OFFICE OF THE
DISTRICT LEGAL SERVICES AUTHORITY, SONITPUR, TEZPUR.
Address: Tezpur Court Complex., Tezpur, PIN: 784001
E-Mail: dlsasonitpur@gmail.com **Contact No: 03712-232170**

सत्यमेव जयते

NOTICE INVITING TENDER No. 01 of 2025-26

(FOR DLSA PRINTED NOTEPAD)

Sealed quotations are invited affixing Court Fee stamp of Rs. 8.25 (Non-refundable) from the intending registered firms for supply and printing of DLSA printed Notepad for the establishment of the District Legal Services Authority, Sonitpur, Tezpur, for the year 2025-2026 as per specification given with the Notice.

GENERAL TERMS & CONDITIONS

1. The sealed envelope containing quotation shall be marked as "Quotation for Supply and Printing of DLSA printed Notepad" and the following documents must be annexed with the quotation.

    a) Copy of PAN Card.
    b) Up to date copy of GST Registration certificate.
    c) Copy of Tezpur Municipal Trade License

    Each page of the documents should be signed by the bidder with seal to establish the Bidder's eligibility and its qualification to perform the supply of materials if its bid is 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 quotation should be submitted to the Office of District Legal Services Authority, Sonitpur, Tezpur, during office hours on working days on or before 27th of November 2025 by 4:00 PM.

2. The rates approved by the Committee constituted for the selection of bidder, shall be valid for the period of one year from the date of approval letter of this establishment. Increase and decrease of Prices, Taxes and other statutory duties will not affect the price during this period. 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.

3. Payments shall be made after satisfactory execution of the order and supply of material in satisfactory condition on bill basis. The decision of the undersigned, towards satisfaction of quality of material shall be final. 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:

    - Invoice in triplicate,
    - Delivery Challan duly signed by the consignee.

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4. The undersigned, reserves the right to accept or reject any or all the tenders in part or full, without assigning any reason whatsoever.

5. The undersigned is not bound to accept the lowest tender.

6. The undersigned reserves the right, to award the work to one or more bidders. No communication shall be made in this regard except the selected firm/tenderer/bidder.

7. The undersigned reserves the right to terminate the purchase order at any time by giving intimation in writing without assigning any reason.

8. 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/contractor.

The sealed quotations should reach the undersigned on or before 27th of November 2025 by 4:00 PM & no quotation/tender will be received thereafter. The tenders shall be opened in the office of the District Legal Services Authority, Sonitpur, Tezpur, on 28th of November 2025 at 4:30 PM.

9. The decision of the undersigned in all respect shall be final and binding on all.

Enclosed: List of Items

Sd/-
(K. Hazarika)
District and Sessions Judge-cum- Chairman,
District Legal Services Authority,
Sonitpur, Tezpur.

Memo No. **DLSA(S)** 5964-67 Dated, Tezpur the 20 / 11 / 2025

Copy forwarded to:

1. The Hon'ble District and Sessions Judge -cum-Chairman, District Legal Services Authority, Sonitpur, Tezpur.

2. The System Officer, Sonitpur District Judiciary, for uploading in the District Judiciary website, immediately.

3. Notice Board of office of District and Sessions Judge, Sonitpur, Tezpur/Chief Judicial Magistrate,Sonitpur, Tezpur/ District Legal Services Authority, Sonitpur, Tezpur,

4. Office File.

20/11/25
(K. Hazarika)
District and Sessions Judge-cum- Chairman,
District Legal Services Authority,
Sonitpur, Tezpur.

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District Legal Services Authority Sonitpur, Tezpur

LIST OF ITEMS

Sl No	Particulars	Size
1	DLSA printed Notepad	14.8 x 21 cm
2	DLSA Leaflets	Half Fold Brochure, A4 size

20/11/25

(K. Hazarika)
District and Sessions Judge-cum- Chairman,
District Legal Services Authority,
Sonitpur, Tezpur.

District and Sessions Judge Cum Chairman District Legal Services Authority Sonitpur