



OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY :..... CHIRANG,KAJALGAON


SHORT NOTICE INVITING QUOTATION

Sealed Quotations are invited affixing Court Fee stamp of Rs. 8.25 (Non refundable) from the intending registered dealers / Govt. order suppliers for supply of following items for the office of the District Legal Services Authority, Chirang as per specification given below *within 7 (Seven) days from the date of publication of this quotation.*

Sl. No.	Product Name	Make/ Model	Product Specifications	Qty	Unit Rate(Inclusive all taxes)
1	Laptop	HP/ Dell or other reputed brand.	<ul style="list-style-type: none">Processor: Core i5(13 Gen Min) or Similar Processor.RAM: 8GB DDR4 RAM,Hard Drive: 500 GB HDDOperating System: Genuine Windows 11 installed with 5 year Microsoft office 365 Subscription.Warranty: 5 years Comprehensive warranty.	1 nos	
2	All in One PC	HP/ Dell or other reputed brand.	<ul style="list-style-type: none">Processor: Core i3 (13th Gen min) or Similar Processor.RAM: 8GB DDR4 RAMHard Disk: 500GB hard driveScreen Size: 21 inch or higher (1920X 1080).Display: FHD IPS Display with additional HDMI Port.Operating System: Windows 11/ Ubuntu 24.04 LTS.Warranty: 5 years Comprehensive warranty.	1 nos	

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3	Scanner	HP/ Canon or Other reputed brand	<ul style="list-style-type: none"> • Scanner Type: Sheet Fed, Duplex Colour Scanner • Scanning Technology: CIS • Document Size: A4/ Legal • Optical Resolution (Dpi): 600 • Maximum Resolution (Dpi): 600 • Monochrome Scan Speed: 30 PPM/60 IPM • Colour Scan Speed: 300 PPM/60 IPM • Colour Depth (Bits): 24 • Scanning Feature: Duplex • Paper Path: Straight Path • Multi Fed Detection Feature: Yes • Automatic Document Feeder (ADF): Yes • ADF Tray Capacity (Number of Sheets): 50 • USB interface: High Speed USB 2.0 • OS Compatibility: Windows 11 (32bit/64bit), Windows 10 (32bit/64bit), Windows 7 (32bit/64bit), Ubuntu OS • Daily Duty Cycle (Number of Pages): 3000 • Scan File Formats: PDF, PDF Searchable, PDF/A, TIFF, Multi-TIFF, JPEG, BMP. • Warranty: 5 years Comprehensive warranty. 	1 nos	
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4	Printer	HP/ Canon or Other reputed brand	<ul style="list-style-type: none"> • Printer type: Laser • Functionality: Duplex Printing. • Printer output: Monochrome • Connectivity: Wi-Fi, USB, Networking • Pages per minute: 27 • Page Size Supported – A4, B5, A5, Legal, Letter, Executive, Envelope C5 / COM10 / DL, Monarch; Duplex Print – Automatic; Print Resolution - 1200 x 1200dpi • Duty Cycle - Up to 15000 pages per month • Supported OS: Microsoft Windows 10 (32 / 64-bit), Windows 8.1 (32 / 64-bit), Windows 8 (32 / 64-bit), Windows 7 (32 / 64-bit), Windows Vista (32 / 64-bit), Windows Server 2012 R2 (64-bit), Windows Server 2012 (64-bit), Windows Server 2008 R2 (64-bit), Windows Server 2008 (32 / 64-bit), Windows Server 2003 R2 (32 / 64-bit), Windows Server 2003 (32 / 64-bit), Mac OS X (*4) 10.6.8~, Linux, Ubuntu. • Warranty: 5 years 	1 nos	
	600 VA online UPS with surge protection.	Numeric or other reputed brand.	<ul style="list-style-type: none"> • Capacity: 600 VA • Minimum Backup: 30 Mnt. • Output Socket: 3 or more with 3 Pin. • Battery Type: Internal. 	2 nos	

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6	External Hard Drive	Seagate/ Western Digital or Other reputed brand.	<ul style="list-style-type: none"> Capacity: 1 TB Technology: HDD RPM: 7200 Operating System Support : windows 7 and above/ Ubuntu 12.04 LTS and above/ MAC os. 	1 nos	
7	Pen Drive	SanDisk/ HP or Other reputed brand.	<ul style="list-style-type: none"> Capacity : 16 GB Connectivity Technology: USB Hardware Connectivity Technology: Type A. Memory Type: Flash Drive 	2 nos	
8	Genuine Printer Cartridge for item Number 4.			3 nos	

GENERAL TERMS & CONDITIONS:

1. The sealed envelope containing quotation shall be marked as "*Quotation for supply of Computer and other peripherals*" and the following documents must be annexed with the quotation.

- a) Copy of PAN Card
- b) Copy of GST Registration certificate
- c) Copy of Trade Licence
- d) Dealer should enclose the copy of dealer certificate.

Each page of the documents should be signed by the bidder with seal to establish the Bidders eligibility and its quotation to perform the supply of materials if its bid is accepted. In the absence of any of the above documents/ information, the offer may be summarily rejected without making any further reference in this regard.

The sealed quotation should be submitted to the office of the District Legal Services Authority, Chirang, during working days.

2. The rates approved by the Committee constituted for the selection of bidder, shall be valid for the said item. Increase and decrease of the 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

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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.

3. 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 followings:

Invoice in triplicate,

Delivery challan duly signed by the consignee.

4. The undersigned reserves the right to accept or reject any or all the tenders in part or full, without assigning any reason whatsoever.

5. The undersigned is not bound to accept the lowest tender.

6. 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.

7. The undersigned reserves the right to terminate the purchase order at any time by giving intimation in writing without assigning any reason.

8. In case of violation of terms and conditions of the tender documents or unsatisfactory supply of material or poor quality and below standard, the undersigned reserves the right to terminate the supply order by giving intimation to the supplier/contractor.

The sealed quotations should reach the undersigned on or before **13th February, 2025** and no quotation/tender will be received thereafter. The tenders shall be opened in the office chamber of the Secretary, DLSA, Chirang on **15th February, 2025**.

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

The quotation should include GST and carrying charges.

(Dhanjeeta Das)

Secretary,

District Legal Services Authority
Chirang, Kajalgaon

Memo No. DLSA/CHR/60/2023/152-156 Dated Kajalgaon the 06th February, 2025

Copy To:-

1. The District Information & Public Relation Officer, Chirang, Kajalgaon. He/She is requested to take steps for wide publication in 2(Two) daily English and Assamese local Newspaper.

2. The Court Manager, Chirang Judiciary, Chirang, Kajalgaon.

3. The Notice Board of this office.

4. The System Assistant, Chirang District Judiciary for uploading the quotation in the Chirang Judiciary website.

5. The Office File.

(Dhanjeeta Das)

Secretary,

District Legal Services Authority,
Chirang, Kajalgaon.

Secretary

District Legal Services Authority
Chirang, Kajalgaon