GOVT OF ASSAM

OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY CUM A.D.R. CENTRE, NALBARI

জিলা আইন সেৱা প্ৰাধিকাৰী আৰু বিকল্প বিবাদ নিষ্পত্তিকৰণ কেন্দ্ৰ, নলবাৰী

E-mail ID: dlsa.nalbari@gmail.com Phone No: +91-6901281643

Memo No. DLSA (N) Dated, Nalbari the 26th November, 2025

NOTICE INVITING QUOTATION

Sealed quotations are invited from local registered firm/Shop affixing court fee of ₹ 8.25/-(non-refundable) to supply the following items in the office of the District Legal Services Authority cum A.D.R. Centre, Nalbari as per specifications mentioned bellow.

The quotations should have to reach to the undersigned on or before **8th December, 2025.**

Sl. No.	**Article**	**Quantity**
1.	Toner Cartridge (HP 137 A)	04 Nos.
2.	Toner Cartridge (HP 110 A)	02 Nos.
3.	Correction Pen (Whitener)	10 Nos.
4.	A4 Size paper	10 Packets
5.	Legal Paper	01 Packet
6.	File Board and Cover (Big)	30 Nos.

Terms and Conditions are as follows:

1. Sealed envelope duly marked as "**Tender for Toner and 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.

District & Sessions Judge cum Chairman,
District Legal Services Authority,
Nalbari

Memo No. DLSA (N)/ 3086-88 Dated, Nalbari the 26th November, 2025

Copy forwarded for information and necessary action to:-

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

District & Sessions Judge cum Chairman,
District Legal Services Authority,
Nalbari