



**OFFICE OF THE
DISTRICT LEGAL SERVICES AUTHORITY, BISWANATH.**

Address: SDJM (M) Court Campus, Biswanath, PIN: 784176

Contact no. : (+91) 6901281620 :: e-mail : dlsabiswanath@gmail.com



SHORT NOTICE INVITING QUOTATIONS

Sealed quotations are invited affixing Court Fee stamp of Rs. 8.25 (Non-refundable) from the intending registered firms for supply of following items for the establishment of the District Legal Services Authority, Biswanath, as per specification given below.

Particulars of the items:

Sl No.	Particulars	Quantity
1.	Steel Almirah (of Godrej or similar brand)	02 nos.
2.	Executive Chair (of Godrej or similar brand)	01 no.
3.	Staff Table- 4/3 ft. (of Godrej or similar brand)	01 no.
4.	Table Glass	05 nos.
5.	Wall Clock	01 no.
6.	Computer Set (i3, 500GB, 4GB)	03 nos.
7.	Cannon tank ink printer	01 no.
8.	Pen Stand	01 no.
9.	Scissor (Big)	01 no.
10.	Cello Tape (Big)	04 nos.
11.	Staple Pin (small)	50 pkts.
12.	Staple Pin (big)	50 pkts.
13.	A4 Paper (Yellow)	02 pkts.
14.	Paper pin	10 pkt.
15.	Steel Scale (big)	05 nos.
16.	Paper pinner	05 nos.
17.	Holder pen	05 nos.
18.	Highlightener pen	06 nos.



GENERAL TERMS & CONDITIONS

1. The sealed envelope containing quotation shall be marked as "**Supply of Furniture and Office Stationery items** " and the following documents must be annexed with the quotation
 - a) Copy of PAN Card.
 - b) Copy of GST Registration Certificate
 - c) Copy of Trade License of Municipal Board.

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, Biswanath**, during office hours on working days.

2. 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.
3. Payments shall be made after satisfactory execution of the order and supply of material in satisfactory condition on bill basis. The decision of the undersigned, 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.
4. The undersigned reserves the right to accept or reject any or all the tenders in part or full, without assigning any reason whatsoever.
5. The undersigned is not bound to accept the lowest tender.
6. The undersigned reserves the right, to award the work to one or more bidders. No Communication shall be made in this regard except the selected firm/tenderer/bidder.
7. The undersigned, reserves the right to terminate the purchase order at any time by giving intimation in writing without assigning any reason.
8. 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/contractor.

The sealed quotations should reach the undersigned on or before **18th of January, 2021** & no quotation/tender will be received thereafter. The tenders shall be opened in the office of the District Legal Services Authority, Biswanath, on **18th of January, 2021 at 4.00 PM.**

9. The decision of the undersigned in all respect shall be final and binding on all.



2-1-21
District and Sessions Judge
Sonitpur - cum - Chairman
District Legal Services Authority,
Biswanath

DLSA(BN) 681 Dated, Biswanath Chariali the 02/01/2021

Copy to :-

1. The System Officer, Sonitpur District Judiciary, for uploading the above short NIT in the official website, immediately.
2. Notice Board.
3. Office file.

2-1-21
District and Sessions Judge
Sonitpur - cum - Chairman
District Legal Services Authority,
Biswanath