**OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY**
**GOLAGHAT, ASSAM**
1st Floor, District Judicial Courts & Offices, Golaghat, Assam-785621,
E-mail :dlsa.golaghat1@gmail.com
**:: জিলা আইন সেৱা প্ৰাধিকৰণ, গোলাঘাট, অসম::**
Contact No.-6901281631

No. DLSA/GLT/2025/ Dated Golaghat, the 06th February, 2025.

From : District & Sessions Judge-cum-Chairman(i/c),
District Legal Services Authority, Golaghat, Assam.

Invitation for Quotation
(For supply of Office Equipments)

Sealed quotations are invited from the intending registered firms/dealers/ Govt. order suppliers for supplying below mentioned office equipments to the office of the undersigned for the year 2024-25 on or before 21.02.2025.

**Particulars of the items:**

| Sl. No. | Particulars | Quantity |
|---|---|---|
| 1. | Computer Set HP All-in-One (Intel i5 processor/ 512GB SSD), with Key Board, Mouse, 21 inch Monitor, Windows 11 operating system, MS Office. | 3 Nos. |
| 2. | Printer with Scanner (Laser)(HP/Epson/Canon) | 1 No. |
| 3. | Printer (HP Laserjet P1108) | 2 Nos. |

**GENERAL TERMS AND CONDITIONS**

1. The sealed envelope duly marked as **"Quotation for supply of Office Equipments"** and the quotation should contain the following documents:

a) Product of the company for which quotation to be submitted.
b) Speciation of the product in details.
c) Copy of PAN Card.
d) Copy of GST Registration Certificate.
e) Up-to-date Income Tax clearance certificate.
f) Up-to-date GST clearance certificate.
g) Copy of Trade License in Assam.
h) An established showroom or shop of respective products.

Each page of the documents should be signed by the bidder, with seal, on each page of each document, to establish the Bidder's eligibility to the bid & his qualification to perform the supply material if his bid 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 envelope should be addressed to the **District & Sessions Judge-cum- Chairman, District Legal Services Authority, Golaghat, Assam.**

2. The rate should be quoted with GST and without GST separately.
3. Conditional quotations/tenders are liable to be rejected.
4. In case of violation of terms and conditions of the quotation/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/contractor.
5. Payments shall be made after satisfactory execution of the order and supply of material in satisfactory condition on bill basis. Payment of the material supplied under purchase order will be paid on receipt of complete consignment and checking of the material and on production of following:
   a) Invoice in triplicate,
   b) Delivery Challan duly signed by the consignee.

No further communication shall be made in this regard except the selecting firm. The quotation should reach the undersigned on or before 3 P.M. of 21.02.2025 & no quotation/tender will be received thereafter.

Sd/-

District & Sessions Judge-cum-
Chairman(i/c),
District Legal Services Authority,
Golaghat, Assam

Memo No. DLSA/GLT/2025/376 - 377 Dated, Golaghat the 06/02/2025

Copy to :

1. The Notice Board of the office of the District & Sessions Judge, Golaghat.
2. The Systems Officer, District Judiciary, Golaghat for uploading of this quotation in the District Judiciary, Golaghat site.
3. Office file.

District & Sessions Judge-cum-
Chairman(i/c),
District Legal Services Authority,
Golaghat, Assam 06/02/25