# OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY, GOALPARA

## Notice Inviting Quotation

Dated 16th May, 2025

Sealed quotations are invited from Government Registered Godrej dealer affixing court fee of Rs. 8.25/- (Non-Refundable) for supply of Stationery articles and other miscellaneous items to the Office of the District Legal Services Authority, Goalpara for the financial year 2025-2026.

The quotations should reach the office of the undersigned on or before 31st May, 2025 by 4 P.M.

List of items are as follows:-

| Sl. No. | Item Description | Quantity |
|---|---|---|
| 1. | Xerox paper A-4 (JK) | Per pkt. |
| 2. | Xerox paper Legal Size(JK) | Per pkt. |
| 3. | Room Freshener (Sandal) | -Do- |
| 4. | Four folder file cover | -Do- |
| 5. | Stamp Pad (M size) | -Do- |
| 6. | Glue Stick (Gum) | Per doz. |
| 7. | Carbon Paper (Kores) | -do- |
| 8. | Record binding ribbon | Per pkt. |
| 9. | Computer Jet Cartridge (88-A) | Per nos. |
| 10. | Computer Jet Cartridge (12-A) | Per pie. |
| 11. | Canon Cartridge 337 | Per pie. |
| 12. | NPG 59 Tonner | Per pie. |
| 13. | Toner Cart 'HP)110A | Per pie. |
| 14. | Toner C e (HP)126A | Per pie. |
| 15. | Binding Register | Per No. |

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| 16. | Stapler (Kengaru) | Per doz. |
| 17. | Gum 30 ml Tube | Per doz. |
| 18. | Ink (Celpark) 60 ml | Per doz. |
| 19. | Correcting fluid 15 ml | Per doz. |
| 20. | Pen stand (M) | Per pie. |
| 21. | Ball Pen both Side. | Per doz. |
| 22. | Ball pen (Best quality) | Per doz. |
| 23. | Seal (per word) | Per word |
| 24. | Alpine (Kores) | Per box |
| 25. | Marker Pen | Per doz |
| 26. | Cotton Tag (big size) | Per bundle. |
| 27. | White Phenyl 500 ml (cross) | Per bottle. |
| 28. | Black phenyl 500ml cross | Per bottle. |
| 29. | Harpic 500 ml | Per doz. |
| 30. | Plastic Bucket | Per pie. |
| 31. | Cup plate (La Opala) | Per set |
| 32. | Drinking glass | Per set |
| 33. | Tea spoon (Best Quality) | Per doz. |
| 34. | Door Mat | Per pie. |
| 35. | Broom stick | Per pie. |
| 36. | Ceiling brush | Per pie. |
| 37. | File cover | Per pie. |
| 38. | File Board | Per pie. |
| 39. | Envelope (Big size) | Per doz. |
| 40. | Envelope (small size) | Per doz. |
| 41. | Binding Register 250 pages | Per pie. |

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| 42. | Attendance Register | Per pie. |
| 43. | Electrical calling bell | Per pie. |
| 44. | Table Knife | Per pie. |
| 45. | Cello tape | Per doz. |
| 46. | Peon book | Per pie. |
| 47. | LED BULB | Per pie. |
| 48. | Neptholin ball | Per pkt. |
| 49. | Odonil | Per pkt. |
| 50. | AC Remote Battery | Per pie. |
| 51. | Pencil Battery | Per pie. |
| 52. | Pad ink | Per Pie. |
| 53. | Urinal Brush | Per pie. |
| 54. | Calculator | Per pie. |
| 55. | Tube Light | Per pie. |
| 56. | Towel Big Size | Per pie. |
| 57. | Towel Small Size | Per pie. |
| 58. | Plastic Scale | Per pie. |
| 59. | Table Glass | Per pie. |
| 60. | Wooden Pencil | Per doz. |
| 61. | Dettol Handwash (500 ml.) | Per bottle. |
| 62. | Tube light bulb(Bajaj) | Per pie. |
| 63. | Flexible wire | Per metre |
| 64. | Water tap | Per pie. |
| 65. | Issue Register | Per pie. |
| 66. | Floor washing brush | Per pie. |
| 67. | Bleaching powder | Per kg. |

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| 68. | Wall clock | Per pie. |
| 69. | wiper | Per pie. |
| 70. | Tea flask500ml | Per pie. |
| 71. | Tea flask 1000ml | Per pie. |
| 72. | Toilet cleaner brush | Per pie. |
| 73. | Full Jaru | Per pie. |
| 74. | Light Switch | Per pie. |
| 75. | Mattress | Per pie. |
| 76. | Highlighter | Per pie. |
| 77. | Sticky Note Pad | Per pie. |
| 78. | Coconut Jharu | Per pie. |
| 79. | Fulam Gamosa | Per pie. |
| 80. | Red ribbon | Per metre |
| 81. | Pen Drive | Per pie. |

## General Terms and Conditions

1. Only Government Registered Suppliers/Firms/ Shops are eligible to submit the quotation.
2. Each page of the quotation and the document attached should be signed by the bidder with seal.
3. Quotations must accompany the latest Sales Tax Certificate, Income Tax Clearance Certificate, Trade License, PAN card, GST Certificate. Experience Certificate if any etc.
4. The rate of the articles should be quoted against the items. Price quoted should be inclusive of all taxes. However, GST rate is to be shown separately against each item. The price quoted should not exceed the maximum retail price of the articles.
5. Price once approved will remain valid during the scheduled delivery period. Increased of taxes and other statutory duties will not affect the price during the period. The supplier will be responsible for any increase of taxes and duties.

6. Spurious/Sub-Standard items will not be accepted at any cost.
7. In case successful bidder supplies sub-standard materials, its tender shall be cancelled. Thereafter, next successive bidder may be considered.
8. Quotation received without complying above procedure will summarily rejected.
9. The undersigned is not bound to accept the lowest rates and reserves the right of rejecting the quotation without assigning any reason thereof. The decision of the undersigned will the final and undersigned received the right to include/exclude any terms and conditions deem fit at the time of final decision.
10. Quotation submitted after the stipulated time will be summarily rejected.

District & Sessions Judge-cum-Chairman,
DLSA, Goalpara

Memo No. D.L.S.A(G)/ 883 – 885 Dated Goalpara 16.05.2025

Copy forwarded for publication to:-

1. System officer, Goalpara District Judiciary, Goalpara. He is directed to upload this quotation in the official website of Goalpara District Judiciary and DLSA, Goalpara.
2. Notice board of this office.
3. Office file.

16/05/25

District & Sessions Judge-cum-Chairman,
DLSA, Goalpara

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District Legal Services Authority
Goalpara

16/5/25