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 **stationery 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 Stationery 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/2026/1625- 1627 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 STATIONERY 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	Alpin (50 Gm), Good Quality	Box			
2	Ball Pen (Link Smart Gel)-Black/Blue/Red	No.			
3	Ball Pen (Elkos)-Black/Blue/Red	No.			
4	Ball Pen Both Side-Blue & Red	No.			
5	Both Sided Tape 1"	No.			
6	Brown Cello Tape 2"	No.			
7	Binding Register No.10(Rulled/Plain)	Pc			
8	Binding Register No.20(Rulled/Plain)	Pc			
9	Binding Register No.30(Rulled/Plain)	Pc			
10	Binding Register DFC Size No.10	Pc.			
11	Binding Register DFC Size No.20	Pc			
12	C.D Marker Pen	No.			

13	Calculator 10 Digit (Citizen)	No.			
14	Carbon Paper (Kores)	Pkt.			
15	Candle (Medium)	Pkt.			
16	Cello Tape 1"	Dzn			
17	Cello Tape 2"	Dzn			
18	Correction Pen (10 ml)	Pc			
19	Cotton White Tape/Thread Ball	Roll			
20	Clipboard	No.			
21	Damper Sponge Pad	No.			
22	Envelope (A4 Size, Plastic Coated)	Pc			
23	Envelope (File Size, Plastic Coated)	Pc			
24	Envelope (4"x10")	Pc			
25	Envelope (3"x9")	Pc.			
26	Envelope (4"x 10")Plastic Coated	Pc			
27	Eraser Non-Dust Quality	Pkt.			
28	File Board (Extra Thick) as sample 10"x14"	No.			
29	File Board Plain as sample 10"x14"	No.			
30	File Cover 10"x14"	No.			
31	Four fold file cover	No.			
32	Gems Clip/Paper Clip (Plastic Coated)	Box			
33	Glue Stick 15 gm	No.			
34	Glue Tube 20 ml	No.			
35	Glue Tube 50 ml	No.			
36	Gum Pot 150 ml	No.			
37	Guard File (Delux)	No.			
38	Highlighter Pen	Pkt.			
39	Lever Arch File, A4 Size	No.			
40	Lever Arch File, F.S Size	No.			
41	Note Book with 20 pages	No.			
42	Note Book with 40 pages	No.			

43	Page Marker, 3 strips	Pkt.			
44	Page Marker, 4 strips	Pkt.			
45	Paper Puncher (One Hole), Kangaro	No.			
46	Paper Puncher (Two Hole), Kangaro	No.			
47	Paper Weight (Medium size)	Dzn.			
48	Pen stand (for 2 pens), Best Quality	No.			
49	Pen Stand (for 4 pens), Best Quality	No.			
50	Pencil (Apsara)	Pkt.			
51	Pencil (Classmate)	Pkt			
52	Pencil (Nataraj)	Pkt.			
53	Pencil Sharpner	Pkt.			
54	Permanent Marker Pen	No.			
55	Peon Book	No.			
56	Pin Cushion, Best Quality	No.			
57	Plastic Scale-15 cm long	No.			
58	Plastic Scale-30 cm long	No.			
59	Plastic Stick File Transparent(A4 size)-Good Quality	No.			
60	Plastic Stick File Transparent(FS size)-Good Quality	Pc			
61	Poker Tool(Plastic Handle), Best Quality	No.			
62	Poker Tool(wooden Handle), Best Quality	No.			
63	Plastic Tray for keeping File/Paper	No.			
64	Sealing Wax	Pkt.			
65	Short Hand Note Book with 160 pages(best quality)	No.			
66	Short Hand Note Book with 200 pages(best quality	No.			
67	Sketch pen	Pkt.			
68	Spiral Note Book(quote with different sizes including pocket size)	No.			
69	Stamp Pad (88 mm x54mm)-small size	No.			
70	Stamp Pad (110 mm x 69mm)-medium size	No.			
71	Stamp Pad (157 mm x 96mm)-Big size	No.			

72	Stamp Pad Ink, 25 ml	No.			
73	Stapler Machine(Big size) for stitching Exam Book	No.			
74	Stapler Pin No. 23/17	Pkt.			
75	Stapler Machine HD10 (Kangaroo) Plastic Body	No.			
76	Stapler Machine HD45 (Kangaroo) Plastic Body	No.			
77	Stapler Machine HP45 (Kores) Steel Body	No.			
78	Stapler Pin No.10	Pkt			
79	Stapler Pin No. 24/6	Pkt.			
80	Sticky pad 3"x 3"	Pkt.			
81	Stock Register No.5	No.			
82	Stock Register No.10	No.			
83	Scissor 8", Good Quality	No.			
84	Scissor 6", Good Quality	No.			
85	Tag Cotton (Best Quality)	Bundle			
86	Tag Nylon	Bundle			
87	Table Candle	No.			
88	Thumb Pin	Pkt.			
89	White Board Marker(different colour)	No.			
90	White Board	No.			
91	White Board Duster	No.			
92	Wooden Roller	No.			
93	Trident My Choice, Photostat Paper(A4 size-75 GSM, 500 sheets)	Ream			
94	JK Copier, Photostat Paper(A4 size)-75 GSM, 500 sheets	Ream			
95	JK Copier, Photostat Paper(A4 size)-70 GSM, 500 sheets	Ream			
96	JK Copier, Photostat Paper(FS size)-75 GSM, 500 sheets	Ream			
97	JK Copier, Photostat Paper(FS size)-70 GSM, 500 sheets	Ream			
98	Bond Paper-100 GSM	Ream			

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