

**OFFICE OF THE CHIEF JUDICIAL MAGISTRATE:::BAKSA::ASSAM**

Memo No. CJM/BMA/2022/ 742 E Dated. Mushalpur, the 01<sup>st</sup> day of April, 2022

**NOTICE INVITING TENDER No. 1 of 2022**

**(FOR STATIONERY ITEMS)**

Sealed quotations are invited affixing Court Fee stamp of Rs. 8.25 (Non-refundable) from the intending registered firms for supply of Stationery items, for the establishment of the Chief Judicial Magistrate, Baksa for the year 2022-2023 as per specification given with the Notice.

The undersigned is not bound to accept of a particular firm even it may be lowest rate. Rate should be mentioned in figure and word showing the CGST, SGST and other charges etc. separately.

**GENERAL TERMS & CONDITIONS**

1. The sealed envelope containing quotation shall be marked as "**Tender for Supply of Stationery items**" and the following documents must be annexed with the quotation.
  - a) Copy of PAN Card.
  - b) Copy of Municipal Board Trade license.
  - c) Copy of Trade license.
  - d) Up to date copy of GST clearance certificate.
  - e) An established showroom or shop of respective products.

Each page of the documents should be signed by the bidder with seal to establish the Bidder's eligibility and its qualification to perform the supply of materials if its bid is accepted. In the absence of any of the above documents / information, the offer may be summarily rejected without making any further reference in this regard.

The sealed quotation should be submitted to the office of the Chief Judicial Magistrate, Baksa, Assam, during office hours on working days.

2. In case the successful bidder supplies sub-standard materials the Security deposit shall be forfeited and its tender shall be cancelled. Thereafter, next successive bidder may be considered.
3. The rate approved by the Committee constituted for the selection of bidder, shall be valid for the 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.