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 September, 2026

NOTICE INVITING QUOTATION

Sealed Quotations are invited from Government Registered Suppliers / Firms / Shop affixing court fee of ₹ 8.25/-(non-refundable) for supply of **Computer Related Articles** to the Office of the undersigned for the financial year 2026-2027.

The quotations should have to reach the Office of the undersigned on or before **15th October, 2026.**

For details, please visit **https://nalbari.dcourts.gov.in**

Computer related articles:

Sl. No	Item Description	Qty./ Size / Colour
1	HP Printer Cartridge 137A Original & Compatible	Per unit.
2	HP Printer Cartridge 110A Original & compatible	Per unit.
3	Pen drive 32GB & 64GB (SanDisk/Kingston)	Per unit.
4	Mechanical Key Board (reputed brands e.g. HP/ Logitech etc)	Per unit.
5	HP LaserJet MFP M233dw (All-in-One Laserjet Printer Specification: Print, Scan & Copy/USB, Ethernet & Wi-Fi/print speed 29ppm)Warranty: 1 Year	Per unit
6	Mouse (reputed brands e.g. HP/ Logitech etc)	Per unit.
7	Wi-Fi Router with all necessary accessories (Jio/Airtel)	Per unit

Terms and Conditions are as follows:

1. Only Government-registered suppliers/firms/shops are eligible to submit the quotations.

2. The Sealed envelope duly marked as "**Tender for Computer Related 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

3. Each page of the documents should be signed and sealed by the bidder to establish the bidder's eligibility and qualification to supply the materials if the bid is accepted.

4. The sealed quotation should be addressed to the **District & Sessions Judge cum Chairman, District Legal Services Authority, Nalbari** during office hours on working days. The Quotation must be accompanied by the latest Sales Tax Certificate, Income Tax Clearance Certificate, Trade License, PAN Card, GST Registration/Clearance Certificate and Experience Certificate (if any) etc.

5. The rate of the articles should be quoted against the items and price quoted should be inclusive of all taxes. However, the GST rate is to be shown separately against the items. The prices quoted should not exceed the Maximum Retail Price (MRP) of the articles.

6. Any increase in taxes and other statutory duties shall not affect the price during the contract period. The Supplier shall be responsible for any increase of taxes and duties.

7. The quoted rates shall remain valid until the implementation of the GeM portal. Once the process of the GeM portal is completed, the selected supplier shall be discontinued and tender will be re-initiated through GeM portal**.**

8. Supply should be carried out immediately along with a challan copy upon receipt of the work order.

9. After selection, the selected parties shall submit bills in triplicate quarterly along with the GST clearance certificate for the relevant month /quarter, bank Account details and copy of order for payment. Late submission of Bills will result in payment being processed in the next financial year.

10. Duplicate/Sub-standard items will not be accepted under any circumstances.

11. GST /TDS will be deducted at source.

12. Conditional tenders are liable to be rejected.

13.Quotations submitted after the stipulated time will be summarily rejected.

14. In Case the successful bidder supplies sub-standard materials, the tender shall be cancelled. Thereafter, the next successive bidder may be considered.

15. The Committee reserves the right to reject any quotation without assigning any reason thereof and the Committee is not bound to accept the lowest rate quoted in the course of tendering. The decision of the Committee will be the final and binding on all.

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

Memo No. DLSA (N)/2717-2719 Dated, Nalbari the 25th September, 2026

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