

OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY

NAGAON:ASSAM

NOTICE INVITING QUOTATION

DATED NAGAON, THE 04th March, 2023.

Sealed quotations are invited from reputed/authorized firms/dealers/distributors/shops for supply of following stationery items in DLSA office.


Sl No	Items	Brand Preference	Quantity
1	Curtains (06 curtains of 09 foot and 12 curtains of 07 foot)		24 Nos
2	Table Top		1 Nos
3	Table Cloth		2 Nos
4	Towel		2 Nos
5	Dustbins		2 Nos
6	Electric Kettle	Milton Preferred	1 Nos of 1.5 ltr
7	Flask	Milton Preferred	3 ltr
8	Cup Plate Set	Milton Preferred	2 set
9	Drinking Glass	Milton Preferred	2 set

The intending authorized firms/dealers/distributors/shops must submit their quotations in sealed envelope to the office of the undersigned on or before **14th March, 2023** during the working hours. In case any clarification is needed, the office of the undersigned may be contacted during office hours or by email at dlsa.nagaon@gmail.com

GENERAL TERMS AND CONDITIONS

1. The seal quotation shall be superscribed as "Quotation for supply of stationery" and should contain the following documents:-
 - i. Proof of Current Bank Account in the name of the Firm.
 - ii. Trade licence.
 - iii. PAN card in the name of the firm.
 - iv. GST registration Certificate.
 - v. Any other documents which are required for supplying of Article to the Govt. Office.
2. Details of the dealer/shop are to be furnished along with quotation for verification.
3. The supplier will be responsible for any increase in 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.
4. The rate should be submitted with GST and without GST separately.


5. The rate quoted for each item will be final and in no hike in price shall be considered in the contract period. Further, rate quoted in the price bid should be on door delivery to this establishment.
6. Preference may be given to Firm/ Shop which has experience in dealing with supply of Office equipments. Supporting documents are to be attached.
7. The bidder shall have to supply the ordered items immediately on receipt of such supply order.
8. Payments shall be made after satisfactory execution of the order and supply of material in satisfactory condition on bill basis.
9. The undersigned reserves the right not to accept or reject any or all quotation in part or full and he shall not be bound to accept the lowest bidder.
10. In case of violation of terms and conditions of the tender document or unsatisfactory supply of material or of poor quality and below standard, the undersigned reserves the right to terminate the supply order by giving intimation to the supplier.
11. The decision of the undersigned in all respect shall be final and binding.


(Monica Missong)
Secretary,
District Legal Services Authority,
Nagaon:Assam

Memo No: DLSA/N/ 666-668
Copy To:

Dated the 04th March, 2023.

- 1) The System Officer, Office of The District & Sessions Judge, Nagaon. He is requested to upload the notice in the Official Website of Nagaon Judiciary, along with the ANNEXURE enclosed.
- 2) Notice board of the establishment.
- 3) Office File


Secretary,
District Legal Services Authority,
Nagaon:Assam.

Secretary
District Legal Services Authority
Nagaon : Assam

09.04.23

ANNEXURE-A

DRAFT

QUOTATION FORM FOR SUPPLY OF STATIONERY ARTICLES

Ref.Memo No: Dated

To,

The Secretary,
District Legal Services Authority,
Nagaon, Assam.

1. Name of the bidder with Address:.....

.....

2. Contact Person with Phone No:.....

.....

3. GST Registration No
.....

4. List of Stationery:-

SI. No.	Name of the Items	Per unit	Quoted Rate(in Rs.)	
			With GST	Without GST
1	Curtains			
2	Table Top			
3	Table Cloth			
4	Towel			
5	Dustbins			
6	Electric Kettle			
7	Flask			
8	Cup Plate Set			
9	Drinking Glass			

(Signature of Prop/Manager)

Full Name with Date/Seal.

Phone No:

Email Id: