

OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY, BAKSA, MUSHALPUR.

NOTICE INVITING TENDER

Dated 28 .02.2020

Sealed tender affixing Court fee stamps of Rs. 8.25 (Non-refundable) are invited from intending Manufacturers/authorized Distributors/Government registered suppliers/Firms for supply of Stationary Items at DLSA, Baksa as per the list given below. The Quotation in sealed covers, complete in all respect should reach the Office of the undersigned on or before 4.00 p.m., 6th of March 2020.

Sl. No	Name of item	Quantity
1	Register Rule (Small+Medium+Big)	30pcs.
2	Register without Rule (Small+Medium+Big)	30pcs.
3	Cover File	100pcs.
4	File with Board	100pcs.
5	Ball pen (Red+Black+Blue)	150pcs.
6	Stapler (Small)	10pcs.
7	Stapler (Big)	5pcs.
8	A4 Paper	12pkt.
9	Whitener Pen	12pcs.
10	Water Glass (Medium)	30pcs.
11	Cup-Plate Set	30 Pair.
12	Room Freshner	5pcs.
13	Water Filter (Milton)	1pcs.
14	Handwash	5pcs.
15	Electric Kettle(1.5Ltr.)	1pcs.
16	Steel Flask(1.5Ltr.)	1pcs.
17	Ruler (2ft.)	5pcs.
18	Gum (Bottle)	5pcs.
19	Ink for Stamp Pad	2box.
20	Paper Cutter Knife	5pcs.
21	Paper Tag	10pkt.
22	Paper Hole Maker	5pcs.
23	Pencil(HB)	2 Bundle.
24	Eraser	2 Bundle.
25	Paper Flag	2pkt.
26	Marker(Red+Black)	2pkt.
27	White Towel(4ft.)	3pcs.
28	Harpic (1lt.)	6pcs
29	Lizole (1lt.)	6pcs.
30	Floor Cleaner (1lt.)	6pcs.
31	Envelopoe (Small+Medium+Big)	300pcs.
32	Paper Weight	10pcs.
33	Carbon Paper(Blue+Black)	200pcs
34	White Cellotape	10pcs.
35	Clip Board	5pcs.
36	Tea Tray(Big)	4pcs.
37	Tea Spoon	36pcs.

General terms and conditions:

1. Price once approved will remain valid during the scheduled delivery period. Increase/ decrease of taxes and other statutory duties will not affect the prices during the period. The tenderer will be responsible for any increase or decrease in taxes and duties. Any increase in taxes and other statutory duties/ levies after the approved rates shall be the tenderer responsibility.
2. Delivery of the items to be made within the stipulated period after release of the supply order by the office of the undersigned.
3. The undersigned reserves the right to accept or reject any or all the tenders in part or full.
4. The decision of the undersigned in all respect shall be final and binding on.

Sd/-
District & Sessions Judge – cum-
Chairman, DLSA, Baksa.
District & Sessions Judge,
cum-Chairman, District Legal
Service Authority, Baksa

Memo No. DJ/BAK/2020/ 154-157 Dated 28/11 *February* of January, 2020.

- ✓ 1. The System Officer, Baksa. He is requested to upload the “Notice Inviting Tender” in the Official website of the Baksa District Judiciary.
2. The Accountant of this establishment.
3. All the Notice Boards of this establishment.
4. Office File.

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District & Sessions Judge-
cum-Chairman, District Legal
Service Authority, Baksa *mb*
28-02-20