



DISTRICT LEGAL SERVICES AUTHORITY

CACHAR: SILCHAR

Court Road, Opp. Dist. & Sessions Judges' Court,
Silchar-788001
e-mail: dlsacachar@gmail.com



OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY, CACHAR

NOTICE INVITING QUOTATION

Dated Cachar, the...03/08/...2019

Sealed quotation affixing Court fee stamps of Rs. 8.25/- only (Non refundable) are hereby invited from registered local firms for supply of (1) Stationery articles, (2) Miscellaneous Items, (3) Electronic Items to the office of DLSA, Cachar for a period of one year. The quotation should reach the undersigned on or before 30/08/2019.

GENERAL TERMS & CONDITIONS:

- 1) The quotation shall be submitted separately for supply of each category of article mentioned above and the envelope containing the quotation should be super scribed as "**Quotation for supply of Stationery, Electronic items and Miscellaneous items**" so on and should contain the following documents:-
 - a) Copy of PAN Card
 - b) Up to date copy of GST clearance certificate
 - c) Copy of Trade License
 - d) Copy of GST Registration certificate
- 2) The firm should have an established shop dealing in Stationery/Miscellaneous materials. Detailed address of shop is to be furnished along with quotation for verification.
- 3) Rate should be quoted both in words and figure and excluding GST. GST is to be specied separately against the item in the bills, where applicable.
- 4) Rate quoted for each item will be final and no hike in price of any material will be considered during the contract period. **However, the bidders are permitted to increase the rate with the increase of M.R.P, if they quote M.R.P as the price in case of branded products.**
- 5) Sample of the item should be submitted where necessary
- 6) The bidder shall quote rate against the specified brand name, size, weight etc. (where applicable) of the articles as per prescribed list/format appended herewith.
- 7) The articles will be purchased as per requirement and same shall be delivered to the Office of DLSA, Cachar or wherever necessary immediately.
- 8) The DLSA, Cachar reserves the right not to accept or reject any or all quotations in part or full and he shall not be bound to accept the lowest price.

