:: GOVT. OF ASSAM ::
OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY CUM A.D.R.CENTRE
NALBARI
E-mail ID: dlsa.nalbari@gmail.com Phone No: +916901281643

Memo No. DLSA(N)/ Dated, Nalbari the 29th January, 2025

NOTICE INVITING QUOTATION

Sealed quotations are invited from local registered firm/Shop affixing court fee of ₹ 8.25/-(non-refundable) to supply and install the following items in the office of the Legal Aid Defense Counsel, Nalbari as per specifications mentioned bellow.

The quotations should have to reach to the undersigned on or before **10th February, 2025.**

Sl. No	Item Description	Qty.
1	Almirah	01 No.
2	Chair	06 Nos.
3	Table	03 Nos.
4	Water Filter	01 No.
5	New Criminal Manual	03 Nos.
6	A4 size Paper	20 Pkts.
7	Glue	03 Nos.
8	Stapler with Pin	03 Nos.
9	File Cover	50 Nos.
10	Register Book (200 Pages)	10 Nos.
11	Register Book (500 Pages)	03 Nos.
12	Erasers	05 Nos.
13	Curtains (for Door)	02 Nos.
14	Curtains (for Window)	08 Nos.
15	Towels	15 Nos.
16	Cup Plate	1 Dozen
17	Glass	1 Dozen
18	Spoons	15 Nos.
19	Mop (Room Cleaner)	03 Nos.
20	Hand Wash	04 Nos.

21	Door Mats	03 Nos.
22	Tray	02 Nos.
23	Hot Water Flask	01 No.
24	Bare Acts Books a) NDPS Act b) Arms Act c) POCSO Act d) Child Marriage Prohibition Act e) UAPA Act f) Assam Game and Batting Act g) Negotiable Instrument Act h) DV Act i) Assam Cattle Preservation Act j) Hindu Marriage Act k) Spl Marriage Act l) Dissolution of Muslim Marriage Act m) MV Act n) IT Act	
25	Scissors	02 Nos.
26	Notice Board	01 No.
27	Wall Clock	02 Nos.
28	L Drops for Bathroom door	01 No.
29	Paper Puncher	01 No.
30	Room Dustbin	02 Nos.
31	Broom	02 Nos.
32	Stamp Pad	02 Nos.
33	Black Pen	20 Nos.
34	Red Pen	10 Nos.
35	Bucket	01 No.
36	Mug	01 No.
37	Wall Mount Shelf with Lock	10 Nos.

Terms and Conditions are as follows:

1. Sealed envelope duly marked as "**Tender for Furnitures, Books & Stationary Articles"** and quotations 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 submitted in the office of the District Legal Services Authority, 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 prices should be quoted against the items excluding of GST. GST is to be shown separately against the base price of each item.

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 of above noted works and acceptance with full satisfaction and on production of the following:

(a) Bill in 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 rejected.

11. Quotations 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.

16. For installation of Necessary electrical wirings and fittings for installation of 1 Ton AC (Item No. 6), interested party may inspect the site during office hours in consultation with Chief Legal Aid Defense Counsel, Nalbari before tendering.

District & Sessions Judge cum Chairperson,
District Legal Services Authority,
Nalbari.

Memo. No.**DLSA(N)/ 150-152** Dated, Nalbari the 29th January, 2025

Copy forwarded for information and necessary action to:-

1. The Systems Officer of Nalbari District Judiciary. He is requested to upload this quotation in the official website.
2. The Notice Board of this office
3. The Concerning file.

District & Sessions Judge cum Chairperson,
District Legal Services Authority,
Nalbari.