26	Steno Pencil	Per Packet	
27	Lock & Key Big and Medium	Each	
28	Binding Register 6,8,10,20,30	Each	
29	Cover File	Each	
30	Lace File	Each	
31	Both Side Pen	Per Dozen	
32	Pen Stand (B.Q)	Each	
33	Table Glass "3 X 2"	Each	
34	Towel White Big, Medium, Small	Each	
35	Cup Plate (B.Q)	Per Set	
36	Drinking Glass (B.Q)	Per Set	
37	Candle Big	Per Packet	
38	Plastic Bucket Big	Each	
39	Plastic Mug	Each	

