OFFICE OF THE DISTRICT LEAGAL SERVICES AUTHORITY
NAGAON: ASSAM

NOTICE INVITING QUOTATION

Dated Nagaon, the 06th April, 2026.

Sealed quotation are hereby invited from local registered firms/shops for entering into Annual Rate Contract and supply of **miscellaneous flex printing and other printing 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 10th April, 2026 during the working hours.

GENERAL TERMS & CONDITION :

1. The seal quotation shall be super scribed as "**Quotation for supply of Miscellaneous flex printing and other printing 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/ 2193-95 Dated Nagaon, the 06th April, 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.

6/4/26

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

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

06/04/26

QUOTATION FORM FOR SUPPLY OF MISCELLANEOUS FLEX PRINTING AND OTHER PRINTING 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 : .....

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

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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	Flex Banner size (2″x3″) Star Paper	Nos.			
2	Flex Banner size (4″x3″) Star Paper	Nos.			
3	Flex Banner size (5″x3″) Star Paper	Nos.			
4	Flex Banner size (6″x4″) Star Paper	Nos.			
5	Flex Banner size (8″x4″) Star Paper	Nos.			
6	Flex Banner size (8″x5″) Star Paper	Nos.			
7	Flex Banner size (2″x3″) Flex paper	Nos.			
8	Flex Banner size (4″x3″) Flex paper	Nos.			
9	Flex Banner size (5″x3″) Flex paper	Nos.			
10	Flex Banner size (6″x4″) Flex paper	Nos.			
11	Flex Banner size (8″x4″) Flex paper	Nos.			
12	Flex Banner size (8″x5″) Flex paper	Nos.			
13	Notice printing A4 size	500 pages			
14	Notice printing A4 size	1000 pages			

15	Leaflet printing (single side) A4 size	500 pages			
16	Leaflet printing (single side) A4 size	1000 pages			
17	Leaflet printing (single side) Legal size	500 pages			
18	Leaflet printing (single side) Legal size	1000 pages			
19	Leaflet printing (both side) A4 size	500 pages			
20	Leaflet printing (both side) A4 size	1000 pages			
21	Leaflet printing (both side) Legal size	500 pages			
22	Leaflet printing (both side) Legal size	1000 pages			
23	Receipt Book (50 pages)	Nos.			
24	Receipt Book (100 pages)	Nos.			
25	Vinyl pasting (per square foot)	Per sqr.			
26	Certificate printing	Nos.			
27	Register printing and permanent binding (Size 5 no.)	Nos.			
28	Register printing and permanent binding (Size 10 no.)	Nos.			
29	Register printing and permanent binding (Size 15 no.)	Nos.			
30	Register printing and permanent binding (Size 20 no.)	Nos.			
31	Non-permanent binding Register (50 pages)	Nos.			
32	Non-permanent binding Register (100 pages)	Nos.			
33	Register printing and binding (Size 20 no.)	Nos.			
34	Sticker printing and pasting in trophies	Nos.			
35	Rubber Stamp Round Seal	Nos.			
36	Rubber Stamp square Seal (2 line)	Nos.			
37	Rubber Stamp square Seal (3 line)	Nos.			
38	Rubber Stamp square Seal (4 line)	Nos.			
39	Rubber Stamp square Seal (5 line)	Nos.			
40	I-Card (Normal) with card holder	Nos.			
41	I-Card (PVC type) with card holder	Nos.			

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