GOVT OF ASSAM

OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY CUM A.D.R. CENTRE, NALBARI

জিলা আইন সেৱা প্ৰাধিকাৰী আৰু বিকল্প বিবাদ নিষ্পত্তিকৰণ কেন্দ্ৰ, নলবাৰী

E-mail ID: dlsa.nalbari@gmail.com Phone No: +91-6901281643

Memo No. DLSA (N)/ Dated, Nalbari the September, 2026

NOTICE INVITING QUOTATION

Sealed Quotations are invited from Government Registered Suppliers / Firms / Shop affixing court fee of ₹ 8.25/-(non-refundable) for supply of **Office Stationery** to the Office of the undersigned for the financial year 2026-2027.

The quotations should have to reach the Office of the undersigned on or before **15th October, 2026.**

For details, please visit **https://nalbari.dcourts.gov.in**

Stationery Articles:

Sl. No	Item Description	Qty./ Size / Colour
1	A4 size paper (75 GSM)	Per pkt.
2	File hard board with cover	Per piece
3	Ambassador Touch Executive Paper Board closed File Cover	Per piece
4	Envelope A3 size clothing 16*12	Per piece
5	Envelope A4 size clothing 10*12	100 piece
6	Envelope A3 size yellow 16*12	Per Piece
7	Envelope A4 size yellow 10*12	Per Piece
8	Envelope 10X4.5 (Brown)	100 piece
9	Ball pen (Blue/Black/Red)	Per piece
10	Unomax Gel Pen (Blue/Black/Red)	Per pkt.
11	Both side pen	Per piece
12	Parker Pen ink (Blue/Black/Red)	Per bottle
13	Parker ink Pen (Blue/Black/Red)	Per piece
14	Apsara/Classmate pencil	Per pkt
15	Apsara/Classmate sharpner	Per piece
16	Plastic scale (30 CM)	Per piece
17	Napkin	Per pkt.
18	Marker Pen Permanent (Big) Luxor	Per piece
19	Marker Pen Permanent (Small) Luxor	Per piece
20	Casio Calculator (12 digit)	Per unit
21	Highlighter (Kores/Faber Castell)	Per piece
22	Tag (Best Quality)	Per mutha/bundle
23	Ribbon Roll Cotton (White)	Per roll.

24	Kangaro Stapler (Penguin design)	Per piece
25	Stapler Pin (Big penguin model) (1pkt=20box X50 staples)	Per pkt.
26	Kangaro Stapler machine 24/6 -1M	Per piece
27	Kangaro Stapler pin 24/6- 1M (1pkt=20box X50 staples)	Per pkt
28	Kangaro Stapler machine No. 10	Per piece
29	Kangaro Stapler pin No. 10 (1pkt=20box X50 staples)	Per pkt
30	Alpin/T-pins (Needle point)	Per box.
31	Stamp Pad large (Kores/gripex)	Per piece
32	Stamp Pad medium(Kores/gripex)	Per piece
33	Cello tap transparent (1 inch/ 3 inch)	Per piece
34	Pen Stand for officers	Per piece
35	Gum liquid	Per 500 ml
36	Fevi Stick 15 grms	Per piece
37	Fevicol Glue 100g	Per unit.
38	Wall Clock (Ajanta) (large/medium)	Per unit
39	Damper (Water Sponge)	Per piece
40	Pencil Battery(AA)	Per piece
41	Remote Battery(AAA)	Per piece
42	Alkaline 23A 12V Battery	Per piece
43	Car remote Battey	Per piece
44	Markin cloth (Cotton) White & Red	Per meter.
45	Double locking lock & key(Large size)	Per piece
46	Double locking lock & key(Small size)	Per piece
47	Room freshener (Spray type)	Per piece
48	Naphthalene balls	Per kg
49	Towel (Large size)	Per piece
50	Hand Towel	Per piece
51	Thermo Steel Flask 500ml/ 1 litre(Milton/ Cello)	Per unit
52	Rechargeable Torch Large	Per unit
53	Broom (Phool Jharu)	Per piece
54	Coconut / Bamboo Jharu	Per piece.
55	Ceiling Jharu Plastic	Per unit
56	Liquid hand sanitizer	Per 500 ml.
57	Acid (tiles cleaning)	Per litre.
58	Phenyl (Black)	Per bottle (Per 500 ml)
59	White phenyl	Per bottle (Per 500 ml)
60	Citronella	Per piece (50 ml)
61	Odonil	Per pkt.
62	Harpic (500 ml)	Per unit (Per 500 ml)
63	Lizol (500 ml)	Per unit (Per 500 ml)
64	Colin (500 ml)	Per unit (Per 500 ml)
65	Hand Wash (Dettol)	Per unit(Per 250 ml)
66	Hand wash refill (750 ml)	Per unit
67	Room cleaning wiper (good quality)	Per piece
68	Wash Room Mop	Per piece
69	Wash Room Cleaner Brush	Per piece
70	Plastic Broom	Per unit
71	Bleaching powder	Per Kg
72	Drum (Plastic Dustbin)	Per unit
73	Paper Bin (Plastic)	Per unit
74	Bucket (Plastic) 20 L	Per unit

75	Mug (Plastic)	Per unit
76	PVC mat/carpet.	Per meter.
77	Chair Cushion (Kurl-On) with cover	Per unit
78	Scissors (Large)	Per piece
79	Coconut/Plastic Door Mat	Per unit
80	Drinking Glass(Borosil/Milton/Cello)	Per set.
81	Dinner set (20+ pieces) (Borosil/Laopala/Cello)	Per set.
82	Cup Plate Ceramic/Bonchina (Borosil/Laopala/Cello/ Sonaki)	Per set.
83	Special Cup Plate	Per set.
84	Plastic Stationery office Tray/ File Tray/ Document Tray	Per piece.
85	Spoon Steel	Per dozen.
86	Melamine Serving Tray	Per piece.
87	Quarter Plate (Laopala/Borosil/Sonaki)	Per piece.
88	Band-Aid	Per piece.
89	Bandage	Per unit.
90	Dettol Liquid Antiseptic	Per 500 ml.
91	Car Dashboard Polish	Per unit.
92	Godrej Car Freshener (Automatic type)	Per unit.
93	Car Polishing microfiber Cloth (1 pack=4 piece)	Per piece/per pack.
94	Distilled Water (for inverter & Car) 1 litre	Per bottle.
95	Electric kettle 1 litre (Reputed Brands)	Per unit.
96	Jute rope (sutli)	Per Kg.
97	Goodnight machine with refill	Per unit.
98	Goodnight refill	Per unit.
99	Round office Seal 1.5 inch	Per unit
100	Round office Seal 2 inch	Per unit
101	Square office Seal	Per line
102	Office Seal (Pre ink)	Per line.
103	Indian National Flag (khadi) (4 Feet X 6 Feet) with rope	Per Number.
104	Indian National Flag for Car (Khadi)	Per Number.
105	Plastic Flower Pot (12 inch circular/ 06 inch square)	Per piece.
106	Disinfectant Spray	Per 500 ml.
107	Surf excel	Per 500g
108	Vim Soap (Small)	Per piece.
109	Vim liquid (250 ml)	Per unit.
110	Desk Bell (Manual)	Per unit.
111	Wireless Door Bell kit	Per unit
112	Dettol Soap (small)	Per piece.
113	Umbrella (Large size)	Per unit.
114	Toilet paper roll	Per unit
115	Red Colour Cloth	Per metre.
116	Marking Cloth	Per metre.
117	Bowl set	Per unit.
118	Sealing Wax 200 grms	Per Pkt.
119	Bucket (Plastic) 5L	Per unit
120	Legal Paper	Per Pkt.
121	Paper Weight	Per piece
122	Register (500 pages)	Per Register
123	Register (200 pages)	Per Register
124	Register (100 pages)	Per Register

125	Attendance Register (Assam Schedule II, Form No 68)	Per Register
126	Lock (Large) with 03 keys	Per piece
127	Lock (Small) with 03 keys	Per piece
128	Pucher (Bindhana)	Per unit.
129	Gamosha (Standard Size)	Per piece
130	Plastic Stick File	Per piece
131	Plastic File	Per piece
132	Door Curtain	Per piece
133	Window Curtain	Per piece
134	Car Cleaning Brush	Per piece
135	Rain Guard for Office Vehicle	Per piece
136	Steering Cover	Per piece
137	Vehicle Cleaning Shampoo	Per piece
138	Lawn/Grass trimming tool	Per piece
139	Note Pad	Per piece
140	Paper Clip (Small size)	Per packet
141	Paper Clip (Large size)	Per packet
142	Eraser	Per piece

Terms and Conditions are as follows:

1. Only Government-registered suppliers/firms/shops are eligible to submit the quotations.

2. The Sealed envelope duly marked as "**Tender for Stationery Articles**" and quotations should contain the following documents:

(a) Copy of PAN Card

(b) Copy of GST Registration certificate

(c) Copy of GST Clearance

(d) Copy of Trade License

(e) Copy of Experience Certificate if any

3. Each page of the documents should be signed and sealed by the bidder to establish the bidder's eligibility and qualification to supply the materials if the bid is accepted.

4. The sealed quotation should be addressed to the **District & Sessions Judge cum Chairman, District Legal Services Authority, Nalbari** during office hours on working days. The Quotation must be accompanied by the latest Sales Tax Certificate, Income Tax Clearance Certificate, Trade License, PAN Card, GST Registration/Clearance Certificate and Experience Certificate (if any) etc.

5. The rate of the articles should be quoted against the items and price quoted should be inclusive of all taxes. However, the GST rate is to be shown separately against the items. The prices quoted should not exceed the Maximum Retail Price (MRP) of the articles.

6. Any increase in taxes and other statutory duties shall not affect the price during the contract period. The Supplier shall be responsible for any increase of taxes and duties.

7. The quoted rates shall remain valid until the implementation of the GeM portal. Once the process of the GeM portal is completed, the selected supplier shall be discontinued and tender will be re-initiated through GeM portal**.**

8. Supply should be carried out immediately along with a challan copy upon receipt of the work order.

9. After selection, the selected parties shall submit bills in triplicate quarterly along with the GST clearance certificate for the relevant month /quarter, bank Account details and copy of order for payment. Late submission of Bills will result in payment being processed in the next financial year.

10. Duplicate/Sub-standard items will not be accepted under any circumstances.

11. GST /TDS will be deducted at source.

12. Conditional tenders are liable to be rejected.

13.Quotations submitted after the stipulated time will be summarily rejected.

14. In Case the successful bidder supplies sub-standard materials, the tender shall be cancelled. Thereafter, the next successive bidder may be considered.

15. The Committee reserves the right to reject any quotation without assigning any reason thereof and the Committee is not bound to accept the lowest rate quoted in the course of tendering. The decision of the Committee will be the final and binding on all.

District & Sessions Judge cum Chairman,
District Legal Services Authority,
Nalbari

Memo No. DLSA (N)/2714-16 Dated, Nalbari the 25th September, 2026

Copy forwarded for information and necessary action to:-

1. The Systems Officer of Nalbari District Judiciary. He is instructed to upload this quotation in the official website,

2. The Notice Board of this office,

3. The Concerning file.

District & Sessions Judge cum Chairman,
District Legal Services Authority,
Nalbari