



OFFICE OF THE
:: DISTRICT LEGAL SERVICES AUTHORITY, LAKHIMPUR ::
AT NORTH LAKHIMPUR

:: জিলাআইনসেৱাপ্ৰাধিকৰণ, লক্ষীমপুৰ ::

উত্তৰ - লক্ষীমপুৰ

ADDRESS: JUDICIAL COURT CAMPUS, NORTH LAKHIMPUR, PIN: 787001

Email- dlsalakhimpur@gmail.com Phone- (O)- 03752 244470



NOTICE INVITING QUOTATION

Dated, North Lakhimpur, the 24th June, 2026

Sealed quotations affixing Court fee stamps of Rs 8.25 (Non-Refundable) are hereby invited from the Dealers/Suppliers/ Firms of the State of Assam for supply of (1) Stationary & Other Consumables (2) Electrical articles and (3) Printed Stationary items (4) Computer Consumables & Peripheral for the financial year 2026-27.

General terms and Conditions:

1. The sealed envelope duly marked as "**Quotation for Articles 2026-27**" and the quotation should contain all the information as per the format provided in Annexure-I.
In the absence of any of the above documents/information, the offer shall be rejected without making any further reference in this regard.
2. The quotation shall clearly mention the Rate, including GST, failing which the quotation will be rejected.
3. Rate once quoted shall be final. No separate amount would be payable over and above the quoted rates.
4. Supply should be carried out immediately on receipt of the purchase order from the undersigned.
5. Payments shall be made after satisfactory execution of the work on production of following:
 - a) Bill in triplicate
 - b) Bank Account details
 - c) Delivery challan duly signed by the consignee.
6. In the event of breach of any terms and conditions or delay or default, the purchase order will be terminated.
7. Conditional tenders are liable to be rejected.
8. Quotations should reach to the office of undersigned on or before **8th July, 2026 till 5:00 PM**. No quotation will be received thereafter.
9. The undersigned reserves the right of accepting/ rejecting the quotation without assigning any reason thereof.
10. The undersigned is not bound to accept the lowest bidder.
11. The Firms should quote rate for the items strictly as per unit mentioned in the items list provided at annex-II.
12. Rate quoted for each item will be final and valid for period of one year from date of award of contract. No further hike in the price of any item will be entertained. However validity of award of contract may extend for further period of one year on same terms, conditions and rate.
13. Sample of the items should be submitted if and when necessary.
14. **Tender should clearly mention the price of the brand/items of the articles separately.**



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15. **Payment of bills will be made subject to the sanction of Government ceiling.**

16. The articles will be purchased as per requirement and same shall be delivered to this office whenever necessary on short notice. The supplier will have to replace the rejected articles immediately at their own expenses.
17. The supplier will also have to bear all the overhead & expenses etc. in connection with carting, packaging, transportation etc. in connection with the supply to the office and as per supply order.
18. The undersigned reserves the right of accepting/ rejecting the quotation in full or part, without assigning any reason whatsoever.
19. The decision of the undersigned will be final and binding on all.
20. The quotation should be addressed to "The Chairman, District Legal Services Authority, Lakhimpur, North Lakhimpur".

sdl
(Smti Poli Kataki)

District & Sessions Judge, Cum
Chairman, DLSA
Lakhimpur, North Lakhimpur.

Memo No. DLSA/L/QU/105/2023/ 2487-2491 dated North Lakhimpur the 24/06/2026.
Copy to:-

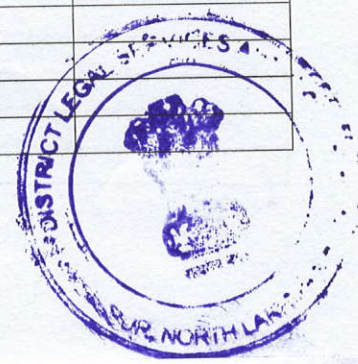
1. ✓ The Systems Officer, Lakhimpur District Judiciary with a direction to upload the Quotation on the official website of Lakhimpur District Judiciary, N L.
2. Notice Board, O/o the District & Sessions Judge, Lakhimpur, N. Lakhimpur.
3. Notice Board, O/o the Chief Judicial Magistrate, Lakhimpur, N. Lakhimpur.
4. Notice Board, O/o the District Legal Services Authority, Lakhimpur, N. Lakhimpur.
5. Office file.

sdl
(Smti Poli Kataki)

District & Sessions Judge, Cum
Chairman, DLSA
Lakhimpur, North Lakhimpur.

LIST OF ARTICLES

Sl. No.	Items	Brand/ Specification/ Desirable Features	Unit	Rate with GST
1	A4 Size Paper	JK	Pkt.	
2	Legal Size Paper	JK	Pkt.	
3	Black Pen	Best Quality	No.	
4	Red Pen	Best Quality	No.	
5	Blue Pen	Best Quality	No.	
6	Pencil	Apsara/ Nataraj	No.	
7	Eraser	Camlin	No.	
8	Sharpener	Camlin	No.	
9	Gum	Best Quality	Bootle	
10	Paper Flags	Best Quality	Pkt.	
11	Large Punch Machine	Best Quality	No.	
12	Small Punch Machine	Best Quality	No.	
13	Paper Bindha	Best Quality	Unit	
14	Cartridge for Computer Printer-H/P Laserjet P1108	H/P/ Best Quality	Unit	
15	Cartridge for Computer Printer – Canon Image Class MF272dw	Canon/ Best Quality	Unit	
16	Cartridge for Computer Printer – Canon Image Class MF3010	Canon/ Best Quality	Unit	
17	Cartridge for Xerox Machine – Canon Image Runner 2002	Canon/ Best Quality	Unit	
18	Mouse	Logitech/ Best Quality	No.	
19	Keyboard	Logitech/ Best Quality	No.	
20	UPS	Best Quality	No.	
21	Anti Virus three users	Best Quality		
22	File Cover with board	Best Quality	Unit	
23	Index File	Best Quality	Unit	
24	White Cotton Ribbon	Best Quality	Pkt.	
25	Small Stapler Pin	Kores/ Kangaro	Pkt.	
26	Big Stapler Pin	Kores/ Kangaro	Pkt.	
27	Stapler (Big)	Kores/ Kangaro	No.	
28	Stapler(Small)	Kores/ Kangaro	No.	
29	AI-Pin	Best Quality	Pkt.	
30	Stamp Pad	Kores/ Camlin	Unit	
31	Stamp Ink	Kores/ Camlin	Bottle	
32	Rubber Stamp	Best Quality	Per Line	
33	Tag	Best Quality	Pkt.	
34	Lock & Key	Godrej/ Best Quality	Unit	
35	LED Bulb (15 Watt)	Philip/ Best Quality	No.	
36	LED Tube	Philip/ Best Quality	No.	
37	Peon Book	Best Quality	No.	



38	Colin	Colin	Bottle	
39	Harpic Toilet Cleaner (Red & Blue)	Harpic	Bottle	
40	Hand Wash	Dettol/ Lifebuoy	Bottle	
41	Phenyl (Black)	Bengal Chemical/ Cross	Bottle	
42	Phenyl (White)	Neem Chitra Fresh/ Best Quality	Bottle	
43	Broom	Best Quality	Unit	
44	Bucket	Best Quality	Unit	
45	Mop	Best Quality	Unit	
46	Mug	Best Quality	Unit	
47	Foot Mat	Best Quality	Pc.	
48	Vim (Liquid)	Best Quality	Bottle	
49	Room Freshener	Airwick/ Godrej/Best Quality Aer/Odonil/Ambi Puri/ Groco	Bottle	
50	Mosquito Liquidator	Good Knight	Pkt.	
51	Mosquito Liquidator with Machine	Good Knight	Pkt.	
52	Clock	Ajanta/Valex	No.	
53	Pencil Battery AA Size	Eveready Red/ Duracell	No.	
54	Pencil Battery AAA Size	Eveready Red/ Duracell	No.	
55	Dusting Cloth	Best Quality	Pc.	
56	Dusting broom	Best Quality	Unit	
57	Towel-White	Best Quality	Pc.	
58	Tea Cup Set	Laopala/ Bon China	Set	
59	Quarter Plate Set	Laopala/ Bon China	Set	
60	Drinking Glass Set	Borosil/Tero/ Milton/ Yara	Set	
61	Tea Spoon	Best Quality	Pc.	
62	Water Jar	Best Quality	No.	
63	Big Tray	Best Quality	Pc.	
64	Calling Bell (Electrical)	Best Quality	No.	
65	Calling Bell (Mechanical)	Best Quality	No.	
66	Dustbin	Best Quality	No.	
67	High Lighter (Coloured)	Kores	No.	
68	Binder Paper Clip (Big)	Best Quality	Pkt.	
69	Binder Paper Clip (Small)	Best Quality	Pkt.	
70	Plastic Paper Clip	Best Quality	Pkt.	
71	Naphthalene balls	Best Quality	Pkt.	
72	Tissue Paper	Best Quality	Pkt.	
73	Pen Stand	Best Quality	Unit	
74	Glass Coaster	Best Quality	Set	
75	Paper Weight	Best Quality	No.	
76	Water Damper	Best Quality	Pc.	
77	Scissor Medium,	Best Quality	Pc.	

	Large size			
78	Hand Towel	Best Quality	Pc.	
79	Bleaching Powder	Best Quality	Kg.	
80	Calculator	Orpat/ Casio/ Citizen	No.	
81	CAV Envelope (A4 size Plastic Coated)	Best Quality	No.	
82	Envelope (Small size)	Best Quality	Pkt.	
83	Envelope (Medium size)	Best Quality	Pkt.	
84	Transparent Adhesive Tape 2"	Cello/ Apollo	Roll	
85	Both Side Tape	Best Quality	Roll	
86	Attendance Register	Best Quality	No.	
87	Bill Register	Best Quality	No.	
88	Transit Register	Best Quality	No.	
89	Cash Book	Best Quality	No.	
90	Glue Stick 15 gm	Kores	No.	
91	Electric Kettle	Bajaj/Prestige/Best Quality	No.	
92	Sanitizer	Best Quality	No.	
93	Flower Pot	Best Quality	Unit	
94	Water Purifier with RO System	Aquaguard/ Kutchina/Kent	Unit	
95	Ceiling Fan	Crompton/Orient/Usha/Bajaj	No.	
96	Stand Fan	Crompton/Orient/Usha/Bajaj	No.	
97	Extension Cord	Anchor/ Best Quality	Pc.	
98	Room Heater	Bajaj/Orpat/Usha	Pc.	
99	Inverter	Luminous/ Microtech	Pc.	
100	Inverter Battery with Trolley	Exide/ Amron	Pc.	
101	Incense Sticks	Best Quality	Unit	
102	Match Box	Best Quality	Pkt.	
103	Register No. 10 Size	Best Quality	No.	
104	Register No. 20 Size	Best Quality	No.	
105	Temporary Marker Pen (Black, Blue & Red)	Kores	No.	
106	Permanent Marker Pen (Black, Blue & Red)	Kores	No.	
107	Curtain for Door & Window	Best Quality	Mtr.	
108	Plug Top 2 Pin	Anchor	Pc	
109	Plug Top 3 Pin	Anchor	Pc	
110	Socket	Anchor	Pc	
111	Holder	Anchor	Pc	
112	Copper Cable	Best Quality	Mtr.	
113	Switch	Anchor	Pc	
114	Black Tape	Best Quality	No.	



Sl No	Particulars	Details	Page No
1	Registered Name of the Firm (in Bold)		
2	Valid Trade Licence Registration details: (Enclose Copy)		
3	Registered Office Postal Address of the firm: (Including Phone No./Mobile,Fax, E-mail id etc)		
4	GST Registration Number : (Enclose Copy)		
5	PAN Card No.: (Enclose Copy)		
6	Total Experience in as a supplier to Govt. Department/Organization: (Enclose supporting documents/supply order)		
7	Annual business Turnover during the last year (Attested copy of GSTR/Profit and loss Statement for the last year)		
8	Last year Income Tax Return (Enclose copy)		
9	Whether the firm is Black Listed in Govt. Organisation/institution etc. in last five year.		
10	Any Other relevant information		

I/we do hereby solemnly declare and undertake that all terms and conditions of the tender is acceptable in complete. if any information in the tender submitted by me is found incorrect/false, at any time, tender/contract is liable to be rejected.

Date :

Place:

Signature of Tenderer with Seal