



GOVT. OF ASSAM
OFFICE OF THE DISTRICT LEGAL SERVICES
AUTHORITY TINSUKIA:: 786126



PHONE:: +91 6901281647 EMAIL ID:: dlsatinsukia@gmail.com

NOTICE INVITING QUOTATION

Sealed quotations are hereby invited from intending registered firms for the tasks as mentioned herein below, for the establishment of the District Legal Services Authority, Tinsukia Assam for the financial year 2026-27 as per specification given with notice.

List of Articles/Refreshment items for Awareness Programme/Meeting (A)

SL. No	Particulars
1	Flex Banner of size i(5ftx 3ft), ii(3ftx3ft), iii(6ftx3ft) iv(6ftx4ft)
2	Poster (1ft x1 ^{1/2} ft)
3	Order Sheet (M.V Cases, Pre-Litigation)
4	Settlement Form (Pre-Litigation)
5	Vinyl board (1ft x1 ^{1/2} ft)
6	Leaflet
7	Certificate
8	Biscuit (Preferably Britannia, Patanjali, Parle, Biskfarm)
9	Disposable Tea Cup
10	Disposable Plate (small size, medium size, big size)
11	Tea Leaves Packet (taaza, ledo valley)
12	Sugar
13	Dhokla
14	Cutlet

15	Rasgulla
16	Namkeen
17	Tea (black tea/milk tea)
18	Coffee
19	Kalakand
20	Kaju Barfi
21	Gulab jamun
22	Packet Lunch (Veg/Non-veg)

List of Office Items / Articles (B)

SL.No	Particulars
1	Xerox toner NPG59
2	Phenyl White
3	Harpic 500 gm
4	PVC Rope
5	Gems Clip 35 mm
6	Stamp Pad
7	Tag
8	Calculator
9	Alpin
10	Clip Board Plastic
11	Damper
12	Toilet Brush
13	Both side Tape
14	Guard File
15	Room Freshner
16	Hand wash
17	Steel Scale
18	Extension Board
19	Pen Stand
20	Stock Register
21	Cash Register
22	Attendance Register
23	Tube Light

24	Led Bulb
25	Scissor
26	Envelope a4
27	Envelope legal
28	Duster
29	Marker Pen
30	Towel Big and Small
31	Insecticide
32	White ribbon roll
33	Register
34	Binder Clip
35	Colour Flag
36	Register Plain
37	Correction Pen
38	Duracell battery
39	Envelope
40	Glue Stick
41	Four Cover File
42	A4 xerox paper
43	Fs Xerox Paper
44	Maxritter Pen
45	Single and Double punch
46	Stamp Pad ink 700 ml
47	Stapler pin small and big
48	Stapler Small and big
49	Toner 88 A

GENERAL TERMS AND CONDITIONS :

1. The sealed envelope containing quotation shall be marked as "Quotation for Supply of Goods/refreshment/articles".
2. Quotation in sealed covers, showing the rate against each task, segregating the tax component along with photocopy of GST registration certificate, PAN card, etc signed and sealed by authorized signatory, should reach the office of the undersigned on or **before 5:00 P.M of 13.06.2026** during office hours by hand or post. No quotation shall be received for any reason after **5:00 P.M of 13.06.2026**.
3. Each page of the document must be signed along with seal.

4. In absence of the above document/information, the offer may be summarily rejected without making any further reference in this regard.
5. Rate quoted for the items will be final and no further hike in price of the items will be entertained.
6. The payment shall be made after satisfactory execution of the order and supply of material in satisfactory condition on bill basis.
7. The Hon'ble Chairman, District Legal Services Authority, Tinsukia reserves the right not to accept or reject any or all quotation in part or full and shall be bound to accept the lowest price/bid.
8. In case of violation of terms and conditions of the quotation document or unsatisfactory performance of work/sub-standard in nature, the Secretary, District Legal Services Authority, Tinsukia reserves the right to terminate the contract by giving intimation to supplier immediately.
9. The decision of the Hon'ble Chairman, District Legal Services Authority, Tinsukia in all respects be final and binding.

By order/-
scf
Secretary
DLSA, Tinsukia

No.DLSA/TSK/II/26/ 2336-2339 Dated Tinsukia, the 30th May, 2026

Copy to :

1. System Assistant, for uploading the advertisement in District Judiciary, Tinsukia website.
2. Notice Board, O/o. the District & Sessions Judge, Tinsukia.
3. Notice Board, O/o. the Chief Judicial Magistrate, Tinsukia.
4. Notice Board, O/o. DLSA, Tinsukia.

Maye
Secretary
DLSA, Tinsukia
Secretary
District Legal Services Authority
Tinsukia *HR*