

**OFFICE OF THE
MEMBER SECRETRY
ASSAM STATE LEGAL SERVICES AUTHORITY
1st Floor, Gauhati High Court Old Block, Guwahati- 781001**

Ref: ASLSA 130/2018/1089

Dated: 19.07.2024

REQUEST FOR QUOTATION NOTICE

Sealed quotations are invited from reputed Suppliers/ Dealers of Office Stationery items for supply of the following.

SI. No.	Name of the item	Make/Model	Specification	Quantity Required
1.	Ruler/ Scale- Steel	Good Quality	Made of Steel	5 Nos.
2.	Ruler/ Scale- Plastic	Good Quality	Made of Plastic	5 Nos.
3.	Mouse Pad	Good Quality		5 Nos.
4.	Antivirus- 3 User Pack	K7/Kaspersky	K7/ Kaspersky	1 No. (3 User pack)
5.	Window Curtain	Good Quality	Cotton Double Ply	3 Pcs.
6.	Clip Board- Plastic	Good Qulaity	Made of Plastic with metal clip	5 Nos.
7.	Rexine Table Cloth- 6.5X4 Ft. (for Under Secretary Chamber)	Good Quality	6.5 Ft. x 4 Ft.	01 No.
8.	UPS- 600VA	Frontech/Good brand	600VA	01 No.
9.	Key Board-Logitech K120	Logitech	K120	01 No.
10.	Mouse-Logitech M90	Logitech	M90	01 No.

Sealed quotations super-scribing the envelope "**Quotation for Supply of Office Stationery**" may be submitted at the office of the undersigned at 1st Floor, Gauhati High Court Old Block, near Mediation Centre, Guwahati- 781001 on or before **29.07.2024** 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.

For publication:

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



[Handwritten Signature]
19.7.2024

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

Member Secretary
Assam State Legal
Services Authority