

OFFICE OF THE SUB-DIVISIONAL JUDICIAL MAGISTRATE
KALIABOR :: NAGAON :: ASSAM

DATED NAGAON, The 07th April, 2021

Sealed quotations are hereby invited from local registered firms/shops for entering into Annual Rate Contract and supply of Stationer articles for use in the establishment of the SDJM, Kaliabor for the financial year 2021-22. The intending firm(s)/shop(s) must submit their quotation(s) in sealed envelop to the office of the undersigned on or before 21st April 2021 during the working hours. Quotations will be opened on 26th April 2021 at 03.00 P.M unless decided otherwise.

General Terms & Conditions

1. The sealed quotations shall be superscribed as "Quotation for supply of Stationery Articles" and should contain the following documents:-
 - (i) Prof of current Bank Account in the name of the firm (preferably SBI).
 - (ii) Copy of PAN card in the name of the firm.
 - (iii) Copy of GST registration certificate.
 - (iv) 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/ Furniture/Electrical/Miscellaneous articles. Details of the shop is to be furnished along with the quotation for verification.
3. The rates approved by the undersigned or 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.
6. Preference may be given to firm/shop which has experience in dealing with supply of Office goods/articles in High Court/District Courts.
7. The bidder shall have to supply the ordered items immediately on receipt of such supply order. The article to be supplied should be best and standard quality.
8. Payments shall be made after satisfactory execution of the order and supply of material in satisfactory condition on 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 immediately whenever necessary.
12. The undersigned reserves the right not to accept or reject any or all quotation in part or full. Quoting of the lowest rate will not be the sole criteria for selection of the bidder.
13. In case of violation of any terms(s) and condition(s) of the tender document or unsatisfactory supply of material or of poor quality and substandard articles(s), the undersigned reserves the right to terminate the supply order by giving intimation to the supplier.

14. The bidder or his/her authorised representative may remain present in person on opening of quotation/bid on the date fixed as notified. Subsequent objection will not be entertained if a party fails to remain present on notified date.

15. The decision of the undersigned in all respect shall be final and binding.

SSJ
Sub-Divisional Judicial Magistrate (M)
Kaliabor, Nagaon, Assam.

Memo No. SDJM(M)(K) ~~148-148~~ dated the *7th* day of *April* 2021.

Copy information to :-

1. The Hon'ble District & Sessions Judge, Nagaon for information.
2. The Ld. Chief Judicial Magistrate, Nagaon for information.
- ✓ 3. The System Officer, O/O the Hon'ble District & Sessions Judge, Nagaon for uploading the same in the official website.
4. The Notice Board of this establishment.
5. Office file.

SSJ
Sub-Divisional Judicial Magistrate
Kaliabor Nagaon (Assam)
7/4/21