

**OFFICE OF THE
MEMBER SECRETARY
ASSAM STATE LEGAL SERVICES AUTHORITY**
1st Floor, Gauhati High Court Old Block, Guwahati- 781001



Ref: ASLSA 49/2015/1546

Dated: 16.05.2023

REQUEST FOR QUOTATION

Sealed quotations are invited from reputed and registered Firms/ Dealers/ Suppliers for supply of Office Stationery items as follows.

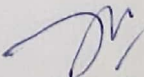
S.I. No.	Name of the item	Make/Model	Specification	Quantity Required
1	Printer Cartridge	88A	Compatible (Good Quality)	15 nos.
2	Printing of Envelop (White)	With ASLSA address	28 cm x 14 cm	500 pieces
3	File cover	With office name & logo	Brown (Good Quality)	200 pieces
4	Legal Paper	JK Copier	FS size	12 reams
5	Page Marker (Stick flags)	Good quality	3 section coloured	20 pieces
6	Calculator	Orpat/casio	12 digit	05 pieces
7	Correction pen	Kores/ camel etc.	-----	10 nos.
8	Highlighter pen	Kores/ camel etc.	Various colours	2 pkt.
9	Gamosha	Good Quality	Both end floral design	10 pieces
10	Towel	White	Big size (Good quality)	03 pieces

Sealed quotations super-scribing the envelope "**Quotation for Supply of Office Stationery**" may be submitted at the office of the undersigned at 1st Floor, Gauhati High Court Old Block, near Mediation Centre, Guwahati- 781001 on or before 26.05.2022 during office hours.

The undersigned reserves the right to accept or reject any quotation without assigning any reasons whatsoever. Detailed particulars, information required, if any, may be obtained from the office of the undersigned during office hours.

For publication:

1. Office Notice Board
2. Office File


**Member Secretary,
Assam State Legal Services Authority**

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16/5/23

