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

ADVERTISEMENT

NOTICE INVITING QUOTATION

Dated, North Lakhimpur, the 07th May, 2025

Sealed quotation 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 Consumable & Peripheral for the financial year 2025-26.

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 2025-26" 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 **22/05/2025, 2025 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.
   j) The Firms should quote rate for the items strictly as per unit mentioned in the items list provided Annexure – 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 contact 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.

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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 tenure of the newly selected supplier may be extended further for a period of three months after the completion of the initial tenure till the new supplier is selected for the next financial year.
s) The quotation should be addressed to "The Chairman, District Legal Services Authority, Lakhimpur, North Lakhimpur" along with Annexure - I

Sd/-
(Smti Poli Kataki)
District & Sessions Judge, Cum
Chairman, DLSA
Lakhimpur, North Lakhimpur

Memo No.DLSA/L/QU/105/2023/ 898-903 Dated North Lakhimpur the 07/05/2025.

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 09/05/2025 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.

(Smti Poli Kataki)
District & Sessions Judge, Cum
Chairman, DLSA
Lakhimpur, North Lakhimpur

Annex-I

Sl 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

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 H/P Laserjet P1108/P1106/Prodot		
13.	Cartridge for Xerox Machine- Canon Image Runner 2002		
14.	Cartridge for Xerox Machine- Canon Image Class MF272dw		
15.	Mouse		
16.	Keyboard		
17.	UPS		
18.	Anti Virus three users		
19.	File Cover with board		
20.	White Ribbon		
21.	Small Stapler Pin		
22.	Big Stapler Pin		
23.	Stapler (Big)		
24.	Stapler (Small)		
25.	Al – Pin		
26.	Stamp Pad		
27.	Stamp		
28.	Tag		
29.	Lock & Key		
30.	LED Bulb (15 Watt)		
31.	LED Tube		
32.	Peon Book		

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