

OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY, DUMKA

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Memo No.- 199 Dated - 10-02-25

NOTICE FOR INVITING QUOTATION

Sealed quotation are invited from the reputed and authorised Vendors to quote their lowest possible rates for the supply of the under mentioned stationary articles/materials, subject to the following terms and conditions. The quotations must be submitted to the office of DLSA, Dumka.

Last date and time for submission of quotation is 17.02.2025 latest by 2:00 P.M.

Stationary details

Sl. No	Descriptions of Stationary materials	Qty.	Rate	Amount	
1	A4 size Xerox paper	100 Packet			
2	Legal size Xerox paper	30 Packet			
3	Stapler No. 10	05 Pcs.			
4	Stapler Pin (No. 10)	20 box			
5	Stamp Pad (Blue)	04 Pcs.			
6	Highlighter	05 Pcs.			
7	Cello (sticking) Tape & Double Tape (different sizes)	20 Pcs.			
8	Tag	30 bunch			
9	Whitener	10 Pcs.			
10	Paper flap	03 Pcs.			
11	Fort Pen (Black+Red)	10 packet			
12	Jetter Pen	30 Pcs.			
13	Water Colour	30 Pcs.			

14	Pencil	30 Pcs.			
15	Thick Drawing Paper	30 Pcs.			
16	Eraser	30 Pcs.			
17	Headed Paper Pin	40 Pcs.			
18	Thread ball	20 Pcs.			
19	Fevicol (medium size)	15 Pcs.			
20	Fevistick	20 Pcs.			
21	Paper Clip	10 Pcs.			
22	Paper weight	06 Pcs.			
23	Black Marker	20 Pcs.			
24	Tekuwa	02 Pcs.			

Terms & Condition of the quotations:-

1. The quotation should be made by the vendors in their original letter head/pad clearly indicating aforesaid materials/articles in detail.
2. Price quoted should be included with GST.
3. Once order shall be placed, materials/articles must be delivered within 07 days of the order; failing to do so the order shall be deemed cancelled.



[Handwritten Signature]
10/2/25
Secretary
DLSA, Dumka