



**OFFICE OF THE
DISTRICT LEGAL SERVICES AUTHORITY :: DIBRUGARH**

District & Sessions Judge Court Building, Dibrugarh-786001.

জিলা আইন সেৱা প্ৰাধিকাৰী :: ডিব্ৰুগড়-৭৮৬০০১



NOTICE INVITING QUOTATIONS

Date: Dibrugarh the 01/04/2025

Sealed quotations affixing Court fee stamp of Rs. 8.25 (non refundable) are invited for selecting vendors for the financial year 2025-26.

No quotations will be entertained beyond the scheduled date and time.

GENERAL TERMS & CONDITIONS:

1. The rate should be quoted with GST for all the articles or in part as mentioned in List A,B,C, D & E.

Intending party / parties may submit Quotations for all the items in the List (A,B,C, D & E) and or for specific item in the list / lists.

2. The quotations will be opened on 21/04/2025 at 4.00 pm, in the office chamber of the undersigned. (Any changes due to any unavoidable circumstances would be intimated only in the official website www.dibrugarhjudiciary.gov.in)

3. The proprietor or the representatives of the intending firm should be present at the scheduled date and time of opening the quotation. Those who do not attend at the time of opening of the quotation shall have no right to any objection, later on.

4. No further communication shall be made in this regard.

5. Rate quoted for each item will be final and no escalation in price of any material will be considered for the financial year (2025-26)

6. The articles will be purchased as per requirement and same shall be delivered immediately or within the stipulated time.

7. The Chairperson, District Legal Services Authority, Dibrugarh reserves the right not to accept or reject any or all the Quotations in part or full and shall not be bound to accept the lowest price, if the items do not meet the specifications and standards.

8. In case of violation of terms and conditions of the quotation document or unsatisfactory supply of materials or of poor quality and below standard, the Chairperson, District Legal Services Authority, Dibrugarh, reserves the right to terminate the contract.

9. The decision of The Chairperson, District Legal Services Authority, Dibrugarh will be binding in all respects.

Chairperson

District Legal Services Authority
Dibrugarh

No. DLSA/DIB/ 108 /25

Date: Dibrugarh the 01/04/2025

1. The Systems Officer, District Judiciary, Dibrugarh. He is directed to upload the Quotation Notice in the Official Website.

2. Notice Board, O/o The District Legal Services Authority, Dibrugarh

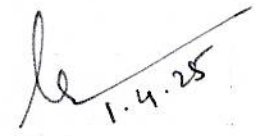
3. Office File.

Chairperson

District Legal Services Authority
Dibrugarh

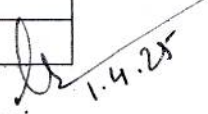
LIST – A (PRINTER CARTRIDGE)

Sl.No	Name of Articles	Price for Original article	Price for Compatible article	Price including GST	Price excluding GST
1	HP LaserJet Printer Cartridge 388				
2	Model No. - IR 2224N				
3	Printer (Laserjet Tank MFP) Make: HP Model: M2606sdw				
4	Printer (Inktank) Make: HP Model: HP Smart Tank 585 Wireless AIO				
5	Printer (LaserJet) Make: HP Model: Laserjet M208DW				
6	Xerox Cartridge (for model – Cannon Image Runner 2002)				
7	Black ink, Yellow colour, Magenta & Cyan colour for epson L3215				


1.4.25
Chairman
District Legal Services Authority
Dibrugarh

LIST – B (STATIONERY & OTHERS)

Sl.No.	Articles	Brand	Quantity
1	A4 paper (75 GSM)	JK Copier	1 cartoon (10 packets)
2	Legal paper (75 GSM)	JK Copier	1 cartoon (10 packets)
3	A4 paper yellow (75 GSM)	Best quality	Per pkt
4	Ball Point Pen (Blue)	Best quality	10 numbers
5	Ball Point Pen (Red)	Best quality	10 numbers
6	Ball Point Pen (Black)	Best quality	10 numbers
7	Gel Pen (Blue)	Best quality	10 numbers
8	Gel Pen (Red)	Best quality	10 numbers
9	Gel Pen (Black)	Best quality	10 numbers
10	White Board Marker pen (Black)	Best quality	Per pc
11	Permanent Marker Pen (Black)	Best quality	Per pc
12	HB Pencil	Best quality	10 nos
13	Binder Clip 19 mm	Best quality	One dozen
14	Binder Clip 32 mm	Best quality	One dozen
15	Binder Clip 51 mm	Best quality	Half dozen
16	Gem T pin	Best quality	Per box
17	Multicolour Paper Clip (U pin)	Best quality	Per packet (100 nos)
18	Multicolour paper Flag Strips	Best quality	10 packets
19	Candles	Best quality	One packet (10 nos)
20	Yellow / Red Ribbon (2 inches)	Best quality	One roll
21	Colour Pencils	Best quality	One Packet
22	Plastic Sponge Damper Pad	Best quality	Per pc
23	Conference Pad/ Meeting Pad (20 pages)	Best quality	1 dozen (12 nos)
24	Envelop (Laminated inside) Sizes: 30 cm x 25 cm 40 cm x 30cm	Best quality	1 dozen for each sizes
25	Envelop Sizes: 9 x 4 cm 10 x 4.5 cm A4	Best quality	1 dozen
26	Glue stick 15 gm	Best quality	Per pc
27	Punching Machine Double hole (Punching capacity – 2.2 mm, diameter 8 cm)	Kangaro, ets	Per pc
28	Punching Machine Single hole (Punching capacity – 1 mm)	Kangaro, ets	Per pc
29	Hand Held paper Cutter	Best quality	Per pc
30	File Cover with Board, Flaps on 3 sides (Material – Premium Paper Board)	Best quality	Per pc
31	Lever Arch File	Best quality	Per pc
32	File Board	Best quality	Per pc


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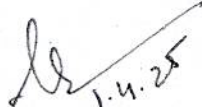
LIST – B (STATIONERY & OTHERS)

33	Magnetic Pin Holder	Best quality	Per pc
34	Magnetic White Board Duster	Best quality	Per pc
35	Plastic File Folder (with button)	Best quality	Per pc
36	Pencil Sharpener	Best quality	
37	Stapler	Kangaro HP - 45	Per pc
		Kangaro - 10	
38	Stapler Pin sizes		Per pc
	HP – 45		
	10		
39	Stapler Pin remover	Best quality	Per pc
40	Push Pin/ Notice Board Pins	Best quality	Pack of 50 pins
41	Plastic Ruler	Best quality	Per pc
42	Pen Stand	Best quality	Per pc
43	Calculator	Casio	Per pc
44	Paper weight	Best quality	Per pc
45	File tag	Best quality	Per pc
46	Highlighter	Best quality	Per pc
47	Correction pen (White ink)	Best quality	Per pc
48	Salo Tape (White Transparent)	Best quality	Per pc
	Sizes:		
	2 inches		
	1 inches		
	½ inches		
49	Brown Tape – 2 inches	Best quality	Per pc
50	Stamp Pad	Best quality	Per pc
51	Eraser	Best quality	Per pc
52	Gumpot (150 ml)	Best quality	Per pc
53	Pencil Battery AA size	Best quality	Per pc
54	Pencil Battery AAA size	Best quality	Per pc
55	Stamp Pad ink	Best quality	Per pc
56	Peon Dak Book	Best quality	Per pc
57	Fountain Pen	Best quality	Per pc
58	Office Seals	Best quality	Per pc
59	Date Seal	Best quality	Per pc
60	Register plain (200 pages)	Best quality	Per pc
61	Register plain (100 pages)	Best quality	Per pc
62	Register plain (50 pages)	Best quality	Per pc
63	White Ruled Register (200 pages)	Best quality	Per pc
64	White Ruled Register (100 pages)	Best quality	Per pc
65	White Ruled Register (50 pages)	Best quality	Per pc
66	Rope (Sutli)	Best quality	Per pc
67	Paper Tray for keeping paper/file	Best quality	Per pc
68	Scissor (Big)	Best quality	Per pc

[Signature]
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LIST - B (STATIONERY & OTHERS)

69	Cello tape dispenser (one inch)	Best quality	Per pc
70	Plastic Transparent Stick file	Best quality	Per pc
71	Hard board	Best quality	Per pc
72	Stamp pad ink 50 ml	Best quality	Per pc
73	Both side tape (1inch)	Best quality	Per pc
74	Sketch pen	Best quality	Per pkt
75	Chart paper	Best quality	Per pc
76	Steel scale	Best quality	Per pc
77	Attendance register	Best quality	Per pc
78	White Board with stand	Best quality	Per pc
79	Plastic Transparent Stick file	Best quality	Per pc
80	Nylon Rubber Band	Best quality	Per pkt
81	Poker (Bindhona)	Best quality	Per pc
82	Duster	Best quality	Per pc
82	Register GSM 384 page	Best quality	Per pc


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LIST – C (MISCELANEOUS ARTICLES)

Sl.No.	Name of Articles	Make
1	Good Night Liquidator	Best quality
2	Good Night Refill	Best quality
3	Drinking Glass (Disposable)	Best quality
4	Wall Clock	Best quality
5	Insence Sticks	Best quality
6	Table Cloth (White)	Best quality
7	Match Box	Best quality
8	Tray (standard size)	Best quality
9	Prill dish Washer Liquid	Best quality
10	Gamusa	Best quality
11	Lock & Key	Best quality
12	Hit Spray – 400 ml	Best quality
13	Disposable Tea Cups (Pack of 50)	Best quality
14	Towel (Big size) white	Best quality
15	Towel (Small size) white	Best quality
16	Door Curtain (standard size)	Best quality
17	Curtain Rode – per meter	Best quality
18	Paper Plate	Best quality
19	Band Aid	Best quality
20	Cotton (Big size)	Best quality
21	Toilet Tissue paper	Best quality
22	Paper Napkin	Best quality


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LIST – D (ELECTRICAL ITEMS)

Sl.No.	Name of Articles	Make	Quantity
1	LED Tube Set	(Bajaj/ Syska / Havells/ Philips/ Wipro/ Eveready)	Per pc
2	Electric Kettle (1 ltr / 1.5 ltr)	(Prestige/Havells/ Milton/Philips/ Cello)	Per pc
3	Thermo Flusk (Milton) 1 ltr	Milton	Per pc
4	Extension Chord with 4 sockets / 6 socket	Best Quality	Per pc
4	Stand Fan	(Bajaj/ Orient/ Havells/ Crompton/ Greaves/ Usha)	Per pc

LIST – E (CLEANING MATERIALS)

Sl.No.	Name of Articles	Make	Quantity
1	Sanitizer – 500 ml	Best Quality	Per pc
2	Phenyl Black - 1 ltr	Best Quality	Per pc
3	Phenyl White – 1 ltr	Best Quality	Per pc
4	Harpic - 1 ltr	Best Quality	Per pc
5	Bleaching Power 1 kg	Best Quality	Per pc
6	Table Brush	Best Quality	Per pc
7	Paper Napkin	Best Quality	Per pkt
8	Odonil	Best Quality	Per pc
9	Flat Mop	Best Quality	Per pc
10	Round Mop	Best Quality	Per pc
11	Floor Wiper	Best Quality	Per pc
12	Cleaning Tray	Best Quality	Per pc
13	Toilet Brush	Best Quality	Per pc
14	Cleaning Gloves	Best Quality	Per pc
15	Office Dust Bin	Best Quality	Per pc
16	Vim Liquid	Best Quality	Per pc
17	Napthalene Balls	Best Quality	Per pkt
18	Collin Glass Cleaner	Best Quality	Per pc
19	Handwash – 750 ml / 1 ltr	Best Quality	Per pc
20	Broom (Phool Jharu)	Best Quality	Per pc
21	Dettol Antiseptic Liquid – 1 ltr	Best Quality	Per pc
22	Room Freshner	Best Quality	Per pc
23	Surf Excel Detergent powder – 1 kg	Best Quality	Per pkt
24	Scrubber Scotch Bride	Best Quality	Per pc
25	Cleaning Cloth	Best Quality	Per pc
26	Dustbin bag	Best Quality	Per pkt
27	Chitranaala		