

OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY

NAGAON:ASSAM

NOTICE INVITING QUOTATION

DATED NAGAON, THE 20<sup>th</sup> 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 LADCS under DLSA, Nagaon.

Sl. No.	Particulars with specification	Quantity
1	Desktop Computer (Preferably 22 inch, Windows 11 OS, 12 <sup>th</sup> /13 <sup>th</sup> 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	HP LaserJet Printer (Preferably HP LaserJet P1108 Printer)	1 nos.
4	LaserJet Wi-fi Printer with scanner (Preferably HP LaserJet 1188NW)	2 nos.
5	Printer Cartridge (2 nos. each printer) i.e., for 3 printers	6 nos.
6	Wi-Fi adaptor for computer	6 nos.

The intending authorized firms/dealers/distributors/shops must submit their quotations in sealed envelope to the office of the undersigned on or before **27<sup>th</sup> 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](mailto:dlsa.nagaon@gmail.com)

**GENERAL TERMS AND CONDITIONS**

1. 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:.....

.....

3. GST Registration No .....

4. List of Computer accessories:-

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 <sup>th</sup> /13 <sup>th</sup> Generation i5 processor With 8GB RAM, 1TB Hard Disk with 125/256 SSD Brand name: Dell/ HP/Lenevo/Assemble)	<b>No.</b>		
2	Computer UPS (Numeric 600 VA)	<b>No.</b>		
3	HP LaserJet Printer (Preferably HP LaserJet P1108 Printer)	<b>No.</b>		
4	LaserJet Wi-fi Printer with scanner (Preferably HP LaserJet 1188NW)	<b>No.</b>		
5	Printer Cartridge (2 nos. each printer) i.e., for 3 printers	<b>No.</b>		
6	Wi-Fi adaptor for computer	<b>No.</b>		

(Signature of Prop/Manager)

Full Name with Date/Seal.

Phone No:

Email Id: