



OFFICE OF THE DISTRICT & SESSIONS JUDGE
NAGAON : ASSAM

NOTICE INVITING QUOTATION

DATED NAGAON, THE 14th MAY, 2020

Sealed quotations are hereby invited from local registered firms/shops for entering into **Annual Rate Contract** for supply of **computer peripherals** 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 **30th May, 2020** during the working hours.

GENERAL TERMS & CONDITIONS

1. The seal quotation shall be superscribed as "**Quotation for supply of Computer Peripherals**" 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.

J.
14/5/2020

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.

Sd/-

District & Sessions Judge,
Nagaon::Assam.

MEMO.NO.DJN/STA/2/2020/ 4004-4006

DATED: 14-5-2020

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.

14/5/2020

District & Sessions Judge,
Nagaon::Assam.
District & Sessions Judge
Nagaon (Assam)

List of Computer Peripherals

Sl. No.	Name of the items	Per Unit	Rate (in Rs.)
1	Anti-virus software (Kaspersky/E-set/K7 anti virus/Quick heal anti-virus)	No.	
2	Assamese Typing Software	No.	
3	Blank CD	Pc.	
4	Blank DVD	Pc.	
5	Computer Mouse (Logitech)	No.	
6	Computer UPS (numeric)	No.	
7	Computer LED Monitor (AOC)	No.	
8	Computer LED Monitor (HP)	No.	
9	Computer LED Monitor (DELL)	No.	
10	Computer Keyboard (Logitech)	No.	
11	Crimping Tool Good Quality	No.	
12	RJ-45 Connector	No.	
13	Canon Cartridge 337	No.	
14	Canon Cartridge 332	No.	
15	Canon Cartridge NPG59	No.	
16	HP Toner 12A	No.	
17	HP Toner 78A	No.	
18	HP Toner 88A	No.	
19	Pro Dot Cartridge	No.	
20	Toner refilling	No.	
21	Brother Toner original	No.	
22	Richo Toner MP2501S	No.	
23	Richo Toner MP1230D	No.	
24	Pen Drive (16GB) (Sandisk)	No.	
25	Pen Drive (32GB) (Sandisk)	No.	
26	Fax Ribbon (Imaging Film) 220 mm x 50 m	Pkt.	
27	Fax Roll 30 mtr	Roll	


 14/5/20