



OFFICE OF THE
:: DISTRICT LEGAL SERVICES AUTHORITY, LAKHIMPUR ::
AT NORTH LAKHIMPUR
:: জিলাআইনসেৱাপ্ৰাধিকৰণ, লক্ষীমপুৰ ::
উত্তৰ - লক্ষীমপুৰ
ADDRESS: JUDICIAL COURT CAMPUS, NORTH LAKHIMPUR, PIN: 787001
Email- dlsalakhimpur@gmail.com Phone- (O)- 03752 244470



NOTICE INVITING QUOTATION

Dated, North Lakhimpur, the 10th April, 2024

Sealed quotations affixing Court fee stamps of Rs 8.25 (Non-Refundable) are hereby invited from the Dealers/Suppliers/ Firms of the State of Assam for supply of (1) Stationary & Other Consumables (2) Electrical articles and (3) Printed Stationary items (4) Computer Consumables & Peripheral for the financial year 2024-25.

General terms and Conditions:

1. Processing fee of ₹ 1000.00/- (Rupees One Thousand) only (Refundable) in the form of Postal Order in favour of Chairman, District Legal Services Authority, Lakhimpur, North Lakhimpur from any Post Office shall be enclosed along with the quotation payable at North Lakhimpur.
2. The sealed envelope duly marked as "**Quotation for Articles 2024-25**" 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.
3. The quotation shall clearly mention the Rate, including GST, failing which the quotation will be rejected.
4. Rate once quoted shall be final. No separate amount would be payable over and above the quoted rates.
5. Supply should be carried out immediately on receipt of the purchase order from the undersigned.
6. Payments shall be made after satisfactory execution of the work on production of following:
 - a) Bill in triplicate with Bank Account details
 - b) PAN
 - c) AADHAR
- d) Delivery challan duly signed by the consignee.
- e) In the event of breach of any terms and conditions or delay or default, the purchase order will be terminated.
- f) Conditional tenders are liable to be rejected.
- g) Quotations should reach to the office of undersigned on or before ^{25th} April, 2024 till **4:30 PM**. No quotation will be received thereafter.
- h) The undersigned reserved the right of accepting/ rejecting the quotation without assigning any reason thereof.
- i) The undersigned is not bound to accept the lowest bidder.



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- j) The Firms should quote rate for the items strictly as per unit mentioned in the items list provided at annex-II.
- k) Rate quoted for each item will be final and valid for period of one year from date of award of contract. No further hike in the price of any item will be entertained. However validity of award of contract may extend for further period of one year on same terms, conditions and rate.
- l) Sample of the items should be submitted if and when necessary.
- m) **Tenderer should clearly mention the price of the brand/items of the articles separately.**
- n) **Payment of bills will be made subject to the sanction of Government ceiling.**
- o) The articles will be purchased as per requirement and same shall be delivered to this office whenever necessary on short notice. The supplier will have to replace the rejected articles immediately at their own expenses.
- p) The supplier will also have to bear all the overhead & expenses etc. in connection with carting, packaging, transportation etc. in connection with the supply to the office and as per supply order.
- q) The decision of the undersigned will be final and binding on all.
- r) The quotation should be addressed to "The Chairman, District Legal Services Authority, Lakhimpur, North Lakhimpur" along with Annexure-I

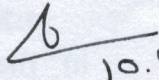

(Smti Sharmila Bhuyan)
District & Sessions Judge, Cum
Chairman, DLSA
Lakhimpur, North Lakhimpur.

Memo No.DLSA/L/QU/105/2023/ 654-659

dated North Lakhimpur the 10/04/2024.

Copy to:-

1. Directorate of Information & Public Relation, North Lakhimpur, Lakhimpur with a request to publish the **Notice Inviting Quotation** in the leading news paper Both English and Assamese on or before 10.04.2024 and intimate the same regarding publication of the same to the undersigned
2. The Systems Officer, Lakhimpur District Judiciary with a direction to upload the Quotation on the official website of Lakhimpur District Judiciary, N L.
3. Notice Board, O/o the District & Sessions Judge, Lakhimpur, N. Lakhimpur.
4. Notice Board, O/o the Chief Judicial Magistrate, Lakhimpur, N. Lakhimpur.
5. Notice Board, O/o the District Legal Services Authority, Lakhimpur, N. Lakhimpur.
6. Office file.


10.4.24
(Smti Sharmila Bhuyan)
District & Sessions Judge, Cum
Chairman, DLSA
Lakhimpur, North Lakhimpur.

SI No	Particulars	Details	Page No
1	Registered Name of the Firm (in Bold)		
2	Valid Trade Licence Registration details: (Enclose Copy)		
3	Registered Office Postal Address of the firm: (Including Phone No./Mobile,Fax, E-mail id etc)		
4	GST Registration Number : (Enclose Copy)		
5	PAN Card No.: (Enclose Copy)		
6	Total Experience in as a supplier to Govt. Department/Organization: (Enclose supporting documents/supply order)		
7	Annual business Turnover during the last year (Attested copy of GSTR/Profit and loss Statement for the last year)		
8	Last year Income Tax Return (Enclose copy)		
9	Whether the firm is Black Listed in Govt. Organisation/institution etc. in last five year.		
10	Any Other relevant information		

I/we do hereby solemnly declare and undertake that all terms and conditions of the tender is acceptable in complete. if any information in the tender submitted by me is found incorrect/false, at any time, tender/contract is liable to be rejected.

Date :

Place:

Signature of Tenderer with Seal

Annexure-II**List of article**

Sl. No.	Items	Per Unit/Set Rate	Remarks if any
1	A4 size paper		
2	Legal size paper		
3	Black Pen		
4	Red Pen		
5	Blue Pen		
6	Pencil		
7	Gum		
8	Paper Flags		
9	Large Punch Machine		
10	Small Punch Machine		
11	Paper Bindha		
12	Cartridge for Computer H/P Laserjet P1108/P1106/Prodot		
13	Cartridge for Xerox Machine- Canon Image Runner 2002		
14	File Cover with board		
15	White Ribbon		
16	Small Stapler Pin		
17	Big Stapler Pin		
18	Stapler (Big)		
19	Stapler (Small)		
20	AI-Pin		
21	Stamp Pad		
22	Stamp		
23	Tag		
25	Lock & Key		
26	LED Bulb (15 Watt)		
27	LED Tube		
28	Peon Book		
29	Colin		
30	Harpic		

31	Hand Wash		
32	Phenyl (Black)		
33	Phenyl (White)		
34	Broom		
35	Bucket		
36	Mop		
37	Mug		
38	Foot Mat		
39	Vim (Liquid)		
40	Room Freshener		
41	Mosquito Killer (Machine & Liquid)		
42	Clock		
43	Pencil battery		
44	Dusting cloth		
45	Dusting broom		
46	Towel-white		
47	Tea Cup Set		
48	Quarter Plate Set		
49	Drinking Glass Set		
50	Tea Spoon		
51	Water Jar		
52	Big Tray		
53	Calling Bell (Electrical)		
54	Calling Bell (Mechanical)		
55	Dustbin		
56	Market pen		
57	High Lighter		