

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

Ref: ASLSA 130/2018/1882

Dated: 20.12.2024

**REQUEST FOR QUOTATION NOTICE**

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

| Sl. No. | Name of the item                          | Make/Model      | Specification                            | Quantity Required |
|---------|---|-----------------|--|-------------------|
| 1.      | File Hard Board                           |                 | Good quality with long strap             | 200 Nos.          |
| 2.      | A4 Paper                                  | JK Easy, 75 GSM |  | 30 Reams          |
| 3.      | Printer Cartridge for HP Laserjet P1108   | 88A             | Compatible                               | 15 Nos.           |
| 4.      | Ledger Book                               | Good Qlty.      | 100 Pages                                | 4 Nos.            |
| 5.      | Cash Book                                 | Good Qlty.      | 100 Pages                                | 4 Nos.            |
| 6.      | Note Pad (Small)                          | Good Qlty.      | 50 Pages                                 | 10 Nos.           |
| 7.      | Shorthand Note Pad                        | Good Qlty.      |  | 05 Nos.           |
| 8.      | Pen Drive- 32GB                           | Good brand      | 32 GB                                    | 03 Nos.           |
| 9.      | Liquid Handwash                           | Good brand      | 200 ml.                                  | 05 Nos.           |
| 10.     | Good Night Liquidator Refill              | Good Night      |  | 05 Nos.           |
| 11.     | Binder Clip- Medium                       | Good brand      | Medium for around 200 Pages              | 1 Pkt.            |
| 12.     | Stick Note Flag- 3 Colours                | Good brand      | 25MM X 75 MM X 3                         | 24 Pkts.          |
| 13.     | File Tag Rope (White)                     | Good brand      | Long Ropes with good quality metal heads | 2 Bundles.        |
| 14.     | Stapler Pin- 24/6                         | Kangaro         | Size 24/6                                | 1 Box             |
| 15.     | Stapler Pin (for Kangaro Stapler HD-1213) | Kangaro         | Big Size                                 | 1 Box             |

Sealed quotations super-scribing the envelope "**Quotation for Supply of Office Stationery**" 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 **30.12.2024** 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



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20.12.2024

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

Member Secretary  
Assam State Legal  
Services Authority

*[Handwritten initials]*  
20/12/24