

OFFICE OF THE DISTRICT & SESSIONS JUDGE, CACHAR, SILCHAR

NOTICE INVITING TENDER

Sealed quotations are hereby invited for procurement of following items for the office of the District & Sessions Judge, Cachar, Silchar from registered firm/agency/dealers affixing Court Fee Stamp of Rs. 8.25 (Non Refundable).

The details of the tender can be collected/downloaded from the Cachar District Judiciary website www.cacharjudiciary.gov.in

Details of the required items

Sl. No.	Name of the item	Model No/Technical Specification	Quantity	Price including GST
1	Desktop PC	HP 280 G6 (i5 10 th gen/8 GB RAM/512 GB SSD/Win 11/DVD RW/3 years Warranty)		
2	Monitor (20" inch)	HP		
3	UPS (600 VA)	Numeric Digital 600 Ex (600VA)		
4	UPS (1 KVA)	Numeric Onfinity FM with rack and accessories (1 KVA)		
5	SMF External Battery for 1 KVA UPS (12 V/18 Ah, SMF)	Any reputed brand		
6	Printer with Scanner	Canon Image Class MF 3010		
7	Printer without scanner	HP Laser Jet Pro 1108		
8	Cannon Digital Copier	Canon iR 2006N with Duplex and DADF Facility Scanning, Networking and Mobile Printing Facility along with Voltage Stabilizer & Trolley		

Schedule to the invitation of Tender

Sl. No.	Particulars	Date
1	Date of issue of tender	20-02-2023
2	Time & last date of submission of tender	27-02-2023 (during office hours)
3	Date of opening of qualifying tender	28-02-2023
4	Place of opening of tender	Office of the District & Sessions Judge, Cachar, Silchar

Terms & conditions:-

1. The quotation/s completed in all aspect are to be submitted to the Chief Administrative Officer/Sheristadar of the office of the undersigned on or before 27th February, 2023 during office hours. Any quotation submitted after 27.02.2023 shall be summarily rejected.

2. Rate quoted should be inclusive of GST.
3. The firm/agency/dealer shall clearly mention about the rate both in words and figures giving all details of GST and other charges etc. if any.
4. The bidders should submit the copy of the registration/dealership certificate, GST registration certificate, PAN card etc. along with the quotation.
5. The filled up quotation shall be submitted in a sealed envelope and it is to be marked as "**Quotation for Desktop PC, Monitor, UPS, External Battery, Printer with Scanner, Printer without Scanner & Canon Digital Copier**" in the top of front side of the envelope.
6. The firm/agency/dealer quoting the lowest bid price shall be awarded the tender.
7. Delivery conditions:
 - i. Quantity of order: orders will be placed as and when required by this office.
 - ii. Place of delivery: O/o District & Sessions Judge, Cachar, Silchar.
 - iii. Contact Person: CAO/Court Manager/Systems Officer/Systems Assistant.
8. After selection of the lowest bidder, the firm/agency/dealer shall deliver the items within 1 (one) week or as desired by the undersigned from the date of intimation of his selection.
9. The undersigned in its discretion, reserves the right to reject or accept any or all the tenders, wholly or partly, without assigning any reason and is not bound to accept the rates submitted by the lowest bidder.
10. The undersigned reserves the right to counter offer price against price quoted by the bidder.
11. The decision of the undersigned in all respect shall be final and binding.

Sd/- D. K. Das

**District & Sessions Judge
Cachar, Silchar**

Dated: 20/02/2023

No.JCD/CM/4/23/ 1157-1160

Copy to:

1. The Chief Administrative Officer, O/o the District & Sessions Judge, Cachar, Silchar for information & necessary action.
- ✓ 2. The Systems Officer/Systems Asstt., O/o the District & Sessions Judge, Cachar, Silchar. He/She is requested to upload the Tender Notice in the Cachar District Judiciary website immediately.
3. Notice Board.
4. Office File.

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**District & Sessions Judge
Cachar, Silchar**
District & Sessions Judge
Cachar, Silchar
20/2/23

BIDDER'S PROFILE

1. Name of the Bidder/Firm/Agency/Dealer:

2. Address of the Bidder/Firm/Agency/Dealer:

3. Mobile no. & e-mail id of the Bidder/Firm/Agency/Dealer:

4. Details of registration/dealership certificate, GST registration certificate, PAN card etc. of Bidder/Firm/Agency/Dealer:

I/We hereby declare that the information furnished above is true and correct.

Place:

Date:

Signature of Bidder/Firm/Agency/Dealer (Authorized Signatory).....

Name of the Bidder/Firm/Agency/Dealer.....

Seal of the Bidder/Firm/Agency/Dealer (if any)