

**OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY  
GOLAGHAT, ASSAM**



1<sup>st</sup> Floor, District Judicial Courts & Offices, Golaghat, Assam-785621,  
E-mail : dlsa.golaghat1@gmail.com

:: জিলা আইন সেৱা প্ৰাধিকৰণ, গোলাঘাট, অসম ::

Contact No.-6901281631



No. DLSA/GLT/2025/

Dated Golaghat, the 29<sup>th</sup> January, 2025.

From : Sri D.J.Mahanta, AJS  
District & Sessions Judge-cum-Chairman,  
District Legal Services Authority, Golaghat, Assam.

Invitation for Quotation  
(For Supply of Miscellaneous Items)

Sealed quotations are invited from the intending registered firms/dealers/ Govt. order suppliers for entering into Annual Rate Contract and supply of Miscellaneous Items, stationery items, computer peripherals and electrical items for use in the office of the District Legal Services Authority, Golaghat for the year 2024-25. The intending firms must submit their quotations in sealed envelope to the undersigned on or before 16.02.2025 during the working hours.

**General Terms & Conditions**

1. The sealed quotation shall be super scribed as '**Quotation for supply of Miscellaneous Articles**' and should contain the following documents:

- (a) Copy of PAN Card.
- (b) Copy of GST Registration Certificate.
- (c) Up-to-date Income Tax clearance certificate.
- (d) Up-to-date GST clearance certificate.
- (e) Copy of Trade License in Assam.
- (f) Copy of FSSAI certificate.

Each page of the documents should be signed by the bidder, with seal, on each page of each document, to establish the Bidder's eligibility to the bid & his qualification to perform the supply material if his bid accepted. In the absence of any of the above documents/ information, the offer may be summarily rejected without making any further reference in this regard.

The sealed envelope should be addressed to the "**District & Sessions Judge-cum- Chairman, District Legal Services Authority, Golaghat, Assam.**"

1. The rate should be quoted with GST and without GST separately.
2. Conditional quotations/tenders are liable to be rejected.

3. In case of violation of terms and conditions of the quotation/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/contractor.

4. Payments shall be made after satisfactory execution of the order and supply of material in satisfactory condition on bill basis. Payment of the material supplied under purchase order will be paid on receipt of complete consignment and checking of the material and on production of following:

- a) Invoice in triplicate,
- b) Delivery Challan duly signed by the consignee.

5. In case of successful bidder supplier's sub-standard materials, its tender shall be cancelled. Thereafter, next successive bidder may be considered.

6. In case of supplying of refreshment items (Food items) to the various programmes of DLSA, Golaghat, quality of food items should not be compromised and ensuring the food is hygienic falling which the contract will be deemed to cancellation. The tender party should have the ability to supply food as and when required on emergency basis. The party will bear the responsibility to clean up the venue after programmes.

No further communication shall be made in this regard except the selecting firm. The quotation should reach the undersigned on or before 3.30 P.M. of 16.02.2025 & no quotation/tender will be received thereafter.

*Sdt*

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

Dated, Golaghat the 29.01.2025

Memo No. DLSA/GLT/2025/272-273

Copy to :

1. The Notice Board of the office of the District & Sessions Judge, Golaghat.
2. The Systems Officer, District Judiciary, Golaghat for uploading of this quotation in the District Judiciary, Golaghat site.

*29/1/25*

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

*29/1/25*

LIST OF STATIONERY & OTHER ARTICLES AND OFFICE EQUIPMENTS

STATIONERY ARTICLES					
Sl. No.	Name of articles	Quality	Rate/articles	Rate inclusive GST	Rate without GST
1	F.C. Paper	Good quality	Per Ream		
2	Copier paper (F/S)	J.K. easy 70/75 GSM	Per packet		
3	Copier paper (A4)	J.K. easy 70/75 GSM	Per packet		
4	Copier paper (A3)	J.K. easy 70/75 GSM	Per packet		
5	Azurelaid Paper (Legal)	J.K. easy 70/75 GSM	Per packet		
6	Steno note book	oxford	each		
7	File Cover (Khaki)	Best quality	each		
8	File board	Best Quality	each		
9	Wooden pencil	Standard Apsara Nataraj etc.	each		
10	Khaki cover paper	Best Quality	Per sheet		
11	Blue Cover paper	Best Quality	Per sheet		
12	Binding Register	Best Quality	Per No.		
13	Guard File	Best Quality	each		
14	Cover file	Classic	each		
15	Alpin	Best Quality	Per packet		
16	T-pin	Best Quality	Per packet		
17	Magnetic Pin holder	Best Quality	each		
18	Staple pin (10)	Best Quality	Per pack		
19	Staple pin (24/6)	Best Quality	Per pack		
20	Cotton Tag	Best Quality	Per bundle		
21	Cotton Tap (White)	Best Quality	Per no.		
22	Ribbon	Best Quality	Per no.		
23	Envelope	Best Quality	Per 100 nos		
24	A4 size plastic coated envelope	Best Quality	Per 100 nos		
25	Legal Size Plastic coated envelope	Best Quality	Per 100 nos		
26	Blue Dot pen	Best Quality	each		
27	Blue Gel pen	Best Quality	each		
28	Black Dot pen	Best Quality	each		
29	Black Gel Pen	Best Quality	each		
30	Red dot pen	Best Quality	each		

31	Red Gel pen	Best Quality	each		
32	Ink Pen	Best Quality	each		
33	Marker pen	Best Quality	each		
34	Correction pen	Best Quality	each		
35	Stamp Pad	Best Quality	each		
36	Stamp pad ink	Best Quality	each		
37	Pen Stand	Best Quality	each		
38	Paper weight	Best Quality	each		
39	Gum (700 ml)	Best Quality	Per bottle		
40	Glue Stick	Kores (15 gm)	Per piece		
41	Phenyle (Red) 1 ltr.	Cross	Per bottle		
42	Phenyle (White)1 ltr.	Cross	Per bottle		
43	Herpik (500 ml)	Best Quality	Per Bottle		
44	Bleaching Powder	Best Quality	Per pack		
45	Odonil	Best Quality	Per pack		
46	Vim bar	Best Quality	Per pack		
47	Colin	Best Quality	Per bottle		
48	Dustbin (Small)	Best Quality	each		
49	Dustbin (Big)	Best Quality	each		
50	Phul Jharu (Broom)	Best Quality	each		
51	Bamboo Jharu	Best Quality	each		
52	Long Bamboo Jharu	Best Quality	each		
53	Coconut Jharu	Best Quality	each		
54	Table Cloth	Best Quality	each		
55	Sutli	Best Quality	Per kg		
56	Water filter	Best Quality	each		
57	Plastic Bucket	Best Quality	each		
58	Plastic Mug	Best Quality	each		
59	Table Brush	Best Quality	each		
60	Filter Candle	Best Quality	each		
61	Cup plate	Best Quality	each		
62	Quarter plate	Best Quality	each		
63	Coaster plate	Best Quality	Each/one set		
64	Lock & Key	Best Quality	Each set		
65	Markin Cloth	Best Quality	Per metre		
66	Wax Candle	Best Quality	Per packet		
67	Lah	Best Quality	Per packet		
68	Thermo flask (1litre)	Milton	each		
69	Water flask	Best Quality	each		
70	Towel (Big)	Bombay dying	each		
71	Towel (Small)	Bombay dying	each		
72	Wipe cloth	Best Quality	each		
73	Drinking Glass	Milton	each		

74	Doormat (Big)	Best Quality	each		
75	Doormat (Small)	Best Quality	each		
76	Chair Cushion	Best Quality	each		
77	Table Top	Best Quality	each		
78	Twine Ball	Best Quality	each		
79	Scale (Steel)	Best Quality	each		
80	Damper	Best Quality	each		
81	Kala hit (Mosquito destroyer)	Best Quality	each		
82	Mosquito coil	Best Quality	each		
83	Mosquito destroyer liquid	Best Quality	each		
84	Room freshener	Best Quality	Per bottle		
85	Handwash (200 ml)	Dettol	Per bottle		
86	Dettol liquid (200ml)	Dettol	Per bottle		
87	Hand Sanitizer	Best Quality	Per litre		
88	Hand Sanitizer (Spray/ 500 ml)	Best Quality	Per bottle		
89	Office knife	Best Quality	each		
90	Scissors	Best Quality	each		
91	Bodkin	Best Quality	each		
92	Cello tap (Big/ broad)	Best Quality	each		
93	Cello Tap (Big/thin))	Best Quality	each		
94	Spoon	Best Quality	Each/set		
95	Tray (Big)	Best Quality	each		
96	Tray (Medium)	Best Quality	each		
97	Tray (Small)	Best Quality	each		
98	Citronella	Best Quality	Per bottle		
99	Page maker ( Paper flag)	Best Quality	Per packet		
100	Highlighter pen	Best Quality	each		
101	Naphthalene ball	Best Quality	Per packet		
102	Plastic stool	Best Quality	each		
103	Battery Water	Best Quality	each		
104	Pencil Battery	Best Quality	each		
105	Remote battery	Best Quality	each		
106	Charging Torch light	Best Quality	each		
107	Curtain	Best Quality	each		
108	Calling Bell	Best Quality	each		
109	Wall clock	Best Quality	each		
110	Toilet Brush	Best Quality	each		
111	Basin Brush	Best Quality	each		
112	Coffee cup	Best Quality	each		

113	Steel Mug	Best Quality	each		
114	Steel strainer (Medium)	Best Quality	each		
115	Daak Book	Best Quality	each		
116	Carbon Paper	Best Quality	Per packet		
117	Hand Brush	Best Quality	each		
118	Clip Board	Best Quality	Per packet		
119	Table Basket (Tray)	Best Quality	each		
120	Calculator	Best Quality	each		
121	Compact Disc	Best Quality	each		
122	Pen drive	Best Quality	each		
123	Tissue Paper	Best Quality	Per packet		
124	Anti Germ Spray	Savlon	Per bottle		
125	Umbrella	Best Quality	each		
126	Paint	Best Quality	Per litre		
127	Mineral Water	Best Quality	Per litre		
<b>OFFICE EQUIPMENTS</b>					
128	Computer Key Board	Best Quality	each		
129	Computer UPS	Best Quality	each		
130	Printer Toner Canon 337	Canon	each		
131	Printer Toner Canon 326	Canon	each		
132	Printer Toner Canon 303	Canon	each		
133	Printer Toner Canon 388A	Canon	each		
134	Printer Toner Hp 12A	Hp	each		
135	Printer Toner Hp 88A	Hp	each		
136	Xerox machine Toner	canon	each		
137	Xerox machine Toner	Ricoh	each		
138	Tube light set	Best Quality	each		
139	LED bulb	Best Quality	each		
140	Tube Bulb	Best Quality	each		
141	3 Socket Extension board	Best Quality	each		
142	Fan Capacitor	Best Quality	each		
143	16 Amps Power board	Best Quality	each		
144	M.S. copper wire 2.5	Best Quality	Per metre		

145	M.S. copper wire 1.5	Best Quality	Per metre		
146	Copper wire 4 mm	Best Quality	Per metre		
147	Single Switch	Best Quality	each		
148	MCB (Single/Double)	Best Quality	each		
149	Cut Out	Best Quality	each		
150	Fan Regulator	Best Quality	each		
151	Ceiling Fan	Best Quality	each		
152	Pedestrial Fan	Best Quality	each		
153	Electric Socket	Best Quality	each		
154	Black Tap	Best Quality	each		
155	Screw 1"	Best Quality	each		
156	Flexible wire (copper)	Best Quality	each		
157	Electric Kettle (1 lit.)	Best Quality	each		
158	Room Heater (Blower type)	Best Quality	each		
159	Electric Tester	Best Quality	each		
160	Casing/caping	Best Quality	each		
161	G.I.Pipe (1/2" ,20 ft)	Best Quality	each		
162	Union (1/2")	Best Quality	each		
163	Elbow (1/2")	Best Quality	each		
164	Nipple (1/2") (6"/1ft.)	Best Quality	each		
165	T (1/2")	Best Quality	each		
166	Tavvol Tap	Best Quality	each		
167	Flash Handle set	Best Quality	each		
168	Plastic connection pipe	Best Quality	each		
169	Basin Tape	Best Quality	each		
170	Filter Candle	Best Quality	each		
171	PVC pipe (3")(10 ft)	Best Quality	each		
172	PVC R/s (4"x3")	Best Quality	each		
173	White Cement	Best Quality	each		
174	Washer for flash	Best Quality	each		
175	M Seal	Best Quality	each		