



**OFFICE OF THE DISTRICT & SESSIONS JUDGE  
NAGAON : ASSAM**

**NOTICE INVITING QUOTATION**

**DATED NAGAON, THE 15<sup>th</sup> MAY, 2020**


Sealed quotations are hereby invited from local registered firms/shops for entering into **Annual Rate Contract** for supply of **cleaning & sanitation products** for use in the establishment of the District & Sessions Judge, Nagaon, for the financial year 2020-2021. The intending firms must submit their quotations in sealed envelop to the Office of the undersigned on or before **30<sup>th</sup> May, 2020** during the working hours.

**GENERAL TERMS & CONDITIONS**

- 1.** The seal quotation shall be superscribed as **“Quotation for supply of Cleaning & sanitation products”** and should contain the following documents :-
  - i. Proof of Current Bank Account in the name of the Firm (preferably SBI).
  - ii. Trade licence issued by appropriate authority.
  - iii. Pan card in the name of the firm.
  - iv. GST registration certificate.
  - v. Any other documents which are required for supplying of Article to the Govt. Office.
- 2.** The firm should have an established shop dealing in Stationery/Electrical/Miscellaneous articles. Details of the shop is to be furnished along with quotation for verification.
- 3.** The rates approved by the Committee constituted for the selection of bidder shall be valid for a period of one year from the date of approval letter of this establishment. Increase and decrease of Prices, Taxes and other statutory duties will not affect the price during this period. The supplier will be responsible for any increase in Prices, Taxes and Duties. Any increase in taxes and other statutory duties/levies after the approval of Rates shall be to the supplier's account
- 4.** The rate should be submitted with GST and without GST separately.
- 5.** The rate quoted for each item will be final and in no hike in price shall be considered in the contract period.

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6. Preference may be given to Firm/Shop which has experience in dealing with supply of Office goods/articles in High Court/District Courts/Govt. Offices.
7. The bidder shall have to supply the ordered items immediately on receipt of such supply order. The article to be supplied should be of best and standard quality.
8. Payments shall be made after satisfactory execution of the order and supply of material in satisfactory condition in bill basis.
9. Sample of the items should be submitted where necessary.
10. The firms should quote rate of items for the specified brand name, size, weight etc.(where applicable) as per the prescribed list/format appended herewith without adding any extra item.
11. The articles will be purchased as per requirement and same shall be delivered to the O/o the undersigned/Judges Bungalow etc. wherever necessary immediately.
12. The undersigned reserves the right not to accept or reject any or all quotation in part or full and he shall not be bound to accept the lowest bidder.
13. In case of violation of terms and conditions of the tender document or unsatisfactory supply of material or of poor quality and below standard, the undersigned reserves the right to terminate the supply order by giving intimation to the supplier.
14. The decision of the undersigned in all respect shall be final and binding.


  
15/5/2020  
District & Sessions Judge,  
Nagaon (Assam)

MEMO.NO.DJN/STA/5/2020/4013-4015

DATED: 15.05.2020


Copy to :-

- 1) The Systems Officer, O/o The District & Sessions Judge, Nagaon. He is requested to upload the notice in the Official Website of the Nagaon District Judiciary, along with the list of items/articles/materials enclosed.
- 2) Notice Board of this establishment.
- 3) Office File.

  
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List of Articles - Cleaning & Sanitation

Sl. No.	Name of the items	Per Unit	Rate (in Rs.)
1	Acid for floor cleaning	Bottle	
2	Bamboo Broom (Long Handle) 5'	No.	
3	Bamboo Broom (Short Handle) 2 ½	No.	
4	Black Phenyl 1 Ltr, Bengal Chemicals	Bottle	
5	Black Phenyl 1 Ltr, Cross	Bottle	
7	Black Phenyl ½ Ltr, Bengal Chemicals	Bottle	
8	Black Phenyl ½ Ltr, Cross	Bottle	
9	Black Phenyl 5 Ltr, Bengal Chemicals	Jar	
10	Black Phenyl 5 Ltr, Cross	Jar	
11	Bleaching Powder, 1Kg, General	Pkt.	
12	Bleaching Powder, ½ Kg, General	Pkt.	
13	Chitranala Oil, 100 ml, Good Quality	Bottle	
14	Chitranala Oil, 200 ml, Good Quality	Bottle	
15	Colin Cleaning Spray, 250ml	Bottle	
16	Colin Cleaning Spray, 500ml	Bottle	
17	Dettol Soap, Big	No.	
18	Dettol Soap, Small	No.	
19	Dettol Disinfectant Multi-use Hygiene Liquid, 500ml	Bottle	
20	Floor Moper, Spotzero	No.	
21	Face Mask good quality	No.	
22	Garbage Polythene Bag, Small	Pkt.	
23	Garbage Polythene Bag, Medium	Pkt.	
24	Garbage Polythene Bag, Big	Pkt.	
25	Harpic Liquid, 250 ml	Bottle	
26	Harpic Liquid, 500 ml	Bottle	
27	Hand Sanitizer, Dettol, 50 ml (Alcohol Based)	No.	
28	Hand Sanitizer, Dabur, 50 ml (Alcohol Based)	No.	
29	Hand Sanitizer, Lifebuoy, 50 ml (Alcohol Based)	No.	
30	Hand Sanitizer, Dettol, 100 ml (Alcohol Based)	No.	
31	Hand Sanitizer, Dabur, 100 ml (Alcohol Based)	No.	
32	Hand Sanitizer, Lifebuoy, 100 ml (Alcohol Based)	No.	
33	Hand Sanitizer, Dettol, 500 ml (Alcohol Based)	No.	

  
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34	Hand Sanitizer, Dabur, 500 ml (Alcohol Based)	No.	
35	Hand Sanitizer, Lifebuoy, 500 ml (Alcohol Based)	No.	
36	Hand Gloves (latex, good quality)	Pair	
37	Hand Gloves, Spotzero	Pair	
38	Hand wash, Dettol, 200ml	No.	
39	Hand wash refill, Dettol, 175ml	No.	
40	Lizol (with size/quantity)	Bottle	
41	Napthalene, 100 gms	Pkt.	
42	Napthalene, 50 gms	Pkt.	
43	Odonil Big (75 gms)	Dzn.	
44	Odonil Medium (50 gms)	Dzn.	
45	Phool Jharu, Long Size, Best Quality	No.	
46	Sanitary Cleaning Brush, Long, Good Quality	No.	
47	Sanitary Cleaning Brush, Short, Good Quality	No.	
48	Waste Paper Bucket (Plastic)	No.	
49	Waste Paper Bucket Paddle Type (Plastic)	No.	
50	White Phenyl, 1 Ltr, Cross	Bottle	
51	White Phenyl, 1 Ltr, Chitra Fresh	Bottle	
52	White Phenyl, ½ Ltr, Cross	Bottle	
53	White Phenyl, ½ Ltr, Chitra Fresh	Bottle	
54	White Phenyl, 5 Ltr, Cross	Jar	
55	White Phenyl, 5 Ltr, Chitra Fresh	Jar	
56	PPE kit	No.	
57	Sodium Hypochlorite	Gallon	

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