OFFICE OF THE DISTRICT LEAGAL SERVICES AUTHORITY
NAGAON: ASSAM

NOTICE INVITING QUOTATION

Dated Nagaon, the 17th March, 2026.

Sealed quotation are hereby invited from local registered firms/shops for entering into Annual Rate Contract and supply of **miscellaneous articles** for use in the establishment of the District Legal Services Authority, Nagaon, for the financial year 2026-2027. The intending firms must submit their quotations in sealed envelope to the Office of the undersigned on or before 31st March, 2026 during the working hours.

GENERAL TERMS & CONDITION :

1. The seal quotation shall be superscribed as "**Quotation for supply of Miscellaneous Articles**"

and should contain the following documents :-

I. Proof of Current Bank Account in the name of the Firm.
II. Trade Licence issued by appropriate authority.
III. PAN card in the name of the firm/
IV. GST registration certificate.
V. Any other documents which are required for supplying of Article to the Govt. Office.

2. The firm should have an established shop dealing in Stationery/Electrical/Miscellaneous articles. Details of the shop is to be furnished along with quotation for verification.

3. The rates approved by the Committee constituted for the selection of bidder shall be valid for a period of one year from the date of approval letter of this establishment. Increase and decrease of Prices, Taxes and other statutory duties will not affect the price during this period. The supplier will be responsible for any increase in Prices, Taxes and Duties. Any increase in taxes and other statutory duties/levies after the approval of Rates shall be to the supplier's account.

4. The rate should be submitted with GST and without GST separately.

5. The rate quoted for each item will be final and in no hike in price shall be considered in the contract period. Further, rate quoted in the price bid should be on door delivery to this establishment.

6. Preference may be given to Firm/Shop which has experience in dealing with supply of Office goods/articles in High Court/District Courts.

7. The bidder shall have to supply the ordered items immediately on receipt of such supply order. The article to be supplied should be of best and standard quality.

8. Payments shall be made after satisfactory execution of the order and supply of material in satisfactory condition in bill basis.

9. Sample of the items should be submitted where necessary.

10. The firms should quote rate of items for the specified brand name, size, weight etc.(where applicable) as per the prescribed list/format appended herewith without adding any extra item.

11. The articles will be purchased as per requirement and same shall be delivered to the O/o the District Legal Services Authority, Nagaon, immediately.

12. The undersigned reserves the right not to accept or reject any or all quotation in part or full and he shall not be bound to accept the lowest bidder.

13. In case of violation of terms and conditions of the tender document or unsatisfactory supply of material or of poor quality and below standard, the undersigned reserves the right to terminate the supply order by giving intimation to the supplier.

14. The decision of the undersigned in all respect shall be final and binding.

Sd/-

District & Sessions Judge-cum-Chairman,
District Legal Services Authority,
Nagaon, Assam.

Memo No. DLSA-N/2026/ 1634-1636 Dated Nagaon, the 17th March, 2026.

Copy to:

1. The Systems Officer, Nagaon District Judiciary. He is requested to upload the notice in the Official Website of the Nagaon District Judiciary, along with the ANNEXURE enclosed.
2. Notice Board of this establishment.
3. Office File.

17/3/26

District & Sessions Judge-cum-Chairman,
District Legal Services Authority,
Nagaon, Assam

District & Sessions Judge
-cum-
Chairman,
District Legal Services Authority
Nagaon · Assam

17/03/26

ANNEXURE-A

QUOTATION FORM FOR SUPPLY OF MISCELLANEOUS ARTICLES

Ref. Memo. No. DLSA-N/ Dated-

To,

The District & Sessions Judge-cum-Chairman,
District Legal Services Authority
Nagaon, Assam..

1. Name of the bidder with address : .....

.....

2. Contact person with phone no. : .....

.....

3. GST Registration No. : .....

4. Details of items :

Sl. No.	Name of the items	Per Unit	Rate (in Rs.)		
			MRP	Quoted Rate	
				Without GST	With GST
1	Assamese Phulam Gamocha (Cotton), Best Quality, (Big/Large)	Pc			
2	Assamese Phulam Gamocha (Silk), Best Quality, (Big/Large)	Pc			
3	Amul Taaza, 1 Ltr	No.			
4	Amul Taaza, ½ Ltr	No.			
5	Battery, AAA, Eveready	No.			
6	Battery, AA, Eveready	No.			
7	Car Perfume	No.			
8	Chair Cushion 14" x 14", Good Quality	No.			
9	Chair Cushion 16" x 16", Good Quality	No.			
10	Chair Cushion 18" x 18", Good Quality	No.			
11	Coaster, Branded, Good Quality	Dzn			
12	Coat Brush, Good Quality	No.			

13	Coat Hanger 6", Good Quality	No.			
14	Cup & Saucer (Bone China)	Set			
15	Cup & Saucer (Bharat)	Set			
16	Cup & Saucer (Cello)	Set			
17	Coffee (Nescafe, 100 mg)	Pkt.			
18	Coffee (Nescafe, 100 mg)	Pkt.			
19	Curtain Stick Aluminium	Per Feet			
20	Dhup Stick, Branded, Good Quality	Pkt.			
21	Door Mat (Cotton)	Pc			
22	Door Mat (Synthetic)	Pc			
23	Door Mat, Coir, Good Quality	Pc			
24	Drinking Glass (Borosil)	Set			
25	Dry Wiper	No.			
26	Duster Cloth	Pc.			
27	Flask, Steel Body, 1 Ltr, Milton	No.			
28	Flask, Steel Body, ½ Ltr, Milton	No.			
29	Fork Stainless Steel (Best Quality)	Set			
30	Goodknight Power Active+System (Machine+Refill)	No.			
31	Goodknight Power Active+System (Refill)	No.			
32	Hit Spray (Mosquito/Cockroach) 700 ml	Bottle			
33	Hot Case Medium, Milton	No.			
34	Hand Gloves	Pair			
35	Knife Stainless Steel (Best Quality)	Set			
36	Lock & Key	Set			
37	Markin Cloth, Good Quality	Mtr			
38	Mug (Cello, 1Ltr)	No.			
39	Napthalene,50 gms	Pkt			
40	Paper Napkin	Pkt			

41	Plastic Bucket, 22 Ltrs, Cello	No.			
42	Quarter Plate, Bone China	Set			
43	Room Freshener	No.			
44	Rope(Plastic)	Kg			
45	Red Cloth	Bundle			
46	Scotch Bite	No			
47	Soap Case, Good Quality	No.			
48	Soup Bowl, Bon China	Set			
49	Spoon Stainless Steel, Good Quality	Set			
50	Spray Gun	Pc			
51	Sugar Cube	Pkt			
52	Sutli	Kg			
53	Table Glass Pad, 4 mm	Sq. Ft.			
54	Table Glass Pad, 5 mm	Sq. Ft.			
55	Table Glass Pad, 6 mm	Sq. Ft.			
56	Table Top Inclinder Desk (Fibre)	No.			
57	Tea, 500 gms, Good Quality	Pkt.			
58	Tea, 250 gms, Good Quality	Pkt.			
59	Tea, Lipton Green Tea, 100 Bags	Pkt.			
60	Tea Pot Bone China	Pc			
61	Tea Spoon, Steel, Good Quality	Dzn			
62	Tea Tray (Plastic, Big Size, Milton)	No.			
63	Tea Tray (Plastic, Medium Size, Milton)	No.			
64	Tea Tray (Plastic, Small Size, Milton)	No.			
65	Tile Cleaner	No.			
66	Toilet Cleaning Brush	No.			
67	Torch Light (Eveready)	No.			
68	Towel Bombay Dyeing 4'x2'	Pc.			

69	Towel Bombay Dyeing 5'x2 ½'	Pc.			
70	Towel Bombay Dyeing Small	Pc.			
71	Vim Bar, Small	Pc			
72	Wall Clock, Ajanta, Big	No.			
73	Wall Clock, Ajanta, Small	No.			
74	Waste Paper Bucket (Plastic)	No.			
75	Waste Paper Bucket Paddle Type(Plastic)	No.			
76	Water Jug (Plastic), Good Quality	Pc.			
77	Water Dispenser	No.			
78	Water Dispenser Bottle, 20Ltr	No.			
79	Celling Bell (Remote Control)	No.			
80	Acid for cleaning floor	Bottle			
81	Bamboo Broom(long handle) 5'	No.			
82	Black Phenyl ½ Ltr, Bengal Chemicals/Cross	Bottle			
83	Bleaching Powder, ½ Kg, General	Pkt.			
84	Chitranala Oil, 100 ml, Good Quality	Bottle			
85	Colin Cleaning Spray, 500 ml	Bottle			
86	Dettol Soap, Small	No.			
87	Dettol Disinfectant Multi-use Hygiene Liquid 500 ml	Bottle			
88	Floor Moper, Spotzero	No.			
89	Face Mask good Quality	No.			
90	Garbage Polythene Bag, Small	Pkt.			
91	Garbage Polythene Bag, Medium	Pkt.			
92	Garbage Polythene Bag, Big	Pkt.			
93	Harpic Liquid, 250 ml	Bottle			
94	Hand Sanitizer, Dettol/Lifebuoy, 50 ml (Alcohol Based)	No.			
95	Hand Sanitizer, Dettol/Lifebuoy, 500 ml (Alcohol Based)	No.			
96	Hand Gloves (latex, good quality)	Pair			

97	Hand Gloves, Spotzero	Pair			
98	Hand wash, Dettol, 200ml.	No.			
99	Hand wash refill, Dettol, 175ml	No.			
100	Lizol (with size/quantity)	Bottle			
101	Napthalene, 50 gms	Pkt.			
102	Odonil Medium (50 gms)	Dzn.			
103	Phool Jharu, Long Size, Best Quality	No.			
104	Sanitary Cleaning Brush, Long, Good Quality	No.			
105	Sanitary Cleaning Brush, Short, Good Quality	No.			
106	White Phenyl, 1 Ltr., Cross	Bottle			
107	White Phenyl, 1 Ltr., Chitra Fresh	Bottle			
108	White Phenyl, ½ Ltr., Cross	Bottle			
109	White Phenyl, ½ Ltr.,Chitra Cross	Bottle			

(Signature of Proprietor/Manager)
Full Name with Date & Seal.