

**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 food items to the Office of the District and Sessions Judge, Golaghat for the year 2015-16. The quotation should reach the District and Sessions Judge, Golaghat on or before 04/08/2015 during working days.

**GENERAL TERMS & CONDITIONS:**

- 1) Processing fee of Rs.100/-(Rupees One Hundred) only (Non refundable) in the form of Bankers Cheque/Bank Draft for each quotation separately in favour of District and Sessions Judge, Golaghat from any nationalized/ scheduled bank shall be enclosed along with the quotation payable at Golaghat.
- 2) Successful bidder has to deposit Rs.1,000/-(Rupees One Thousand) only as security deposit in the form of bank guarantee in favour of District and Sessions Judge, Golaghat.
- 3) The quotation shall be submitted separately for supply of each category of article mentioned above along with processing fee and the envelope containing the quotation should be superscribed as "Quotation for supply of food items" and should contain the following documents:-
  - a) Copy of PAN card.
  - b) Upto date copy of AGST/VAT clearance certificate.
  - c) Copy of Golaghat Municipal Board Trade License.
  - d) Copy of AGST/VAT Registration certificate.
- 4) The firm should have an established shop dealing in food items and catering services. Detail address of shop is to be furnished along with quotation for verification. Annual transaction of the firm with Govt. Deptt. And any other organization, should not be less than Rs.60,000/-(Rupees Sixty Thousand) only annually which is to be certified by the competent authority.
- 5) Rate should be quoted both in words and figure and excluding Taxes/VAT. Tax/VAT is to be shown separately against the item in the bills, where applicable, which will be deducted at source. The Firms should quote rate for

Rate quoted for each item will be final and no hike in price of any material will be considered during the contract period.

- 6) Sample of the items should be submitted where necessary.
- 7) The bidder shall quote rate against the specified food item as per prescribed list/format appended herewith.
- 8) The food items will be ordered as per requirement and same shall be delivered to the Office of the District and Sessions Judge, Golaghat or any place in Golaghat Town, wherever necessary, along with caterers (upon requirement) immediately.
- 9) The District and Sessions Judge, Golaghat 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 price.
- 10) In case of violation of terms and condition of the quotation document or unsatisfactory supply of food items and services or of poor quality and below standard, District and Sessions Judge, Golaghat reserves the right to terminate the contract by giving intimation to supplier and forfeit the security deposit.
- 11) The decision of the District and Sessions Judge, Golaghat in all respect shall be final and binding.

  
District & Sessions Judge,  
Golaghat.

28-07-15.

Memo No. DJ(G) \_\_\_\_\_/2015.

Dated Golaghat, the 28<sup>th</sup> of July, 2015

Copy to:

- 1) Notice Board.
- 2) Order File.

