

**OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY,
KARBI ANGLONG, DIPHU :: ASSAM.**
Karbi Anglong District Judiciary Campus, Diphu, Pin: 782460
Email-dlsa.djka@gmail.com


SHORT NOTICE INVITING TENDER

(FOR SUPPLY OF OFFICE FURNITURES & FIXTURES AND COMPUTER)

Sealed tenders affixing Court Fee stamp of Rs.8.25 only (Non-refundable) from the intending registered firms for supply of furniture and fixtures (Air Conditioner) and Computer with fitting for the Legal Aid Defense Counsel Office under the establishment of the District Legal Services Authority, Karbi Anglong, Diphu, Assam for the financial year 2024-2025 as per specification given with the Notice in separate sheet. The sealed tenders must reach this office on or before 25th February, 2025 during working days.

GENERAL TERMS & CONDITIONS

1. Processing fee of Rs. 50/- (Rupees Fifty) only (Non refundable) in the form of Banker's Cheque/ Bank Draft for each quotation separately in favour of the Chairman, District Legal Services Authority, Karbi Anglong from any Nationalized/ Scheduled Bank payable at Karbi Anglong, Diphu shall be enclosed with the tender.
2. The sealed envelope containing quotation shall be marked as "Tender for Supply of FURNITURES & FIXTURES AND COMPUTER" and the following documents must be annexed with the quotation.
 - a. Copy of PAN card.
 - b. Proof of valid TIN number.
 - c. Up to date copy of GST/VAT Registration Certificate.
 - d. Up to date copy of AGST/VAT Clearance certificate.
 - e. Copy of KARBI ANGLONG, DIPHU Municipal Board Trade License.
3. Rate should be quoted both in words and figure and excluding Taxes/VAT. Taxes/VAT is to be shown separately against the items in the bills, where applicable, which will be deducted at source.
4. The rate quoted for each item will be final and binding and no hike in price of any item will be considered during the contract period.


District Judge
cum
Chairman, DLSA,
Karbi Anglong, Diphu,

5. The supplier will be obliged to supply items on any date, time specified in the procurement indent / order. Items will be delivered to the office of the undersigned or any other place within Karbi Anglong, Diphu town upon receipt of indent / orders from the office of the undersigned in writing.
6. The undersigned reserves the right to accept or reject any or all tenders(s) in part or full and shall not be bound to accept lowest rate.
7. In case of violation of terms and conditions of the tender document or unsatisfactory supply of items and/or service in terms of quality, promptness and standard, the undersigned reserves the right to terminate the contract by giving intimation to the supplier and forfeit security deposit.

Enclosed: List of Items


Sd/-
District Judge
-cum-Chairman,
District Legal Services Authority
Karbi Anglong, Assam.

Memo No. DLSA/KA/2025/227-30

Dated Diphu the 17th February'2025.

Copy forwarded to :-

1. The Systems Officer, District Judiciary, Karbi Anglong, Assam. He is directed to upload the Tender Notice in the official website.
2. Notice Board of the establishment of District & Sessions Judge, Karbi Anglong, Diphu, Assam.
3. Notice Board of the Office of the District Legal Services Authority, Karbi Anglong, Diphu, Assam.
4. Office File.



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1. LIST OF FURNITURE & FIXTURES AND COMPUTER:

Sl. No.	Name of items/ specifications	Per Unit	Price Without GST	Price With GST
1	Steel Almirah (10 Nos.)	Per Unit		
2	Air Conditioner (1 No.) Including Stabilizer of brands like L.G., Samsung, Voltas, Godrej having capacity of 2 ton and rating above 3 star power consumption.	Per Unit		
3	Desktop Computer (02 Nos.) Intel i5 3rd Gen, 8 GB DDR4 RAM, 512 GB SSD, 22" HD LED Monitor, Mouse, Keyboard, UPS 600 VA of reputed brand.	Per Unit		
4	Printer (01 No.) Canon LBP 2900 Or equivalent, compatible with windows11.	Per Unit		
5	Pro-Dot Toner (10 Nos.) (to be used in Canon LBP 2900 Or equivalent)	Per Unit		
6	Plastic Chair with Cushion (8 Nos.)	Per Unit		
7	Office Table (04 Nos.)	Per Unit		
8	Steel Book Shelf (02 Nos.)	Per Unit		
9	Wooden Chair (02 Nos.)	Per Unit		

N.B.- Quantity of the items may increase or decrease.


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