



DISTRICT LEGAL SERVICES AUTHORITY :: SIVASAGAR
BARPUKHURI PAR, NEAR DISTRICT AND SESSIONS JUDGE'S BUNGLOW
SIVASAGAR-785640
E-Mail: dlsasibsagar@gmail.com



NOTICE INVITING QUOTATIONS

Sealed Quotation affixing a non-refundable Court Fee Stamp of Rs. 8.25 (Rupees Eight and Twenty Five Paise only) are invited from the intending Dealers/Suppliers/Firms of the State of Assam for supply of the following articles for meeting the Infrastructure Requirement of the office of the Legal Aid Defense Counsels (LADC) in District Legal Services Authority, Sivasagar for the financial year 2024-25.

Sl. No.	List of Articles/Goods	Qty	Unit Cost	GST	Total Rate (Including GST)
1	Office Chair (High Back Leather Executive Chair)	1 No.			
2	Office Chair (Visitor Chair with Armrest)	10 Nos.			
3	Office Table (3 X 5) with one side drawer	2 Nos.			
4	Air Conditioner 1.5 ton with stabilizer and fitting	2 Nos.			
5	Steel office Ahmirah	2 No.			
6	Water Purifier for office use	2 Nos.			
7	Door and Window Curtain with fitting	8 Nos.			
8	File Trolley	1 No.			
9	Plastic Chair & Table set	6 Sets.			
10	MF Printer (Canon MF 244dw)	1 No.			
11	Gas Cylinder (5 KG)	1 No			
12	Induction Top	2 Nos.			
13	Electric Cattle	2 Nos.			
14	Hot Case (Big Size)	3 Nos.			
15	Coat Hanger	2 Nos.			
16	Wall Clock	2 Nos.			
17	Door Mats (Big Size)	5 Nos.			
18	Inverter and Battery set	1 No.			
19	Single Door Fridge	1 No.			



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General terms and conditions:

1. The sealed envelope duly marked as "Quotation for Articles" should be addressed to 'The Chairman, District Legal Services Authority, Sivasagar', and the quotation should contain the following documents:

- A) Copy of Trade License.
- B) Copy of Pan Card.
- C) Copy of GST Registration Certificate.

In the absence of any of the above documents/information, the offer shall be rejected without making any further reference in this regard.

2. The quotation shall clearly mention the rate, including GST, failing which the quotation will be rejected.
3. Rate quoted for each item will be final and valid for the current financial year. No further hike in the price of any item will be entertained.
4. Supply should be carried out within 7 (Seven) days on receipt of the supply order from the undersigned.
5. Payment shall be made after satisfactory execution of the work, on production of Bill in triplicate, Bank Account Details and Delivery Challan duly signed by the consignee.
6. Quotation should clearly mention separately the price of the different brand of articles.
7. Quotations should reach to the office of undersigned on or before 24th Feb, 2025 during office hours. The office shall not be responsible for any postal delay under any circumstances.
8. The undersigned reserves the right of accepting/ rejecting the quotation in part or full, without assigning any reason whatsoever.
9. The actual quantity may vary from the quantity mentioned in the quotation as per requirement.
10. The undersigned is not bound to accept the lowest bidder.



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11. The supplier will also have to bear all overhead expenses such as transportation, etc. in connection with the supply to the office.
12. The decision of the undersigned will be final and binding upon all.

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Chairman,
District Legal Services Authority,
Sivasagar

Memo No. DLSA/SVR/2025/ 321324 Dated Sivasagar the 17th February, 2025

Copy to:

1. The System Officer, District Judiciary, Sivasagar with a direction to upload the quotation on the official website of District Judiciary, Sivasagar.
2. Notice Board, O/o the District Judiciary, Sivasagar.
3. Notice Board, District Legal Services Authority, Sivasagar.
4. Office file.

Chairman,
District Legal Services Authority,
Sivasagar

17.2.25