



**OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY,
KARBI ANGLONG, DIPHU ::::::::::::::: ASSAM**
Office Address : O/o the District & Session Judge, Karbi Anglong, Diphu
Karbi Anglong Judiciary Campus, Diphu, Pin: 782460
Karbi Anglong, Assam
Email-dlsa.djka@gmail.com
Contact : 03671-274580



NOTICE INVITING TENDER

(FOR SUPPLY OF MISCELLANEOUS ITEMS) (OFFICE ITEMS & EQUIPMENT)

Sealed quotations are invited affixing Court Fee stamp of **Rs.8.25** (Non-refundable) from the intending registered firms for supply of Miscellaneous items (Office Items & Equipment), for the establishment of the **District Legal Services Authority, Karbi Anglong, Diphu, Assam** for the financial year **2020-2021** as per specification given with the Notice.

GENERAL TERMS & CONDITIONS

1. The sealed envelope containing quotation shall be marked as "**Tender for Supply of Miscellaneous Items- Office Items & Equipment**" and the following documents must be annexed with the quotation.
2. Only Government Registered Suppliers/Firms are entitled to submit the quotation.
3. Quotation must accompany with latest Sales Tax Certificate/Income Tax Clearance Certificate/Trade Licence etc.
4. The Tenderers are requested to quote their lowest rate for each of the articles, both in figure and in words excluding GST. GST is to be shown separately against the items.

Following documents are required to be furnished alongwith:

- a) Copy of PAN card.
- b) Up to date copy of GST Registration certificate.
- c) Up to date copy of GST Clearance certificate.
- d) Copy of Trade license.

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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 the District Legal Services Authority, Karbi Anglong, Diphu, Assam during office hours **on working days on or before 31-08-2020.**

5. In case the successful bidder supplies sub-standard materials its tender shall be cancelled. Thereafter, next successive bidder may be considered.
6. The rates approved 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 suppliers account.
7. 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 Legal Services Authority, Karbi Anglong, Diphu, Assam 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 the Invoice in triplicate.
8. The **District Legal Services Authority, Karbi Anglong, Diphu, Assam** reserves the right to accept or reject any or all the tenders in part or full, without assigning any reason whatsoever.
9. The **District Legal Services Authority, Karbi Anglong, Diphu, Assam** reserves the right, to award the work to one or more bidders.
10. The **District Legal Services Authority, Karbi Anglong, Diphu, Assam** reserves the right to terminate the purchase order at any time without assigning any reason.

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11. 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 Legal Services Authority, Karbi Anglong, Diphu, Assam** reserves the right to terminate the supply order by giving intimation to the supplier/contractor.

12. The sealed quotations should reach the undersigned **on or before 31-08-2020** and no quotation/tender will be received thereafter and on the same day the tenders **shall be opened in the Office of the District Legal Services Authority, Karbi Anglong, Diphu, Assam at 4.00 PM.**

13. The decision of the **District Legal Services Authority, Karbi Anglong, Diphu, Assam**, in all respect shall be final and binding on all.

Enclosed: List of Items

Sd.
Chairman –cum-
District & Sessions Judge,
District Legal Services Authority
Karbi Anglong, Diphu, Assam

Memo No. DLSA/2020/629-634

Dated 07.08.2020

Copy forwarded to:-

- a. Notice Board of the Office of the Hon'ble District & Sessions Judge, Karbi Anglong, Diphu.
- b. Notice Board of the Office of the Chief Judicial Magistrate, Karbi Anglong, Diphu.
- c. Notice Board of the Office of the District Legal Services Authority, Karbi Anglong, Diphu.
- d. Notice Board of the Office of the Deputy Commissioner, Karbi Anglong, Diphu.
- e. Notice Board of the Office of the Town Committee, Karbi Anglong, Diphu.
- f. And by uploading the same in the official Website of the District Judiciary, Karbi Anglong, Diphu.

Chairman –cum-
District & Sessions Judge,
District Legal Services Authority
Karbi Anglong, Diphu, Assam
Chairman
District Legal Services
Authority
Diphu; Karbi Anglong

07/08/2020