

OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY, MAJULI

SHORT NOTICE INVITING QUOTATIONS

No. DLSA(M)/ 2437-39 /2023

Dated: 10/01/2024

Sealed quotations are invited affixing Court fee stamp of 8.50 (Non-refundable) from the intending registered firms for supply of the following items for the establishment of Legal Aid Defense Counsel, Majuli as per specifications given below.

COMPUTER & PERIPHERALS

Sl. No.	Particulars	Specifications	Quantity
1.	Desktop Computer set	Processor: 10 th /11 th Generation Intel Core i5 Processor. Memory: 8GB, DDR4, HDD-500GB OS: Windows 10 Professional The system consisting of UPS, CPU, Monitor, Mouse, Keyboard and shall preferably of brands like Lenovo, HP, Dell, Acer, etc)	01 set
2	Scanner (Canon or similar brand)	General Printing Method Laser Type Multi-function Model Preferably (Image CLASS MF244dw) Printing Output Monochrome Functions Copy, Print, Scan Refill Type Toner Cartridge Print Max Print Resolution (Mono) 1200x1200 dpi Duty cycle (monthly, A4) 15000 pages Print Speed Mono 27 ppm Duplex Print Yes Paper Handling Auto Document Feeder Yes Scan Optical scanning resolution 600x600 dpi Fax Resolution 600x600 dpi	01 set
3	Almirah	Preferably Godrej Brand	1 no.

GENERAL TERMS & CONDITIONS

1. The sealed envelope containing quotation shall be marked as "Quotation for supply and installation of Computer, Printer and Almirah and the following documents must be annexed with the quotation.
 - (a) Copy of PAN card.
 - (b) Copy of GST registration certificate.
 - (c) Copy of Valid Trade License in Assam.
 - (d) Copy of Bank Passbook having A/C No., IFSC and Branch.
2. Each page of the documents should be signed by the bidder with seal to establish the bidder eligibility and its quotation to perform the supply of materials if its bid is accepted.
3. In the absence of any of the above documents/information, the offer may be summarily rejected without making any further reference in this regard.
4. The sealed quotation should be submitted to the office of District Legal Services Authority, Majuli, Behind Circuit House, Garamur, Majuli, 785104 during working days.
5. The rates approved by 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 of supply. 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.
6. 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 duty signed by the consignee.
7. The undersigned reserves the right to accept or reject any or all tenders in part or full without assigning any reason whatsoever.
8. 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.
9. The undersigned reserves the right to terminate the purchase order at any time by giving intimation in writing without assigning any reason.

10. 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 without giving any intimation/rejection to the supplier/contractor for rejection of the supply order.

11. The sealed quotations should reach the undersigned on or before **20th Jan, 2024** & no quotation/tender will be received thereafter. The opening date of the sealed envelope will be notified shortly.

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

Sd/-
(N. Senabaya Deori)
District & Sessions Judge-cum-
Chairman, DLSA Majuli

Memo No. DLSA(M)//2023

Dated: 10/01/2024

Copy to:-

1. The D.I.P.R.O, Majuli is requested to take necessary steps for publishing the notice in 1(one) Assamese, 1(one) English Daily newspaper for wide publicity.
2. The System Assistant, Majuli for uploading the same in the District Judiciary Website, Majuli.
3. Notice Board/Office file.


(N. Senabaya Deori)
District & Sessions Judge
District & Sessions Judge-cum-
Chairman, DLSA Majuli
Chairman District Legal
Services Authority Majuli