

OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY

NAGAON:ASSAM

NOTICE INVITING QUOTATION

DATED NAGAON, THE 20th FEBRUARY, 2025.

Sealed quotations are invited from reputed/authorized firms/dealers/distributors/shops for supply and installation of Computer and Peripherals of below mentioned items to the office of the District Legal Services Authority, Nagaon, Assam.

Sl. No.	Particulars with specification	Quantity
1	Desktop Computer (Preferably 22 inch, Windows 11 OS, 12 th /13 th Generation i5 processor With 8GB RAM, 1TB Hard Disk with 125/256 SSD Brand name: Dell/ HP/Lenevo/Assemble)	3 nos.
2	Computer UPS (Numeric 600 VA)	3 nos.
3	Printer with scanner and xerox (Preferably Canon image class)	1 nos.
4	HP LaserJet Printer (Preferably HP LaserJet P1108 Printer)	1 nos.
5	SSD Card 256 GB	5 nos
6	Printer Cartridge (5 nos. each printer) i.e., for 2 printer.	10 nos.

The intending authorized firms/dealers/distributors/shops must submit their quotations in sealed envelope to the office of the undersigned on or before **27th February, 2025** during the working hours. In case any clarification is needed, the office of the undersigned may be contacted during office hours or by email at dlsa.nagaon@gmail.com

GENERAL TERMS AND CONDITIONS

2. The seal quotation shall be superscribed as "Quotation for supply and installation of Computer and Peripherals" and should contain the following documents:-
 - i. Proof of Current Bank Account in the name of the Firm.
 - ii. Trade licence.
 - 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.

QUOTATION FORM FOR SUPPLY OF COMPUTER AND PERIPHERALS

Ref.Memo No:

Dated

To,

The Secretary,
District Legal Services Authority,
Nagaon, Assam.

1. Name of the bidder with Address:.....

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2. Contact Person with Phone No:.....

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3. GST Registration No

4. List of Computer & Peripherals:-

SI. No.	Name of the Items	Per unit	Quoted Rate(in Rs.)	
			With GST	Without GST
1	Desktop Computer (Preferably 22 inch, Windows 11 OS, 12 th /13 th Generation i5 processor With 8GB RAM, 1TB Hard Disk with 125/256 SSD Brand name: Dell/ HP/Lenovo/Assemble)	No.		
2	Computer UPS (Numeric 600 VA)	No.		
3	Printer with scanner and xerox (Preferably Canon image class)	No.		
4	HP LaserJet Printer (Preferably HP LaserJet P1108 Printer)	No.		
5	SSD Card 256 GB	No.		
6	Printer Cartridge (5 nos. each printer) i.e., for 2 printer.	No.		

(Signature of Prop/Manager)

Full Name with Date/Seal.

Phone No:

Email Id: