



:: GOVT. OF ASSAM ::
OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY CUM A.D.R. CENTRE
NALBARI

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NOTICE INVITING TENDER

Dated, Nalbari the 16th March, 2024

Sealed tenders are invited affixing court fee of Rs. 8.25/- (non-refundable) from Govt. registered Firm/Shop to supply and install the following items.

The tender should have to reach to the undersigned on or before **22nd March, 2024** during office hours.

Sl. No.	Name of Item	Qty.
1	Attendance Register	2 Nos.
2	Register for allotment of Cases	5 big size 250 page and 5 small size 100 page
3	Table for Asstt. LADC	01 No.
4	Table for Computer with Rack	2 Nos.
5	Chair for Asstt. LADC	01 No.
6	Towel	04 Nos.
7	Stapler with Pin	02 Nos.
8	Stamp pad	02 Nos.
9	Seal for LADC	04 Nos.
10	Round Seal for LADC Office	01 No.
11	File Cover and file board	40 Nos.
12	A4 size paper	10 packets.
13	Pen	10 Nos.
14	32 mbps internet services with WiFi router	01 No.

Terms and Conditions:

1. Sealed envelope duty marked as "Tender for A.C, Curtains etc." and tenders should contain the following documents:
 - a. Copy of PAN Card
 - b. Copy of GST registration certificate
 - c. Copy of GST clearance
 - d. Copy of trade license
 - e. Copy of Experience certificate if any

2. 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.
3. The sealed quotation should be addressed to the Chairman, District Legal Services Authority, Nalbari and the same should be submitted at office of the District Legal Services Authority, Barsarkuchi, Nalbari during office hours on working days.
4. The firm should clearly mention the Brand/Make, price list of the product with detail specification.
5. Supply should be carried out immediately on receipt of the work order from the undersigned.
6. The price should be quoted against the items including of GST.
7. Prices once approved will remain valid during the scheduled delivery period. Increase of taxes and other statutory duties will not affect the price during this period. The supplier will be responsible for any increase of taxes and duties.
8. The payment shall be made on completion of supply and installation of above noted works and acceptance with full satisfaction and on production of the following:
 - a) Bill of triplicate
 - b) Bank Account details
 - c) Delivery challan dully signed by the consignee.
9. In the event of breach of any terms and conditions or delay or default the purchase order will be terminated.
10. Conditional tenders are liable to be reject.
11. Tenders submitted after the stipulated time will summarily be rejected.
12. In case the successful bidder supplies sub-standard materials, its tender shall be cancelled. Thereafter, next successive bidder may be considered.
13. The undersigned has reserved the right of accepting/rejecting the quotation without assigning any reason thereof.
14. The undersigned is not bound to accept the lowest rate of any quotation if it arises in course of tendering.
15. The decision of the undersigned is final and binding on all.

Chairman,
District Legal Services Authority, Nalbari.

Memo No. DLSA(N)/558-561

Dated, Nalbari the 16th March, 2024

Copy forwarded for information and necessary action to: -

1. The Systems Officers of this Office. He is asked to upload this quotation in the official website of Nalbari District Judiciary.
2. The Notice Board of the office of the District Legal Services Authority, Nalbari and office of the District & Sessions Judge, Nalbari.
3. The Concerning File.

Chairman,
District Legal Services Authority, Nalbari.