

**OFFICE OF THE
DISTRICT LEGAL SERVICES AUTHORITY, SONITPUR, TEZPUR**

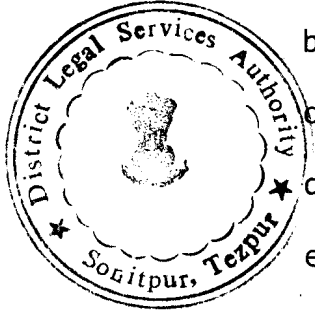
NOTICE INVITING TENDER No. 1 of 2016
(FOR STATIONERY ITEMS)

Sealed quotations are invited affixing Court Fee stamp of Rs. 8.25 (Non-refundable) from the intending registered firms for supply of Stationery items for the establishment of the District Legal Services Authority, Sonitpur, Tezpur, for the year 2016 - 2017 as per specification given with the Notice.

GENERAL TERMS & CONDITIONS

1. The sealed envelope containing quotation shall be marked as "Tender for Supply of Computer Consumables and Peripherals " and the following documents must be annexed with the quotation.

- a) Copy of PAN Card.
- b) Up to date copy of VAT Registration certificate.
- c) Up to date copy of VAT Clearance certificate.
- d) Copy of Tezpur Municipal Board Trade license.
- e) An established showroom or shop of respective products.



Each page of the documents should be signed by the bidder with seal to establish the Bidder's eligibility and its qualification 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.

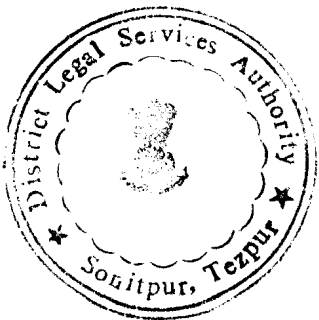
The sealed quotation should be submitted to the office of **District Legal Services Authority, Sonitpur, Tezpur**, during office hours on working days.

2. In case the successful bidder supplies sub-standard materials the Security deposit shall be forfeited and its tender shall be cancelled. Thereafter, next successive bidder may be considered.
3. The rates approved by the Committee constituted for the selection of bidder, shall be valid for the period of one year from the date of approval letter of this establishment. Increase and decrease of Prices, Taxes and other statutory duties will not affect the price during this period. 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.

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4. Payments shall be made after satisfactory execution of the order and supply of material in satisfactory condition on bill basis. The decision of the District and Sessions Judge –cum- Chairman, District Legal Services Authority, Sonitpur, Tezpur, 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 following:
 - Invoice in triplicate,
 - Delivery Challan duly signed by the consignee.
 5. The District and Sessions Judge, -cum- Chairman, District Legal Services Authority, Sonitpur, Tezpur, reserves the right to accept or reject any or all the tenders in part or full, without assigning any reason whatsoever.
 6. The District and Sessions Judge, -cum- Chairman, District Legal Services Authority, Sonitpur, Tezpur, is not bound to accept the lowest Tender.
 7. The District and Sessions Judge, -cum- Chairman, District Legal Services Authority, Sonitpur, Tezpur, reserves the right, to award the work to one or more bidders.
 8. The District and Sessions Judge, -cum- Chairman, District Legal Services Authority, Sonitpur, Tezpur, reserves the right to terminate the purchase order at any time by giving an intimation in writing without assigning any reason.
 9. 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 District and Sessions Judge, -cum- Chairman, District Legal Services Authority, Sonitpur, Tezpur, 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 **23rd of August, 2016** & no quotation/tender will be received thereafter. The tenders shall be opened in the office of the District Legal Services Authority, Sonitpur, Tezpur, on **24th of August, 2016** at **4.30 PM**.
10. The decision of the District and Sessions Judge, -cum- Chairman, District Legal Services Authority, Sonitpur, Tezpur, in all respect shall be final and binding on all.

Enclosed: List of Items



Borah
24/08/16
(A. K. Borah)
District and Sessions Judge –cum- Chairman
District Legal Services Authority,
Sonitpur, Tezpur.
District Legal Services
Authority, Sonitpur, Tezpur. *AB*

List of Stationery Articles

		Per Unit	Rates (in Rupees) inclusive of VAT	Rates (in Rupees) exclusive of VAT
1	Alpin (50Gms) Corporate	Box		
2	Alpin (50Gms) Kores	Box		
3	Alpin (70 gms) Corporate	Box		
4	Alpin (70 gms) Kores	Box		
5	Books- Short hand Note books 160 pgs	No.		
6	Books- Short hand Note books 200 pgs	No.		
7	Calculator 10 Digits (Citizen)	Pc.		
8	Calculator 10 Digits (Orpat)	Pc.		
9	Calculator 12 Digits (Citizen)	Pc.		
10	Calculator 12 Digits (Orpat)	Pc.		
11	Clips- Paper Clips 26 mm (Kores)	Pkt.		
12	Clips- Paper Clips 35 mm (Kores)	Pkt.		
13	Envelope- medium 4½" x 10" Cloth Coated	Per 100 pc		
14	Envelope- medium 4½" x 10" Platic Coated	Per 100 pc		
15	Envelope - 9" x 4"	Per 100 pc		
16	Envelope - 11" x 5"	Per 100 pc		
17	Envelope - 14" x 15"	Per 100 pc		
18	Envelope - 16" x 12"	Per 100 pc		
19	Envelope- Window Envelope (White) 10" X 4½"	Per 100 pc		
20	Envelope- Window Envelope 10" X 4½"	Per 100 pc		
21	Eraser- Eraz Ex	No.		
22	Eraser- Kores	No.		
23	Eraser- Non Dust Quality	No.		
24	Fax Roll- Fax roll 30 mtrs(Century)	Roll.		

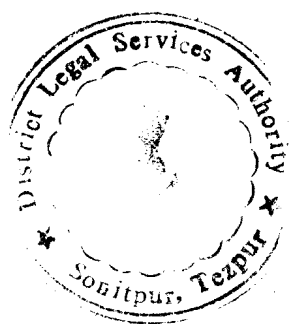
*Up load
Kores
12/08/2016*

25	Fax Roll- Fax roll 30 mtrs(Kores)	Roll.		
26	File - Cover with Board	No.		
27	File- 4 Fold File Cover	No.		
28	File- Guard File (Delux)	No.		
29	File- Lever Arch File (HUA JIE No. 205F), A4 Size	No.		
30	File- Plastic Stick File Transparent (A4 Size)	No.		
31	File- Plastic Stick File Transparent (FS Size)	No.		
32	Glue- Glue Stick 15 gms(Kores)	Pc.		
33	Glue- Glue Stick 15 gms(Fevi Stick)	Pc.		
34	Glue- gum pot 150 ml Gripex	Bottle.		
35	Glue- Gum Pot 150ml Kores	Bottle.		
36	Glue- Gum Pot 700 ml Gripex	Bottle.		
37	Glue- Gum Pot 700 ml Kores	Bottle.		
38	Hard Board with Clip	Pc.		
39	Ink - Blue/ Red (Camlin)	Pc.		
40	Note Pad	Pc.		
41	Page Marker, Desmat, 3 Strips, Claro	Pkt.		
42	Page Marker, Desmat, 4 Strips, Claro	Pkt.		
43	Paper Clips - 26mm - Kores	Pkt.		
44	Paper Clips - 35mm - Kores	Pkt.		
45	Paper- Carbon T.W Black (Kores) - 210 x 330	Pkt.		
46	Paper puncher (One Hole), Kangroo	No.		
47	Paper puncher (Two Hole), Kangroo	No.		
48	Paper Weight (Medium Size)	Pc.		
49	Pen- Add gel (Black, Red, Blue)	No.		
50	Pen- Ballpen (Cello Gripper) Black, Red, Blue	np		
51	Pen- Ballpen (Cello Maxwriter) Black, Red, Blue	No.		
52	Pen- Ballpen (Linc Woody) Both Side Red/Blue	No.		
53	Pen- Ballpen (Linc Woody)One Side Blue	No.		

54	Pen- Ballpen (Linc Woody)One Side Red	no		
55	Pen- C.D Marker Pen (Kores)	No.		
56	Pen- Correction Pen (Eraz Ex, 10 ml)	No.		
57	Pen- Correction Pen (Flair, 10 ml)	No.		
58	Pen- Correction Pen (Kores, 10 ml)	No.		
59	Pen - Fountain Pen (Good Quality)	No.		
60	Pen- Highlighter Coloured (Camlin)	No.		
61	Pen- Highlighter Coloured (Kores)	No.		
62	Pen- Marker (Kores)	No.		
63	Pen - Parker Pen	No.		
64	Pen- Permanent Marker (Camlin)	No.		
65	Pen- Permanent Marker (Kores)	No.		
66	Pen-Refill Ballpen (Cello Maxwriter) Black, Red, Blue	Pkt.		
67	Pen- Refill Ballpen (Cello Gripper) Black, Red, Blue	Pkt.		
68	Pen- Refill Ballpen (Linc Woody) Both Side Red/Blue	Pkt.		
69	Pen- Refill Ballpen (Linc Woody)One Side Blue	Pkt.		
70	Pen- Refill Ballpen (Linc Woody)One Side Red	Pkt.		
71	Pen-Refill Linc smart Gel	Pkt.		
72	Pen- Sketch pen (Camlin)	Pkt.		
73	Pen- Sketch pen (Luxor)	Pkt.		
74	Pen- Smart Gel Linc	No.		
75	Pen Stand (For 2 Pens)	No.		
76	Pen Stand (For 4 Pens)	No.		
77	Pencil- Apsara Platinum extra Dark)	Pkt.		
78	Pencil Carbon (Kores)	Pkt.		
79	Pencil- Natraj	Pkt.		
80	Pencil- Short Hand Pencil (Apsara)	Pkt.		
81	Photostat Paper A4 Century	Ream		
82	Photostat Paper A4 JK	Ream		

83	Photostat Paper A4 Orient	Ream		
84	Photostat Paper FS Century	Ream		
85	Photostat Paper FS JK	Ream		
86	Photostat Paper FS Orient	Ream		
87	Pin Holder	Pc.		
88	Push Pin	Pkt.		
89	Poker - Plastic	Dzn.		
90	Refill - Short - Red/Blue/Black (Linc)	Pkt.		
91	Refill - Long - Red/Blue/Black (Linc)	Pkt.		
92	Register- Cloth binded register - FS Size - 200 pages (Rulled/Plain)	Pc.		
93	Register- Cloth binded register - DFC Size - 200 pages (Rulled/Plain)	Pc.		
94	Register- Cloth binded register - Quarter Size - 200 pages (Rulled/Plain)	Pc.		
95	Register - Hard Binding No. 8 (Plain/Rulled)	Pc.		
96	Register - Hard Binding No. 10 (Plain/Rulled)	Pc.		
97	Register - Hard Binding No. 12 (Plain/Rulled)	Pc.		
98	Register - Hard Binding No. 16 (Plain/Rulled)	Pc.		
99	Ribbon - White	Bundle		
100	Ribbon - Red	Bundle		
101	Scale- 12" Plastic	No.		
102	Scale- 12" Steel	No.		
103	Scale- 24" Steel	No.		
104	Scale- 6" Plastic	No.		
105	Scale- 6" Steel	No.		
106	Sealing Wax (Gripex)	Pkt.		
107	Sharpner	No.		
108	Stamp Pad 157mm x 96 mm (GIL)	No.		
109	Stamp Pad 157mm x 96 mm (Kores)	No.		
110	Stamp Pad 70mm x 111 mm (GIL)	No.		

111	Stamp Pad 70mm x 111 mm (Kores)	No.		
112	Stampad Ink 25 ml (GIL)	Bottle.		
113	Stampad Ink 25 ml (Kores)	Bottle.		
114	Stampad Ink 50 ml (GIL)	Bottle.		
115	Stampad Ink 50 ml (Kores)	Bottle.		
116	Stapler Machine No. 10 Plastic (Kangroo)	Pc.		
117	Stapler Machine No. 10 Plastic (Kores)	Pc.		
118	Stapler Machine No. 10 Steel (Kangroo)	Pc.		
119	Stapler Machine No. 10 Steel (Kores)	Pc.		
120	Stapler Machine No. 24/6 Steel (Kangroo)	Pc.		
121	Stapler Machine No. 24/6 Steel (Kores)	Pc.		
122	Stapler Pin No.10 (Kangroo)	Pkt.		
123	Stapler Pin No.10 (Kores)	Pkt.		
124	Stapler Pin No.24/6 (Kangroo)	Pkt.		
125	Stapler Pin No.24/6 (Kores)	Pkt.		
126	Tag Cotton 8"	bundle		
127	Tape- Cellotape 1 ½"	Dzn.		
128	Tape- Cellotape ½"	Dzn.		
129	Tape- Cellotape 2"	Dzn.		
130	Tape- Cellotape brown Tap 1"	Dzn.		
131	Tape- Cellotape brown Tap 2"	Dzn.		
132	Thread Ball (Cotton)	No.		
133	Tray- Plastic Tray for keeping File/Paper	Pc.		
134	Water Sponge with cover	No.		



Handwritten signature and date: 20/05/2020