

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

Ref: ASLSA 130/2018/691

Dated: 16.05.2024

**REQUEST FOR QUOTATION NOTICE**

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

Sl. No.	Name of the item	Make/Model	Specification	Quantity Required
1.	Wall Clock- 12 inch	Florice	12 inch	01 No.
2.	Wireless Calling Bell	Kolors		02 Nos.
3.	Keyboard	Logitech K120		01 No.
4.	A4 Paper	JK Easy, 75 GSM		50 Reams
5.	Scissor (Medium Size)	Maped	Medium Size	06 Nos.
6.	Correction Pen	Flair/ Kores		10 Nos.
7.	Printer Cartridge for HP Laserjet P1108	88A	Compatible	15 Nos.
8.	Calculator	Casio	MJ 12D (12 Digit)	02 Nos.
9.	Room Freshner	Godrej	Rose Fragrance	05 Nos.
10.	Cello Tape- 1 inch	White	1 inch	02 Nos.
11.	Cello Tape- 2 inch	White	2 inch	02 Nos.
12.	Ball Pen- Blue	Hauser Xo	Blue colour	03 Dozens
13.	Goodnight Liquidator Refill	Goodnight	Refill	05 Nos.
14.	Page Marker- Multicolour-25x75 mm	Desmat	Multicolour- 25x75mm	02 Dozens
15.	OHP Marker Pen-Black	Luxor	Black Colour	10 Nos.
16.	Highlighter Pen	Luxor-Gloliter	Multicolour	10 Nos.
17.	Table Top Glass (5x3 inch)		For Dy Secy Chamber	01 No.
18.	Note Pad (5.5x8.5 inch)			20 Nos.
19.	Big Size inside cloth Envelope (14x18 inch)			100 Nos.

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 27.05.2024 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



*[Signature]*  
16.05.2024  
Member Secretary,  
Assam State Legal Services Authority

**Member Secretary**  
Assam State Legal  
Services Authority