

THE DISTRICT LEGAL SERVICES AUTHORITY: CHARAIDEO

Dist: Charaideo, Sonari-786590

Assam

Phn: 03772-256079

E-Mail: dlsacharaide@gmail.com

No: DLSA-05/CHD/2025/509

Dated the 10th July, 2025.

NOTICE INVITING QUOTATIONS

Sealed quotations affixing non-refundable court fee stamp of Rs. 8.25/-(Rupees Eight and Paisa Twenty Five) only are invited from intending Govt. registered Firms/Dealers/Suppliers for supply of office stationeries as per list enclosed at ANNEXURE-A for office of the undersigned for the FY-2025-2026.

The Sealed Quotations can be dropped in the Quotations Box placed at office of the District Legal Services Authority, Charaideo from **11-07-2025** and shall be received till 1.00PM on **28-07-2025** and will be opened in the same day at 3.00 P.M. in the office of the District Legal Services Authority, Charaideo in presence of the Tender Committee Members.

Terms and Conditions.

1. The Quotationers must submit self-attested copy of Firm Registration Certificate, Trade License, PAN Card, GST Registration Certificate etc.
2. The rate should be quoted item wise inclusive of all taxes, labour cost, transportation cost etc.
3. Articles to be supplied of **BEST QUALITY** as per specification mentioned above. Otherwise the same will be rejected and the suppliers will have to replace at their own cost within 3 (three) days.
4. The undersigned is not bound to accept the lowest rates and reserves the right to reject any quotation without assigning any reason thereof.
5. The payment is subject to availability of fund.
6. The decision of the Tender Committee will be final.


Secretary.

District Legal Services Authority,
Charaideo

Contd...

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Memo No: DLSA-05/CHD/2025/509 → A →

Dated the 10th July, 2025.

Copy for information to:-

- 1) The Hon'ble District & Sessions Judge -cum- Chairman, DLSA, Charaideo
- 2) The Chief Judicial Magistrate, Charaideo.
- 3) The DIPRO, Charaideo. She is requested for wide publicity of this notice.
- 4) The System Assistant, O/o the District & Sessions Judge, Charaideo for uploading of this notice in the official website of Charaideo District Judiciary.
- 5) Notice Board.



Secretary.

District Legal Services Authority,

Charaideo

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ANNEXURE-A

1. Stationeries and other miscellaneous items

Sl.No	Name of Articles	Quality	Quantity	Rate
1	ALPIN (RUST FREE)(T-SHAPE)	Best Quality	Per Box	
2	BALL PEN	Best Quality	Per Piece	
3	CALCULATOR (GOOD QUALITY)	Best Quality	Per No.	
4	CELLO TAPE	Best Quality	Per No.	
5	CORRECTION PEN	Best Quality	Per No.	
6	Cover file	Best Quality	Per No.	
7	ENVELOPE (A4)	Best Quality	Per Packet of 100	
8	ENVELOPE (LEGAL)	Best Quality	Per Packet of 100	
9	ENVELOPE (MEDIUM)	Best Quality	Per Packet of 100	
10	ENVELOPE (SMALL)	Best Quality	Per Packet of 100	
11	ERASER	Best Quality	Per No.	
12	GLUE STICK	Best Quality	Per No.	
13	GUARD FILE	Best Quality	Per No.	
14	GUM (700 ML)	Best Quality	Per Bottle	
15	HIGHLIGHTER PEN	Best Quality	Per No.	
16	KNIFE/CUTTER	Best Quality	Per piece	
17	LOCK & KEY (BIG)	Best Quality	Per No.	
18	LOCK & KEY (MEDIUM)	Best Quality	Per No.	
19	MARKER PEN	Best Quality	Per No.	
20	NOTE BOOK	Best Quality	PER Number	
21	PAPER LEGAL SIZE (J.K) 75 GSM	Best Quality	Per Packet	
22	PAPER A4 SIZE (J.K) 75 GSM	Best Quality	Per Packet	
23	PAPER PUNCHER (ONE HOLE)	Best Quality	Per No.	
24	PAPER PUNCHER (TWO HOLES)	Best Quality	Per No.	
25	PAPER WEIGHT	Best Quality	Per No.	
26	PEN DRIVE (16 GB)	Best Quality	Per No.	
27	PENCIL BATTERY	Best Quality	Per No.	
28	PRINTER TONNER (Canon Image+ LASER JET M1136 MFP)	Best Quality	Per No.	
29	PRINTER TONNER (HP LASER JET M1136 MFP)	Best Quality	Per No.	
30	Pusher	Best Quality	Per No.	
31	REGISTER (PLAIN)	Best Quality	Per Number	
32	REGISTER (RULLED)	Best Quality	Per Number	
33	SEALS (RUBBER)	Best Quality	Per Line	
34	SPAMP PAD (BIG)	Best Quality	Per Box	
35	SPAMP PAD (SMALL)	Best Quality	Per Box	
36	STAMP-PAD INK	Best Quality	100 ML	
37	STAPLER (BIG)	Best Quality	Per Qty	
38	STAPLER (MEDIUM)	Best Quality	Per Qty	
39	STAPLER PIN (24/6 SIZE)	Best Quality	Per Box	
40	STAPLER PIN (SIZE 10)	Best Quality	Per Box	
41	STICK FLAG	Best Quality	Per Packet	
42	TAG (COTTON)	Best Quality	Per Packet	
43	TITLE PAGE A4	Best Quality	Per Piece	



2. Household items

Sl.No	Name of Articles	Quality	Quantity	Rate
44	BAMBOO BROOM	Best Quality	Each	
45	BLEACHING POWDER	Best Quality	Per KG	
46	CITRANOLA	Best Quality	Each	
47	COLIN	Best Quality	per bottle	
48	CUP PLATE SET	Best Quality	Per Set	
49	DETTOL HANDWASH (BOTTLE)	Best Quality	Each	
50	DRINKING GLASS SET	Best Quality	Per Set	
51	DUSTBIN	Best Quality	PER PIECE	
52	FLOOR MOPER	Best Quality	Each	
53	GRASS BROOM	Best Quality	Each	
54	HARPICK	Best Quality	500 ML	
55	MOSQUITO REPELLENT REFILL/MACHINE	Best Quality	Each	
56	ODONIL	Best Quality	Per Packet	
57	PHENYL (BLACK)	Best Quality	500 ML	
58	PHENYL (WHITE)	Best Quality	500 ML	
59	PLASTIC BUCKET	Best Quality	Each	
60	PLASTIC MUG	Best Quality	Each	
61	ROOM FRESHNER SPRAY	Best Quality	PER BOTTLE	
62	TOWEL (BIG)	Best Quality	PER QTY	
63	TOWEL (SMALL)	Best Quality	PER QTY	
64	Curtains for door	Best Quality	Per No.	



3. Electrical items

Sl.No	Name of Articles	Quality	Quantity	Rate
65	BLACK TAPE/INSULATOR	Best Quality	Each	
66	Electronic CALLING BELL	Best Quality	Each	
67	EXTENSION BOARD	Best Quality	Each	
68	LED BULB 9WATT/10WATT/15WATT	Best Quality	Each	

4. Refreshment items

Sl.No	Name of Articles	Quality	Quantity	Rate
69	Milk Tea	Best Quality	Per Cup	
70	Red Tea/Black Tea	Best Quality	Per Cup	
71	Coffee (Black)	Best Quality	Per Cup	
72	Coffee (with milk)	Best Quality	Per Cup	
73	Puri Sabji	Best Quality	Per Plate	
74	Parantha	Best Quality	Per Plate	
75	Kalakand	Best Quality	Per Piece	
76	Kaju Katli	Best Quality	Per Piece	
77	Gulab Jamun	Best Quality	Per Piece	
78	Samosa	Best Quality	Per Piece	
79	Kachori	Best Quality	Per Piece	
80	Chicken Roll	Best Quality	Per Piece	
81	Veg Roll	Best Quality	Per Piece	
82	Veg Fried Rice	Best Quality	Per Plate	
83	Chicken Fried Rice	Best Quality	Per Plate	

84	Papad (fried/ roasted)	Best Quality	Per Packet	
85	Fruit Cake (Best Quality)	Best Quality	Per Packet	
86	Bakery Biscuit (Best Quality)	Best Quality	Per Packet	
87	Bhujia	Best Quality	Per Packet	
88	Rice Thali (Veg)	Best Quality	Per Plate	
89	Rice Thali (Fish)	Best Quality	Per Plate	
90	Rice Thali (Broiler)	Best Quality	Per Plate	
91	Rice Thali (Mutton)	Best Quality	Per Plate	



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