

**OFFICE OF THE  
MEMBER SECRETARY  
ASSAM STATE LEGAL SERVICES AUTHORITY  
1<sup>st</sup> Floor, Gauhati High Court Old Block, Guwahati- 781001**

Ref: ASLSA 130/2018/761

Dated: 09.06.2025

**REQUEST FOR QUOTATION NOTICE**

Sealed quotations are invited from GST Registered Firms for empanelment as Vendor for the financial year 2025-26 for supply of the following Office Stationery and consumable items at the O/o Assam State Legal Services Authority, 1<sup>st</sup> Floor, Gauhati High Court Old Building, Guwahati-01.

Sl. No.	Items	Make/ Model	Specification
1	<b>Printer Cartridge</b> Printer: HP Laserjet Tank 1020W Spec: 158X	HP	158X
2	<b>Printer Cartridge</b> Printer: HP Laserjet P1108 Spec: 88A Compatible	HP	88A Compatible
3	<b>Printer Cartridge</b> Printer: Canon Spec: 326 Compatible	Canon	326 Compatible
4	A4 Paper (JK 75 GSM)	JK	75 GSM
5	A4 Paper (JK 70 GSM)	JK	70 GSM
6	FS Paper (JK 70 GSM)	JK	70 GSM
7	Note Sheet Paper: JK Ledger (FS) 80 GSM	JK	JK Ledger(FS) 80 GSM
8	File Board (with long rope): Brown board with strap	Good Quality	Brown board with strap
9	Electric Kettle (Bajaj/ Milton)-1.5-2.0 Ltrs.	Bajaj/ Milton	1.5-2.0 Ltrs.
10	Pencil (Doms)- Extra Dark	Doms	Extra Dark
11	Paper poker (with plastic grip)	Good Quality	With plastic grip
12	Eraser (Big size): Doms	Doms	Big Size
13	Sharpener: Doms (Plastic)	Doms	Plastic
14	Liquid Handwash (Dettol/ Savlon): 200 ml	Dettol/ Savlon	200 ml.
15	Glass & surface cleaner (Colin spray): 250 ml	Colin	Spray 250 ml.
16	Glass tumbler (Borosil/Treo/Milton): 300 ml	Borosil/ Treo/ Milton	300 ml.
17	Pencil battery (Duracel): AA	Duracel	AA
18	Pencil battery (Duracel): AAA	Duracel	AAA
19	Coffee cup: Ceramic	Good Quality	Ceramic
20	Dinner plate: Melamine	Good Quality	Melamine
21	Room freshner: Godrej 220 ml	Godrej	220 ml.
22	Cooking pan (deep fry pan): Induction based & Non-stick	Good Quality	Deep fry pan Induction based & non-stick
23	Induction cook top: 2100 watt	Prestige	2100 watt

Contd. to P/2.....



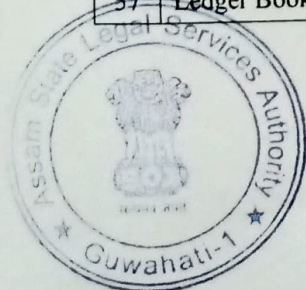
Member Secretary  
Assam State Legal  
Services Authority

A  
7/6/25

.....contd.

Sl. No.	Items	Make/ Model	Specification
24	Stainless steel container: 250-300 ml	Good Quality	250-300 ml.
25	Goodnight Liquidator Refill pack	Goodnight	Refill pack
26	Ball Pen (Hauser XO): Blue	Hauser XO	Blue
27	Ball Pen (Hauser XO): Red	Hauser XO	Red
28	Page marker (Desmat, multicolour): 25X75 mm	Desmat	25x75 multicolour
29	Kitchen Knife: Medium size	Good Quality	Medium size
30	Tea spoon: Stainless steel	Good Quality	Stainless Steel
31	Stapler Pin: 24/6	Kangaro	24/6 Size
32	Thermostat flask (Milton/ Cello) 1000 ml.	Milton/ Cello	1000 ml.
33	Self inking stamp	Good Quality	
34	File tag tread: 21 inch (Cotton with metal end)	Good Quality	Cotton with metal end
35	Paper punch machine: Kangaroo DP 600	Kangaro	DP 600
36	Paper punch machine: Kangaroo DP 480	Kangaro	DP 480
37	Paper punch machine: Kangaroo DP 700	Kangaro	DP 700
38	Pen stand:	Good Quality	
39	Stapler: HD 45	Kangaro	HD 45
40	Stapler: 10	Kangaro	10
41	Scissor Medium Size- Mpad or equivalent	Mpad or equivalent	Medium size
42	Correction Pen- Flair/ Kores	Flair/ Kolors	
43	Calculator- Casio MJ 12D (12 Digit)	Casio	MJ 12D (12 Digit)
44	Cello Tape- White- 1 inch (with strong adhesive)		White- 1 inch (with strong adhesive)
45	Cello Tape- White- 2 inch (with strong adhesive)		White- 2 inch (with strong adhesive)
46	Cello Tape- Brown- 1 inch (with strong adhesive)		Brown- 1 inch (with strong adhesive)
47	Cello Tape- Brown- 2 inch (with strong adhesive)		Brown- 1 inch (with strong adhesive)
48	Highlighter Pen- Luxor-Gloliter	Luxor	Gloliter
49	Envelope- A4 Size (With & without printing of address)		A4 Size
50	Envelope- Legal Size (With & without printing of address)		Legal Size
51	Envelope- Cloth inside- A4 size (With & without printing of address)		Cloth inside- A4 size
52	Envelope- Cloth inside- Legal size (With & without printing of address)		Cloth inside- Legal size
53	Envelope- White official with Logo & Address printing	Good Quality	
54	File Cover- With Logo and Matter printing	Good Quality	
55	Arch/ Index File	Good Quality	
56	Cash Book- 300 Pages	Good Quality	300 Pages
57	Ledger Book- 300 Pages	Good Quality	300 Pages

Contd. to P/3.....



Member Secretary  
Assam State Legal  
Services Authority

9/11/15

.....contd.

Sl. No.	Items	Make/ Model	Specification
58	Cash Book- 100 Pages	Good Quality	100 Pages
59	Ledger Book- 100 Pages	Good Quality	100 Pages
60	Table Top elevator writing desk (acrylic)	Good Quality	
61	Wall Clock (32 x 32 x 3.5 Cm.) Ajanta	Ajanta	(32 x 32 x 3.5 Cm.)
62	Quarter Plate (Bone China) Branded	Branded	Bone China
63	Dusting Brush: Long	Good Quality	Long
64	Rubber Stamp-Self Inking Seal (Rectangular/ Round)	Best Quality	Rectangular/ Round
65	Rubber Stamp- (Rectangular/ Round)	Best Quality	Rectangular/ Round
66	Stamp Pad- Blue	Best Quality	Blue
67	Assamese Gamocha- for welcoming guests	Good Quality	for welcoming guests
68	Hand Sanitizer- Dettol/ Savlon	Dettol/ Savlon	
69	Computer Key Board- Logitech K120 or equivalent	Logitech	K120 or equivalent
70	Computer Mouse (Logitech M90) or equivalent	Logitech	M90 or equivalent
71	Internal SSD Drive- 512GB (Master/ EVM/ Hik Vision/WD green, red etc.) with maximum warranty	Master/ EVM/ Hik Vision/WD green, red etc.	with maximum warranty
72	External SSD Drive- 1TB(Seagate/WD/Toshiba/Sony/Samsung etc.)	Seagate/WD/Toshiba/Sony/Samsung etc.	1TB
73	Internal HDD Drive- 512GB (Seagate/WD/Toshiba)	Seagate/WD/Toshiba	512GB
74	External HDD Drive- 1TB (Seagate/WD/Toshiba/Sony)	Seagate/WD/Toshiba/Sony	1TB
75	Spike Buster (Extension board)- 3-5 pin	Good Quality	3-5 pin
76	Computer repair work- per computer (Any brand)		Any brand
77	Laserjet Printer repair work- per printer (HP P1108, HP Laserjet Tank 1020W etc.)		HP P1108, HP Laserjet Tank 1020W etc.
78	Antivirus (K7/ Kaspersky)- Single User	K7/ Kaspersky	Single User
79	UPS-650 VA- Elnova/ Zebronics	Elnova/ Zebronics	650 VA
80	Pen Drive: Kingston/ Sandisk- 64GB	Kingston/ Sandisk	64 GB
81	USB Hub- 3-5 pin		3-5 pin
82	Web Cam for Desktop PC- Logitech 3MP	Logitech	3MP, Wide screen, HD Video calling, Light correction, Noise reducing, Buildt-in Mic
83	Earphone- Wired with noise reduction (Basic model)	JBL/Sony/Boat	With noise reduction
84	Desktop Speaker- Frontech 2 Channel	Frontech	2 Channel, 5-8 Watt
85	Inverter + Battery (including installation)-Microtek 1050VA + Exide Battery 200mah	Inverter: Microtek Batter: Exide	1050 VA 200 mah battery

Contd. to P/4.....



Member Secretary  
Assam State Legal  
Services Authority  
9/16/25

.....contd.

Sl. No.	Items	Make/ Model	Specification
86	Gyser (including installation): Crompton Hydrajel 15 Ltrs.	Crompton	Hydrajel 15 trs.
87	RO Aquaguard (including installation): NEO	Eureka Forbes	Model: NEO
88	Ceiling Fan (including installation): Havells 8414	Havells	no. 8414
89	Bucket & Mug	Good Quality	Bucket: 20 Ltrs.
90	Mineral Water Bottle + Dispenser	Good Quality	20 Ltrs.
91	Supply & installatin of the following items (including Plumbing & Electrical works with material)		
	a. Glass rack/ stand for set top box		For Set top Box
	b. Bathroom mirror		Medium Size
	c. Bathroom towel rod		Medium Size
	d. Electrical Wires, Casing pipes, Switch boards, Bulbs		
	e. Washing Machine installation		

Sealed quotations super-scribing the envelope "**Quotation for Vendor Empanelment for Supply of Office Stationery during FY 2025-26**" may be submitted at the office of the undersigned at 1<sup>st</sup> Floor, Gauhati High Court Old Block, near Mediation Centre, Guwahati- 781001 on or before **24.06.2025** during office hours.

The undersigned reserves the right to accept or reject any quotation without assigning any reasons whatsoever. Detailed particulars, information required, if any, may be obtained from the office of the undersigned during office hours.

The GST registered firm submitting quotation should ensure that it can supply all the items listed above including necessary installation, plumbing and electrical works.

**Terms and conditions and list of documents required to be submitted along with Quotation.**

1. Rates should be inclusive of Freight, installation and delivery charges
2. The rates offered should have validity till 31.03.2026 from the date of submission of quotation
3. PAN Card
4. GST Registration Certificate
5. Copy of Trade Licence with validity up to 31.03.2026 or beyond
6. Documents in support of financial strength, such as IT return, Turnover certificate etc. of last financial year

**For publication:**

1. Office Website
2. Office Notice board
3. Office File



09.6.25  
 Member Secretary,  
**Assam State Legal Services Authority**  
 Member Secretary,  
 Assam State Legal  
 Services Authority