GOVERNMENT OF ASSAM
DISTRICT LEGAL SERVICES AUTHORITY
West Karbi Anglong, Judicial Courts & Offices compound,
Sai – Ali, Hamren, Pin : 782486, West Karbi Anglong, Assam
Email- dlsawestka@gmail.com, Contact No-6901281649
জিলা আইন সেৱা প্ৰাধিকাৰীহামৰেণ।,পশ্চিম কাৰ্বি আংলং ,

NOTICE INVITING QUOTATION

(For Supply of "Stationery articles, office equipment items, electrical items etc.")

Sealed quotations are invited affixing Court fee of Rs. 8.25/- (Non-Refundable) from the intending parties (Firms/Individuals/Group of Individuals etc.) for supply of stationery articles, office equipment items, electrical items etc. for the Office of the District Legal Services Authority, West Karbi Anglong, Hamren as per the list of the Annexure-I, II, III and IV.

GENERAL TERMS & CONDITIONS:

1. The intended Parties (Firms/Individuals/Group of Individuals etc.) must submit a copy of Valid Trading License, GST Registration Number, Pan Card, Bank Account and other relevant documents.
2. The Sealed quotations are to reach the Office of the District Legal Services Authority, West Karbi Anglong on or before 20-05-2025 till 4.30 P.M.
3. The intended parties are required to quote their rates for per quantity/packet/bundle/bottle etc.
4. Rates/quotations duly filled-in, will be received up to the date and time mentioned in the tender and quotations received thereafter shall not be entertained.
5. Rates once quoted shall be final. No separate amount would be payable over and above the rates quoted.
6. The District Legal Services Authority, West Karbi Anglong, Hamren, reserves the right to postpone and/or extend the date of receipt/opening of rates/quotations or to withdraw the same, without assigning any reason whatsoever.
7. Rates/quotations shall be submitted and signed by the firm/party with its current business address and correspondence address.
8. The contract period will be initially for 1 (one) year i.e. for the Financial year 2025-2026, which may be extended (if necessary) or till new rules provided by the Govt.

sd/-
(P. P. Bairagi)
District & Sessions Judge-cum-
Chairman,
West Karbi Anglong, Hamren.

Memo No. DLSA/WKA/2025/547-549....., Dated Hamren the 5th May, 2025

Copy for information & necessary action to:-

1. The System Assistant of the District Judiciary, West Karbi Anglong, Hamren. She is requested to upload the Notice inviting quotation in the District Judiciary, West Karbi Anglong website.
2. The Notice Board of the office of the District Legal Services Authority, West Karbi Anglong, Hamren.
3. Office File.

(P. P. Bairagi)
District & Sessions Judge-cum-
Chairman,
West Karbi Anglong, Hamren.

District and Sessions Judge
Cum
Chairman, District Legal Service Authority
West Karbi Anglong, Hamren

05/05/25

Annexure-I

List of Stationery Articles, for the Financial Year, 2025-2026 for the Office of the District Legal Services Authority, West Karbi Anglong :-

STATIONERY ARTICLES

Sl. No.	Name of the quoted Items	Size/weight/ Pkts. etc.	Preferred Brand	Rate (in Rs.)		
				MRP	Quoted Rate	
					without GST	with GST
1	*2*	*3*	*4*	*5*	*6*	
1	Copier paper – A4 (best quality – 210 mm & 297 mm having not less than 75 GSM)	A4	Recognized Brand			
2	Photo-copier paper (best quality with 215 mm & 345 mm having not less than 75 GSM)	Legal	Recognized Brand			
3	A4 Paper (Yellow Colour Paper)	A4	-do-			
4	Bond Paper (100 GSM)	A4	-do-			
5	Register Book Hard Band (Rolled/Plain)	Per Volume	-do-			
6	Peon/Dak Books	50-100 pages	-do-			
7	Short hand Book for Stenographer (Best Paper Quality)	50-100 Pages	-do-			
8	Pencil	Per Pkt.	-do-			
9	Carbon Paper (Blue) best quality	Per Pkt.	-do-			
10	File Cover (4-flap file) best quality	Standard	-do-			
11	Loose File Cover & Board best quality	-do-	-do-			
12	Guard File for Circular best quality	-do-	-do-			
13	Envelop (Big & size 14cm x 28 cm	Per Pkts.	-do-			
14	Envelop (Small & size 11cm x 22 cm	-do-	-do-			
15	Envelop 10^{inch} x 16^{inch}	-do-	-do-			
16	Dot Ball Pen (Blue/Black/Red)	-do-	-do-			
17	Gel Pen (Best quality)	-do-	-do-			
18	Ink Pen (Best quality)	Per Unit	-do-			
19	Permanent Marker Pen	-do-	-do-			
20	Eraser Pen (whitener)	-do-	-do-			
21	Al- Pin (Box)/ T - Pin	Per pkt	-do-			
22	Stapler Pin (24 number pin)	- do -	-do-			
23	Stapler Pin (10 number pin)	- do -	-do-			
24	Cotton Tag	Per Bundle	-do-			
25	Gum Paste – 750 ml.	Per unit	-do-			
26	Glue Stick – Big size	-do-	-do-			
27	Binding Register in DFC (Big size)	500-600 pages	-do-			
28	Binding Register half DFC (Legal paper size with Best Paper Quality)	450 pages	-do-			
29	Court Case Diary Binding Register half DFC (Legal paper size with Best Paper Quality	450 Pages	-do-			
30	Page Marker (Flag)	Per Unit	-do-			
31	Plastic Tray (for Paper keeping file/Paper)	Per Piece	-do-			
32	Damper Pad (for counting)	Per Piece	-do-			
33	Seal Stamp (Square Size Seal)	Per Piece	-do-			
34	Seal Stamp (Round Seal)	Per Piece	-do-			
35	Stamp Pad	Per Piece	-do-			
36	Stamp Pad Ink	Per bottle	-do-			
37	Binder Clip-Large	Per Pkts.	-do-			

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Authority

38	Binder Clip-Medium	Per Pkts.	-do-			
39	Binder Clip-Small	Per Pkts.	-do-			
40	Gem Clip	Per Pkts.	-do-			
41	Binder Clip-Large	Per Pkts.	-do-			
42	Highlighter Pen	Per Pkts.	-do-			
43	Red Markin Cloth	Per Meter	-do-			
44	Scissors	Per Piece	-do-			
45	Punch Machine	Per Piece	-do-			
46	Paper Weight	Per Piece	-do-			
47	Pen Stand	Per Piece	-do-			

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(Rajneesh Bora)
Secretary, DLSA-cum-
Member, Purchasing Committee,
DLSA, WKA, Hamren

Secretary
District Legal Services Authority
West Karbi Anglong, Hamren

Annexure-II

List of Miscellaneous Articles, for the Financial Year, 2025 – 2026 for the Office of the District Legal Services Authority, West Karbi Anglong :-

MISCELLANEOUS ARTICLES

Sl. No.	Name of the quoted Items	Size/weight/ Pkts. Length etc.	Preferred Brand	Rate (in Rs.)		
				MRP	Quoted Rate	
					without GST	with GST
1	*2*	*3*	*4*	*5*	*6*	
1	Door Curtain	Per Piece				
2	Window Curtain	Per Piece				
3	Window Net Curtain	Per Piece				
4	Window & Door Curtains Hanging Spring	Per Piece				
5	Window & Door Curtains Hanging Pipe/Rod	Per Piece				
6	Window & Door Curtains Hook	Per Pair				
7	Cushion (16 by 16 inch)	Per Unit	-do-			
8	Towel (Big) Best quality	- do -	-do-			
9	Towel (Small) - do -	- do -	-do-			
10	Cup-Plate	Per set	-do-			
11	Drinking Glass	Per set	-do-			
12	Dinner Set	Per Set				
13	Hot Case (Big size)	Per Piece				
14	Hot Case (Medium size)	Per Piece				
15	Hot Case (Small size)	Per Piece				
16	Pencil Battery	Per Unit	-do-			
17	Dettol Liquid	Per Bottle	-do-			
18	Vimbar liquid	- do -	-do-			
19	Stapler Machine (24 No.)	Per Unit	-do-			
20	Stapler Machine (10 No.)	- do -	-do-			
21	Godrej Lock & Key – 6 Livers	- do -	-do-			
22	Lock & Key (Big)	- do -	-do-			
23	Lock & Key (Medium)	Per unit	-do-			
24	Steel Spoon	Per dozen	-do-			
25	Broom Stick	- do -	-do-			
26	Bamboo Broom Stick	- do -	-do-			
27	Bamboo Broom Stick with long handle	- do -	-do-			
28	Harpic	500 ml.	-do-			
29	Colin Spray	500 ml	-do-			
30	Lizol floor cleaner (Red)	500 ml.	-do-			
31	Odonil (Toilet use)	Per Pkt	-do-			
32	Phenyl (Black)	500 ml.	-do-			
33	Phenyl (White)	500 ml.	-do-			
34	Hit Spray (For Mosquito)	300 ml.	-do-			
35	Good Night Liquid with Machine	Per Unit	-do-			
36	Good Night liquid	75 ml.	-do-			
37	Naphthalene	Per pkts.	-do-			
38	Room Refresher	300 ml.	-do-			
39	Bleaching Powder	500 gm.	-do-			
40	White Ribbon	Per Mtr.	-do-			

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41	Floor Brush (Long handle)	Per unit	-do-			
42	Toilet Brush	- do -	-do-			
43	Plastic Bucket (Big)	20 Ltrs.	-do-			
44	Plastic Bucket (medium)	12 Ltrs.	-do-			
45	Plastic Mug	Standard	-do-			
46	Distilled Water (For Battery)	1 ltrs.	-do-			
47	Wiper Stick (for floor cleaner)	Per piece	-do-			
48	Mop Stick (for floor cleaner)	Per Piece	-do-			
49	Table Glass 4MM (W x L = 3 feet x 5 fee	bottle	-do-			
50	Floor cleaning Acid	bottle	-do-			
51	Hand Senitizer (250 ml)	bottle	-do-			
52	Doormat (2 metter length in Rubber)	Piece	-do-			
53	Doormat (2 feet in plastic)	Piece	-do-			
54	Doormat (3 feet in coconut Jute)	Piece	-do-			
55	Notice Board (5 feet x 3 feet)	Piece	-do-			
56	Sign Board (2 meter x 1 meter)	Piece	-do-			
57	National Flag (Official size)	Piece	-do-			

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Annexure-III

List of Office Equipment items require for the Financial Year, 2025 – 2026 for the Office of the District Legal Services Authority, West Karbi Anglong :-

COMPUTER PERIPHERALS AS WELL AS CONSUMABLES FOR COMPUTER, PRINTER & PHOTOCOPIER

Sl. No.	Name of the quoted Items	Size/weight/ Pkts. etc.	Preferred Brand	Rate (in Rs.)		
				MRP	Quoted Rate	
					without GST	with GST
1	HP Laser Jet Pro MFPM126nw Cartridge	Per Unit	HP			
2	Canon Photocopier Machine Toner	Per Unit	Canon			
3	Canon Printer Cartridge (Model No. 337 & 326)	Per Unit	Canon			
4	Ceiling Fan	Per Unit	Recognized Brand			
5	Wall Fan	Per Unit	-do-			
6	Pen-drive	Per Unit	-do-			
7	Antivirus (2/3 users)	Per set	-do-			
8	Data Cable	Per Piece	-do-			
9	Calculator	Per Piece	-do-			
10	Wall Clock	Per Unit	-do-			
11	Electric Heater	Per Unit	-do-			
12	Electric Kettle	Per Unit	-do-			
13	Calling Bell (Electronic)	Per Unit	-do-			

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Annexure-IV

List of Electrical items require for the Financial Year, 2025 – 2026 for the Office of the District Legal Services Authority, West Karbi Anglong :-

ELECTRICAL ITEMS

Sl. No.	Name of the quoted Items	Size/weight/ Pkts. etc.	Preferred Brand	Rate (in Rs.)		
				MRP	Quoted Rate	
					without GST	with GST
1	Tube light LED 25 Watt (full set)	Per Set	Recognized Brand			
2	Tube light LED 20 Watt (full set)	Per Set	-do-			
3	Tube light LED 15 Watt (full set)	Per Set	-do-			
4	LED BULB 25 Watt	Per Piece	-do-			
5	LED BULB 20 Watt	Per Piece	-do-			
6	LED BULB 15 Watt	Per Piece	-do-			
7	Extension Board	Per Piece	-do-			
8	Wire (copper 3 mm)	Per/coil/ mtr.	-do-			
9	Wire (copper 2.5 mm)	Per/coil/ mtr.	-do-			
10	Wire (copper 1.5 mm)	Per/coil/ mtr.	-do-			
11	Switch Board Set (Small) including 4 switch & 4 plug	Per Board	-do-			
12	Switch Board Set (Big) including 2 switch & 2 plug	Per Board	-do-			
13	Socket	Per Piece	-do-			
14	Fan Regulator	Per Piece	-do-			
15	Fan Capacitor	Per Piece	-do-			
16	Tuni Light	per Box/ Piece	-do-			

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