

OFFICE OF THE INDUSTRIAL TRIBUNAL::CACHAR::SILCHAR

NO.ITS.03/2010/

Dtd. Silchar, the 28th August/2019

NOTICE INVITING QUOTATION

Sealed quotation affixing Court fee stamps of Rs.8.25/- only (Non-refundable) are hereby invited from registered local firms for supply of (1) Stationery articles, (2) Miscellaneous Items, (3) Electronic Items to the office of Industrial Tribunal , Cachar, Silchar for a period of one year. The quotation should reach the undersigned on or before 09.09.2019.

GENERAL TERMS & CONDITIONS

- 1) The quotation shall be submitted separately for supply of each category of article mentioned above and the envelope containing should be super scribed as " Quotation for supply of Stationery, Electronic items and Miscellaneous items" so on and should contain the following documents:-
 - a) Copy of PAN Card.
 - b) Up to date copy of GST clearance certificate.
 - c) Copy of Trade License.
 - d) Copy of GST Registration certificate.
- 2) The firm should have an established shop/Govt. Contractor dealing in stationery /Miscellaneous materials. Detailed address of shop/Govt. Contractor is to be furnished alongwith quotation for verification.
- 3) Rate should be quoted both in words and figure and excluding GST. GST is to be specified separately against the item in the bill , wherever applicable.
- 4) Rate quoted for each item will be final and no hike in price of any material will be considered during the contract period. However, the bidders are permitted to increase the rate with increase of M.R.P, if the quote M.R.P as the price in case of branded products.
- 5) Sample of the item should be submitted where necessary.
- 6) The bidder shall quote rate against the specified brand name, size, weight etc.(where applicable of the articles as prescribed list/format appended herewith.
- 7) The articles will be purchased as per requirement and the same shall be delivered to the office of the undersigned or wherever necessary immediately.
- 8) The undersigned reserves the right to accept or reject any or all quotations in part or full and he shall not be bound to accept the lowest price.
- 9) In case of violation of terms & condition of the quotation document or unsatisfactory supply of material of poor quality and below standard, the undersigned reserves the right to terminate the contract by giving intimation to the supplier.
- 10) The decision of the undersigned in all respect shall be final and binding.
- 11) The selected supplier may be directed to supply articles not mentioned in the list on agreed price between both the parties.
- 12) The bidder shall quote price for best quality only , if not otherwise specified in the list.
- 13) The bidder shall submit his sealed envelope to the receipt section of the court and shall obtain proper receipts.
- 14) Tenders can be submitted either for any individual category viz(A),(B) and (C) or for all categories as a whole.

Presiding Officer, Industrial Tribunal
Cachar, Silchar

Dtd.28.08.2019

Memo No. ITS/03/2010/692

Copy for information :-

- 1) The District & Sessions Judge, Cachar, Silchar.
- 2) The Chief Judicial Magistrate, Cachar, Silchar.
- ✓ 3) The Systems Officer, District Court, Cachar with request to upload the Notification in our official web site.
- 4) Notice Board.
- 5) Office File.

Encl:-03 sheets (Three) list of items

Presiding Officer, Industrial Tribunal
Cachar, Silchar

