



OFFICE OF

THE DISTRICT LEGAL SERVICES AUTHORITY, BISWANATH.

Add.: District Judicial Court Campus, Biswanath, Biswanath Chariali, PIN: 784176

e-mail : dlsabiswanath@gmail.com :: Contact no. : (+91) 6901281620



DLSA(BN) I/25/ 134 Dated, the Biswanath Chariali 10/02/2025

SHORT NOTICE INVITING QUOTATIONS

Sealed quotations are invited affixing Court Fee stamp of Rs. 8.25 (Non-refundable) from the intending registered firms for supply of following items for the establishment of the District Legal Services Authority, Biswanath, as per specification given below.

Particulars of the items:

INFRASTRUCTURE, ELECTRICALS & FITTINGS		
1.	Inverter with double battery including stand and installation <i>(of good brand)</i>	01 set.
2.	Executive Chair <i>(of good brand)</i>	01 nos.
3.	Staff Chairs <i>(of good brand)</i>	04 nos.
4.	Plastic Chair <i>(of good brand)</i>	06 nos.
5.	Public/visitor steel chair <i>(3-seater)</i>	01 no.
6.	Steel Almirah <i>(of good brand)</i>	01 no.
7.	Tube lights (LED) with installation	05 nos.
8.	Office name board (5 ft x3 ft)	01 no.
9.	Window curtain <i>(with installation)</i>	08 nos.
10.	Net window curtain <i>(with installation)</i>	08 nos.
11.	Door curtain <i>(with installation)</i>	02 nos.
12.	Dinner set <i>(of cello of similar brand)</i>	01 set
13.	Wall Clock <i>(big size and of good brand)</i>	01 no.
14.	Urinal construction <i>(6ft x 6ft)</i>	01 no.
15.	Colour/whitewash of office rooms & chamber	rate per sq. ft.
16.	Red Carpet (long)	04 nos.
COMPUTER & PERIPHERALS		
1.	Desktop Computer set <i>(of following specifications:</i> <i>Processor: 10th/11th Generation Intel Core i5 processor,</i> <i>Memory: 8GB, 1x8GB, DDR4, 2666 MHz</i> <i>OS: Windows 10 Professional</i> <i>The system consisting of UPS, CPU, Monitor, Mouse,</i> <i>Keyboard and shall preferably of brands like Lenovo, HP,</i> <i>Dell, Acer, etc.)</i>	02 sets.
2.	Scanner Printer with tank ink <i>(of Cannon or similar brand)</i>	02 nos.
3.	Computers Speakers <i>(of good brand)</i>	04 nos.
4.	Computer Microphone <i>(of good brand)</i>	02 nos.

5.	Computer Web Camera (<i>of good brand</i>)	02 nos.
6.	Hard disk (1TB) (<i>of good brand</i>)	02 nos.
7.	Pen drive (64GB) (<i>of good brand</i>)	03 nos.
8.	Podium/ speaker stand (<i>of good quality</i>)	01 no.
9.	Sound system with microphone for meetings (<i>of good brand</i>)	01 set.
10.	Digital camera (<i>of good brand</i>)	01 no.
11.	Extension electric board (<i>of good brand</i>)	03 nos.



OFFICE STATIONERIES & MISC.

1.	A4 paper (75 gsm)	40 pckts.
2.	Register (150 pages)	02 nos.
3.	Register (500 pages)	10 nos.
4.	Stamp ink pad	10 nos.
5.	Stamp pad ink	05 nos.
6.	Glue (<i>liquid</i>)	10 nos.
7.	Staple pin (<i>big</i>)	20 nos.
8.	Pen stand	03 nos.
9.	Dustbin (<i>big</i>)	01 no.
10.	Blue Pen (<i>of good quality</i>)	50 nos.
11.	Black Pen (<i>of good quality</i>)	50 nos.
12.	Red Pen (<i>of good quality</i>)	50 nos.
13.	Whitener	10 nos.
14.	Cello Tape (<i>big</i>)	10 nos.
15.	Cash Book (<i>big</i>)	03 nos.
16.	File Cover	50 nos.
17.	Scissor (<i>of good quality</i>)	05 nos.
18.	Paper Cutter	20 nos.
19.	Knife	02 nos.
20.	File Board	50 nos.
21.	Broom	01 no.
22.	Mopper	03 no.
23.	Colin (500 ml)	02 nos.
24.	Citranala	05 no.
25.	Room freshener	05 no.
26.	Jharu (Broom)	05 no.
27.	Toilet Cleaner	03 no.
28.	Bathroom Cleaner	03 no.
29.	Hand wash refill (500 ml.)	05 no.
30.	Tissue paper	10 nos.
31.	Microfibre Multipurpose Duster	10 no.
32.	Highlighters	10 no.
33.	Black Marker (small)	10 no.
34.	Cello Tap dispenser (Big)	04 no.
35.	Liquid Glue (small)	30 no.
36.	Toilet brush	03 no.
37.	Agarbatti (100 sticks content)	20 pkts.



GENERAL TERMS & CONDITIONS


1. The sealed envelope containing quotation shall be marked as "Supply of _____ items " and the following documents must be annexed with the quotation:
 - a) Copy of PAN Card.
 - b) Copy of GST Registration Certificate
 - c) Copy of Trade License of Municipal Board.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, Biswanath, during office hours on working days.
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.
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 20-02-2025** till 04:00 PM & no quotation/tender will be received thereafter. The tenders shall be opened in the office of the District Legal Services Authority, Biswanath, on 21-02-2025 at 03.30 PM.




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


10.02.25
(B. Kshetry)
District and Sessions Judge,
-cum- Chairman,
District Legal Services Authority,
Biswanath

Memo No.: DLSA(BN) I/25/ 134 (A) Dated, the Biswanath Chariali 10 / 02 /2025

Copy to :-

1. The System Assistant, Biswanath District Judiciary, He is requested to upload the above short NIT in the District Judiciary website, immediately.
2. Notice Board.
3. Office File.


(B. Kshetry)
District and Sessions Judge,
-cum- Chairman,
District Legal Services Authority,
Biswanath