

**OFFICE OF THE DISTRICT & SESSIONS JUDGE CUM CHAIRMAN, DISTRICT
LEGAL SERVICES AUTHORITY
HOJAI :: ASSAM.**

Memo No. DLSA-HSN/2022/LADCS/24-27 Dated Hojai the 30th August 2022

NOTICE INVITING QUOTATION

Sealed quotations affixing Non Refundable Court Fee Stamps of Rs.8.25/- are hereby invited from registered Dealers/Shops/Suppliers etc. for supply and installation of below noted stationery items to Office of The District & Sessions Judge cum Chairman, District Legal Services Authority, Sankardev Nagar at Hojai for establishing the office set up of Legal Aid Defense Counsel System (LADCS) as introduced by National Legal Services Authority (NALSA). The specifications of the items are given below. Interested bidders may submit their quotations **on or before 02.09.2022 up to 03:00 p.m.** The detail specifications as well as terms and conditions governing this quotation are noted below:

LIST OF STATIONARY GOODS / ARTICLES

Sl. No.	Item	Unit	Rate (in Rs.)		
			MRP	Quoted Rate	
				With GST	Without GST
1	Alpin (50 Gm) Kores/King	Box			
2	Alpin (70 Gm) Kores/King	Box			
3	Ball Pen (Linc Smart GI) Black/Blue/Red	No.			
4	Ball Pen (Elkos) Black/Blue/Red	No.			
5	Ball Pen both side - Blue & Red	No.			
6	Cello Tape	No.			
7	Both sided Tape 1"	No.			
8	C.D. Marker Pen	No.			
9	Bleaching Powder	Kg./Pkt.			
10	Calling Bell	No.			
11	Calculator 12 Digit (Citizen/Flair)	No.			

12	Carbon Paper (Kores) (Black)	Pkt		
13	Carbon Paper (Kores) (Blue)	Pkt		
14	Candle (Medium)	Pkt		
15	Cello Tape 1"	Dzn		
16	Cello Tape 2"	Dzn		
17	Correction Pen (10 ml)	Pc		
18	Cotton White Tape/Thread Ball	Roll		
19	Clipboard	No.		
20	Damper Sponge Pad	No.		
21	Cartridge Paper	Pkt		
22	Chitranala	MI.		
23	Coconut Jharu	No.		
24	Court Diary	No.		
25	Cup (Borosil/Milton)	Pc/Dzn		
26	Plate (Borosil/Milton)	Pc/Dzn		
27	Clipboard	No.		
28	Doormat (Jute) (Big)	No.		
29	Doormat (Jute) (Small)	No.		
30	Drinking Glass (Borosil/Milton)	1 Dzn		
31	Envelope (A4 Size, Plastic Coated)	Pc.		
32	Envelope (File Size, Plastic Coated)	Pc.		
33	Envelope (9" x 4")	Pc.		
34	Envelope (10" x 4")	Pc.		
35	Envelope (16" x 12")	Pc.		
36	Envelope (9" x 4", Plastic Coated)	Pc.		
37	Envelope (11" x 4", Plastic Coated)	Pc.		
38	Cotton Rope	Kg.		
39	Jute Rope	Kg.		
40	Coconut Rope	Kg		
41	Eraser Non-Dust Quality	Pkt		
42	File Board	No.		
43	File Cover	No.		
44	Glue Stick 15 gm	No.		
45	Gum Tube 20 ml	No.		
46	Gum Tube 50 ml	No.		
47	Gum Pot 150 ml	No.		
48	Highlighter Pen	No.		
49	Flask (Borosil/Milton) (2 Lts.)	No.		
50	Electric Tea Kettle 2 litre	No.		
51	Flit Pump	No.		

52	Fountain Pen (Best quality)	No.		
53	Floor Brush	No.		
54	Paper Puncher (One Hole), Kangaroo	No.		
55	Paper Puncher (Two Hole), Kangaroo	No.		
56	Paper Weight (Medium Size)	No.		
57	Pen Stand (for 4 Pens), Best Quality	No.		
58	Pencil (Apsara)	Pkt		
59	Pencil (Classmate)	Pkt		
60	Pencil (Natraj)	Pkt		
61	Pencil Sharpener	No.		
62	Permanent Marker Pen	No.		
63	Peon Book	No.		
64	Pin Cushion, Best Quality	Pkt		
65	Plastic Scale-15 cm long(both steel and plastic)	No.		
66	Plastic Scale-30 cm long(both steel and plastic)	No.		
67	Plastic Stick File Transparent (A4 size) - Good Quality	No.		
68	Plastic Stick File Transparent (FS size) - Good Quality	No.		
69	Poker Tool (Plastic Handle), Best Quality	No.		
70	Plastic Tray for keeping File/Paper	No.		
71	Sealing Wax	Pkt		
72	Short Hand Note Book with 160 pages (best quality)	No.		
73	Short Hand Note Book with 200 pages (best quality)	No.		
74	Sketch Pen	Pkt		
75	Harpic (500 ml)	No.		
76	Harpic (200 ml)	No.		
77	Ink (Red)	MI.		
78	Ink (Blue)	MI.		
79	Latrine Brush (Best quality)	No.		
80	Lock & Key (Small)	Pair		
81	Lock & Key (Medium)	Pair		

82	Lock & Key (Big)	Pair			
83	Marker Pen	No.			
84	Markin Cloth (Cotton Red & White)	Mtr.			
85	Mug (Nylon) (1 Lts)	No.			
86	National Flag (Big)	No.			
87	National Flag (Medium)	No.			
88	Note Book (40 pages)	No.			
89	Odonil	No.			
90	Page Marker, 4 Strips	Pkt			
91	Paper Azulate	Pkt			
92	Paper Basket	No.			
93	Paper cutter	No.			
94	Pencil Battery	No.			
95	Phenyl (Red)	ml.			
96	Phenyl (white)	ml.			
97	PhoolJharu	No.			
98	Plastic Jug	No.			
99	Room Freshener	No.			
100	Quarter Plate (Borosil/Milton)	Doz			
101	Rubber Seal (line)	Line			
102	Rubber Seal (round)	Pc			
103	Scissor 6", Good Quality	Pc			
104	Thumb Pin	Pkt			
105	Wooden Roller	No.			
106	Trident My Choice, Photostat Paper (A4 size) - 75 GSM, 500 sheets	Reem			
107	JK Copier, Photostat Paper (A4 size) - 75 GSM, 500 sheets	Reem			
108	JK Copier, Photostat Paper (FS size) - 75 GSM, 500 sheets	Reem			
109	Trident My Choice, Photostat Paper (A4 size) - 70 GSM, 500 sheets	Reem			
110	JK Copier, Photostat Paper (A4 size) - 70 GSM, 500 sheets	Reem			

111	JK Copier, Photostat Paper (FS size) - 70 GSM, 500 sheets	Reem			
112	Trident My Choice, Photostat Paper (A4 size) - 65 GSM, 500 sheets	Reem			
113	JK Copier, Photostat Paper (A4 size) - 65 GSM, 500 sheets	Reem			
114	JK Copier, Photostat Paper (FS size) - 65 GSM, 500 sheets	Reem			
115	Short hand pencil	Pkt			
116	Soap Case	No.			
117	Soap 75 gm (Dettol)	No.			
118	Stamp Pad (88 mm x 54 mm) - small size	No.			
119	Stamp Pad (110 mm x 69 mm) - medium size	No.			
120	Stamp Pad (157 mm x 96 mm) - big size	No.			
121	Stamp Pad Ink, 25 ml	No.			
122	Stock Register No. 10	No.			
123	Stapler Machine HS-45P (Kangaro)	No.			
124	Stapler Machine 555N (Kangaro)	No.			
125	Stapler Machine HD-10 (Kangaro)	No.			
126	Stapler Pin No.10	Pkt			
127	Stapler Pin No.24/6	Pkt			
128	Table Brush	No.			
129	Table cloth (Rexin)	Mtr.			
130	Table Top Glass	Sqft.			
131	Tea Pot (Borosil/ Milton)	No.			
132	Tea spoon (Best quality)	Doz			
133	Tissue Paper	Pkt			
134	Surface Spray	No.			

135	Colin (200 ml)	No.			
136	Colin (500 ml)	No.			
137	Lizol (200 ml)	No.			
138	Lizol (500 ml)	No.			
139	Wall Clock (Pendulum)	No.			
140	Wall Clock	No.			
141	Hand Towel	No.			
142	Chair Towel	No.			
143	Towel (Medium)	No.			
144	Vim Powder (Small Packet)	No.			
145	Waste Paper Bucket	No.			
146	Lime Powder	Kg.			
147	Maxriter Pen	No.			
148	Writo Meter Pen	No.			
149	Dustbin	No.			
150	Coaster	Doz			
151	Note Pad	No.			

Terms and conditions governing this quotation are:

1. The items must be delivered to the office of the undersigned without any additional charges;
2. Tax payable in addition to the rates quoted should be mentioned specifically in the quotation;
3. The rate quoted shall be valid for 1 (One) year from the date of award of this contract, until and unless the tax slab is revised by the Government;
4. The bidders must have to show samples of each items as mentioned in this quotation as and when directed by the office of the undersigned;
5. The payment will be made through bank account of the firm after satisfactory delivery of the items;
6. The quotations will be received in the office of the undersigned till 02.09.2022 up to 03:00 p.m.;
7. Bids will be opened by the office of the undersigned on 02.09.2022 tentatively at 04:00 p.m.;
8. Mere submission of the lowest bid will not legally bind the undersigned to accept the quotation with the lowest rate; preference shall be given only to the firm/supplier who submits standard quality items as quoted;

9. The undersigned reserves the right to reject any part or all of the quotation at any time without assigning any reasons thereof.
10. Items as quoted in this notice inviting quotation must be delivered within 03 days from the date of issuance of work order.


District & Sessions Judge, Hojai
-cum- Chairman,
District Legal Services Authority,
Hojai, Sankardev Nagar, Assam

Chairman, District Legal Services Authority
Sankardev Nagar, Hojai, Assam

Memo No. DLSA-HSN/2022/LADCS/24-27 Dated Hojai the 30th August 2022

1. ✓ System Officer, Hojai District Judiciary for uploading this Notice inviting quotation in the official website of Hojai District Judiciary;
2. Notice Board of the office of the undersigned;
3. Notice Board of the office of District Legal Services Authority, Sankardev Nagar, Hojai;
4. Office File.


District & Sessions Judge, Hojai
-cum- Chairman,
District Legal Services Authority,
Hojai, Sankardev Nagar, Assam

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