OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY
MORIGAON: ASSAM

NOTICE FOR INVITING OF QUOTATIONS

Dated Morigaon the 19th day of August, 2026

Sealed quotations are invited affixing Court Fee stamp of Rs.8.25 (non-refundable) from the intending Govt. registered Firms/ Dealers/ Suppliers for fixation of rates for supply of "**Office Stationeries, other miscellaneous items and services"** as per ANNEXURE-I enclosed, for the financial year 2026-27.

The lowest bidder will be engaged as the Official Supplier for the Office of the DLSA, Morigaon for the financial year 2026-27.

The intending bidders must submit their quotations in sealed envelope in the **Drop Box** placed at the office of the **DISTRICT LEGAL SERVICES AUTHORITY, JUDICIAL COURT PREMISES, MORIGAON** on or before **03-09-2026** during the working hours. In case any clarification is needed, the office of the undersigned may be contacted during office hours or by email at dlsa-morigaon@nic.in.

GENERAL TERMS AND CONDITIONS

1. The sealed envelope containing quotation shall be super-scribed as "*Quotation for supply of Office stationeries, others miscellaneous items and services*" along with the following documents must be annexed with the quotation: -
   i. Fill up Annexure – I,
   ii. Proof of Current Bank Account in the name of the Firm
   iii. Trade License
   iv. PAN card in the name of the firm
   v. GST registration Certificate
   vi. Any other documents which are required for supplying of Article to the Govt. Office
2. Each page of the documents should be signed by the bidder with seal to establish the Bidder's eligibility and its qualification to perform the supply of materials if its bid is 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
3. 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 quotation price shall as for DLSA, Morigaon along with delivery at DLSA Office, Morigaon District Judiciary.
5. Payment shall be made only after satisfactory execution of the order and supply of the materials in satisfactory condition. The articles supplied shall be of the **best quality** and conform to the required specifications. In case any article is found to be defective, substandard, or not in conformity with the prescribed specifications, the same shall be liable to rejection, and the supplier shall replace such articles at his/her own cost within "**3 (three) days**" from the date of intimation.

6. The Purchase Committee reserves the right to accept or reject any or all the Quotations in part or full, without assigning any reason whatsoever.
7. The Purchase Committee reserves the right, to award the work to one or more bidders.
8. The sealed quotations should reach the undersigned on or before **03-09-2026** up to 5:00PM and no quotation will be received thereafter.
9. The decision of the Purchase Committee, in all respect shall be final and binding on all.

Sd/-
District & Sessions Judge-cum-
Chairman, DLSA, Morigaon

Memo No: DLSA(M)/2026/2414-2415 dated the 19th day of August, 2026

Copy to:

1. The System Officer, District Judiciary, Morigaon. He is directed to upload the notice in the Official Website of Morigaon Judiciary,
2. Notice board of this establishment,
3. Office File.

District & Sessions Judge-cum-
Chairman, DLSA, Morigaon
Chairman
District Legal Services
Authority, Morigaon

LIST OF STATIONERY ARTICLES

SL. NO.	PARTICULARS	UNIT	RATES (including GST)
1	A4 Size Paper (J.K. Copier 75 GSM)	Per Pkt.	
2	Legal Size Paper (J.K. Copier 75 GSM)	Per Pkt.	
3	Title Page (Blue/Yellow/Pink) A4	Per Pkt.	
4	Alpin T-Shaped (Rust free best quality)	Per Box	
5	Tag Cotton 8"	Per Bundle	
6	Tag Plastic	Per Bundle	
7	Bleaching Powder	Per Kg	
8	Broom Bamboo (Long handle) 5'	Per Pc	
9	Broom Bamboo (Short handle) 2 1/2'	Per Pc	
10	Broom Coconut	Per Pc	
11	Broom Phool Soft	Per Pc	
12	Bucket plastic 10 Ltrs. (Milton)	Per Pc	
13	Bucket plastic 20 Ltrs. (Milton)	Per Pc	
14	Carbon Paper	Per Pkt.	
15	Colin-500 ML	Per Btl.	
16	Calculator 12 Digits	Per Pc	
17	Dettol 100 ml	Per Btl.	
18	Dustbin Big	Per Pc	
19	Dustbin Medium	Per Pc	
20	Dustbin (Padel) Big	Per Pc	
21	Dustbin (Padel) Medium	Per Pc	
22	Envelope- (Small)	Per 100 pc	
23	Envelope- (Medium)	Per 100 pc	
24	Envelope- (A4)	Per 100 pc	
25	Envelope- (Legal)	Per 100 pc	
26	File-Cover with Board (Good Quality)	Per Pair	
27	File-4 Fold File Cover (Good Quality)	Per No.	
28	File-Guard File (Good Quality)	Per No.	
29	Floor Moper (Good Quality)	Per Pc	
30	Floor Wipper (Good Quality)	Per Pc	
31	Glue-Glue Stick 15 gms(Good Quality)	Per No.	
32	Glue-Gum Pot 700 ml	Per Bottle	
33	Hand Wash Liquid (Big Size)	Per Btl.	

34	Hand Wash Liquid (Medium Size)	Per Btl.	
35	Hard Board with clip (Good quality)	Per Pc	
36	Lock and Key- Big	Per Pc	
37	Lock and Key- Small	Per Pc	
38	Note Pad	Per Pc	
39	Odonil/ Godrej Medium (50 gms) (air freshener)	Per Pc	
40	Page Marker,4 Strips	Per Pkt.	
41	Paper clip 35 mm	Per Pkt.	
42	Paper Puncher (One Hole)	Per No.	
43	Paper Puncher (Two Hole)	Per No.	
44	Paper Weight (Medium Size)	Per No.	
45	Pen-Add gel (Black, Red, Blue)	Per No.	
46	Pen- Ball pen (Black, Red, Blue)	Per No.	
47	Pen-Permanent Marker	Per No.	
48	Pen-Highlighter Coloured	Per No.	
49	Pen (Both Side)	Per No.	
50	Pencil (Apsara)	Per Pkt.	
51	Peon Book (Good Quality)	Per Pc	
52	Phenyl- Black 1 ltr	Per bottl.	
53	Phenyl- White 1 ltr	Per bottl.	
54	Register-Cloth binded Cashbook-DFC Size-200 pages(Ruled/Plain)	Per Pc.	
55	Register-Hard Binding No.8 (Plain/Ruled)	Per Pc.	
56	Register-Hard Binding No.10 (Plain/Ruled)	Per Pc.	
57	Register-Hard Binding No.12 (Plain/Ruled)	Per Pc.	
58	Register-Hard Binding No.20 (Plain/Ruled)	Per Pc.	
59	Register-Hard Binding No.40 (Plain/Ruled)	Per Pc.	
60	Register - Cashbook -Hard Binding no. 20 (Ruled)	Per Pc.	
61	Ribbon-White (Cotton)	Per No.	
62	Room freshener 500 ml (Good Quality)	Per pc	
63	Scissors	Per pc	
64	Sanitory cleaning brush - Long	Per pc	
65	Sanitory cleaning brush - Short	Per Pc	
66	Sanitary Cleaning Liquid- Harpic 500 ml	Per Btl	
67	Sanitary Cleaning Liquid- Harpic 750 ml	Per Btl	
68	Scale-12" - Steel	Per Pkt.	
69	Scotch Brite	Per Pc	

70	Seal	Per Line	
71	Seal Round	Per Pc	
72	Stamp Pad 157mm x 96 mm	Per No.	
73	Stamp Pad 70mm x 111 mm	Per No.	
74	Stamp Pad Ink 50 ml	Per Bottle	
75	Stapler Machine No.10 Steel	Per Pc.	
76	Stapler Machine No.24/6 Steel	Per Pc.	
77	Stapler Pin No. 10	Per Pkt.	
78	Stapler pin No. 24/6	Per Pkt.	
79	Table Top Glass 6 mm	Per Sq. feet	
80	Table Top Glass 8 mm	Per Sq. feet	
81	Thread Ball (Cotton)	Per No.	
82	Water Sponger	Per No.	

LIST OF COMPUTER ARTICLES

SL. NO.	PARTICULARS	UNIT	RATES (including GST)
1	Anti Virus - Quick Heal (Signle User)	Per No.	
2	Anti Virus - Quick Heal (Triple User)	Per Box	
3	Pen Drive (Kingston/Sandisk/Transcend) - 8GB	Per Pc	
4	Pen Drive (Kingston/Sandisk/Transcend) - 16 GB	Per Pc	
5	Tonner - Compatible to HP LaserJet P1108	Per Pc	
6	Tonner -Compatible cartridge of HP LaserJet Pro P1108 plus	Per Pc	
7	Tonner -Canon Cartridge 337 (Compatible)	Per Pc	
8	Tonner -Canon Cartridge 326 Starter (Compatible)	Per Pc	
9	Tonner -Compatible cartridge of HP LaserJet Pro MFP 4104dw - LaserJet 152A	Per Pc	
10	Tonner -Ink tonner of Konica Minolta Bizhub 205i	Per Pc	
11	Ink tonner of Canon image runner 2004N - xerox machine - Tonner Canon NPG 59	Per Pc	
12	VGA Splitter	Per Pc	

NOTE-

APART FROM THE ABOVE MENTIONED ITEMS, SOME OTHER ITEMS/REFRESHMENT/ARTICLES/EQUIPMENTS/ SERVICES MAY ALSO BE NEEDED FROM TIME TO TIME AS PER REQUIREMENT AT MRP OR BEST DISCOUNTED PRICE.

Chairman
District Legal Services
Authority, Mormgaon