

THE DISTRICT LEGAL SERVICES AUTHORITY: CHARAIDEO

Dist: Charaideo, Sonari-786590

Assam

Phn: 03772-256079

E-Mail: dlsacharaide@gmail.com

No: DLSA.5/CHD/2026/ 389

Dated the 20th May, 2026.

NOTICE INVITING TENDER

Sealed tender affixing non-refundable court fee stamp of Rs. 8.25/- (Rupees Eight and Paise Twenty Five) only are hereby invited from the Govt. registered Firms/Dealers/Suppliers for fixation of rates for supply of office stationeries and other equipment as per ANNEXURE-I enclosed, for the financial year 2026-27.

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

Tender Schedule:-

1. Tender can be dropped in the Tender Box placed at office of the District Legal Services Authority, Charaideo from 19/05/2026.
2. Last date of submission of tender documents is 03/06/2026 up to 1.00 PM.
3. The bids will be opened on 03/06/2026 at 3.30pm in the office of the DLSA, Charaideo

Terms and Conditions.

1. The tenderer must submit self-attested copy of Firm Registration Certificate, Trade License, PAN Card. GST Registration Certificate.
2. The rate should be quoted item-wise inclusive of all taxes, labour charges, transportation charges etc.
3. Articles to be supplied of **BEST QUALITY** as per specification mentioned above. Otherwise the same will be rejected and the suppliers shall 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 (i/c)
District Legal Services Authority,

@ Charaideo
Secretary
District Legal Services Authority
Charaideo

P.T.O.

(2)

Memo No: DLSA.5/CHD/2026/389 - A -

Dated the 20th May, 2026.

Copy for information to:-

1. The Hon'ble District & Sessions Judge-cum-Chairperson, DLSA, Charaideo.
2. The Civil Judge (Jr. Div.)-cum-JMFC, Charaideo.
3. The System Assistant, Office of the District & Sessions Judge, Charaideo, for uploading the notice in the official website of Charaideo District Judiciary.
4. Notice Board.

Secretary (i/c)

District Legal Services Authority,

Charaideo

20/5/26
Secretary
District Legal Services Authority
Charaideo

ANNEXURE-I

1. Office stationery items

Sl. No	Name of Articles	Quantity	Rate quoted
1	A4 Paper (J.K) 75 GSM	Per Packet	
2	LEGAL Paper (J.K) 75 GSM	Per Packet	
4	File Cover With Board	Each	
3	Cello Tape (2inches)	Each	
4	Guard File	Each	
5	Alpin (Rust Free)(T-Shape)	Per Box	
6	Stamp-Pad Ink (Blue) (Kores) (100ml)	Per Bottle	
7	Stamp Pad (Blue)(Small) (Kores)	Per Box	
8	Stapler (Kangaro HD 10D)	Per piece	
	(Kangaro HP45)	Per piece	
9	Register No.8	Ruled	PER Number
		Plain	PER Number
10	Note Book	PER Number	
11	Tonner (HP Laser Jet M1136 MFP)	Per No.	
	HP Laser Jet (PL)H-166	Per No.	
	Canon Image Class MF3010	Per No.	
12	Refilling Ink bottle for Canon G2010 Printer Black	Per bottle	
	Yellow	Per bottle	
	Magenta	Per bottle	
	Cyan	Per bottle	
13	Title Page (White/Blue/Yellow/Pink) A4	Per Piece	
14	Correction Pen	Each	
15	Marker Pen	Each	
16	Envelope - (4" X 10")	Per 100 PC	
	A4 Size	Per 100 PC	
	Legal Size	Per 100 PC	
17	Stick Flag	Per Packet	
18	Calculator (Cassio)	Each	
19	Seal (Rubber)(Per Line)	Per Line	
20	Ball Pen (Blue/Black/Red)	Per Piece	
21	Gum (700 ML)	Each	
22	Glue Tube 20GM(Fevicol/Kores)	Each	
23	Lock & Key (Medium)	Each	
24	Paper Cutter	Each	
25	Pusher	Each	
26	Ruler (Metal)	Each	
27	Highlighter Pen	Each	
28	Dettol Hand wash (Bottle)	Each	
29	Led Bulb 15watt	Each	
30	Extension Board	Each	

2. Refreshment items :

Sl. No.	Name of food and snack items	Quantity	Rate quoted
1	Milk Tea	Per Cup	
2	Red Tea/Black Tea	Per Cup	
3	Green Tea	Per Cup	
4	Coffee (Black)	Per Cup	
5	Coffee (with milk)	Per Cup	
6	Veg thali with Dal, Mix veg, salad, pickle, papad	Per plate	
7	Fish thali with Dal, Mix veg, salad, pickle, papad	Per plate	
8	Chicken (Broiler) thali with Dal, Mix veg, salad, pickle, papad	Per plate	
9	Boil Eggs	Per Piece	
10	Puri-Sabji	Per Plate	
11	Paratha	Per Plate	
12	Samosa	Per Piece	
13	Kachori	Per Piece	
14	Chicken Roll	Per Piece	
15	Veg Roll	Per Piece	
16	Veg Fried Rice	Per Plate	
17	Chicken Fried Rice	Per Plate	
18	Fruit Cake(Best Quality) (100gm)	Per Packet	
19	Bakery Biscuit(Best Quality)	Per KG	
20	Kalakand	Per Piece	
21	Kaju Barfi	Per Piece	
22	Gulab Jamun	Per Piece	
23	Rasgulla	Per Piece	

***N.B:** Apart from the above-mentioned items, some other items/articles may also be required from time to time as per necessity and negotiation of price.


 Secretary (i/c)
 District Legal Services Authority,
 Charaideo
 District Legal Services Authority
 Charaideo