

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 fitting of below furniture items to the office of LADCS under DLSA, Nagaon.

Sl. No.	Particulars with specification	Quantity
1	Wooden Office Table Godrej (size 4ft x 2.5 ft)	1 nos.
2	Wooden Office Table Godrej (size 3ft x 2.5 ft)	1 nos
3	Mid High Back Revolving Chair (Godrej)	3 nos.
4	Low High Back Revolving Chair (Godrej)	1 nos
5	Storewel plain Almirah (Godrej)	3 nos.
6	Book Self (Godrej)	1 nos.
7	Visitor Chair (Godrej)	4 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

1. The seal quotation shall be superscribed as "Quotation for supply of Furniture and Fitting" 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.

2. Details of the dealer/shop is to be furnished along with quotation for verification.

3. 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.
4. The rate should be submitted with GST and without GST separately.
5. The rate quoted for each item will be final and in no hike in price shall be considered in the contract period. Further, rate quoted in the price bid should be on door delivery to this establishment.
6. Preference may be given to Firm/ Shop which has experience in dealing with supply of Office furniture. Supporting documents are to be attached.
7. The bidder shall have to supply the ordered items immediately on receipt of such supply order.
8. Payments shall be made after satisfactory execution of the order and supply of material in satisfactory condition on bill basis.
9. The undersigned 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 bidder.
10. In case of violation of terms and conditions of the tender document or unsatisfactory supply of material or of poor quality and below standard, the undersigned reserves the right to terminate the supply order by giving intimation to the supplier.
11. The decision of the undersigned in all respect shall be final and binding.




(Smti. Munmee Neog)
Secretary
District Legal Services Authority.
Nagaon:Assam

Memo No: DLSA/N/ 689-691

Dated the 20th February, 2025.

Copy To:

- 1) The System Officer, Office of The District & Sessions Judge, Nagaon. He is requested to upload the notice in the Official Website of Nagaon Judiciary, along with the ANNEXURE enclosed.
- 2) Notice board of the establishment.
- 3) Office File


Secretary
District Legal Services Authority.
Nagaon:Assam.

20/02/25

ANNEXURE-A

DRAFT

QUOTATION FORM FOR SUPPLY OF FURNITURE & FITTING

Ref.Memo No: _____ Dated _____

To,

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

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

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

3. GST Registration No
.....

4. List of Furniture:-

SI. No.	Name of the Items	Per unit	Quoted Rate(in Rs.)	
			With GST	Without GST
1	Wooden Office Table Godrej (size 4ft x 2.5 ft)	No.		
2	Wooden Office Table Godrej (size 3ft x 2.5 ft)	No.		
3	Mid High Back Revolving Chair (Godrej)	No.		
4	Low High Back Revolving Chair (Godrej)	No.		
5	Storewel plain Almirah (godrej)	No.		
6	Book Self (godrej)	No.		
7	Visitor Chair (Godrej)	No.		

(Signature of Prop/Manager)

Full Name with Date/Seal.

Phone No:

Email Id: