**OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY**
**GOLAGHAT, ASSAM**
1st 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/2026/ Dated Golaghat, the 9th March, 2026.

From : Smti M. Hazarika, AJS
Secretary, 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 Financial Year 2026-27. The intending firms must submit their quotations in sealed envelope to the undersigned on or before 25.03.2026 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.

7. All items and services shall be supplied within the jurisdiction of Golaghat district, including Golaghat Sadar and the two sub-divisions i.e. Bokakhat and Dhansiri@Sarupathar. Supplies must be made available as and when required, including on an emergency basis, to support various programmes organized by the District Legal Services Authority (DLSA), Golaghat.

8. List of items can be obtained from "https://golaghat.dcourts.gov.in/"

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 25.03.2026 & no quotation/tender will be received thereafter.

Secretary,
District Legal Services Authority,
Golaghat, Assam

Memo No. DLSA/GLT/2026/1576-1577 Dated, Golaghat the 09.03.2026

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.

Secretary,
District Legal Services Authority,
Golaghat, Assam

Secretary
District Legal Services Authority
Golaghat, Assam
9/3/26

LIST OF STATIOINERY & 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 | | |

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|---|---|---|---|---|---|
| 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 | | |

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|---|---|---|---|---|---|
| 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 | | |
| **OFFICE EQUIPMENTS** | | | | | |
| 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 | | |

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|---|---|---|---|---|---|
| 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 | Tavnol 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 | | |
| 176 | Printing of Banner (only print) | Best Quality | Per Sq. Ft. | | |
| 177 | Printing of Banner (preparing draft+print) | Best Quality | Per Sq. Ft. | | |