

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



Ref: ASLSA 130/2018/1665

Dated: 08.06.2023

REQUEST FOR QUOTATION (RFQ) NOTICE

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

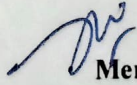
Sl. No.	Name of the item	Make/ Model	Specification	Quantity Required
1.	Name Plate of Member Secretary (Designation only)	Acrylic board	6x12 inch (golden letter with black background)	01 no.
2.	-Do- Deputy Secretary	-Do-	-Do-	01 no.
3.	-Do- Under Secretary	-Do-	-Do-	01 no.
4.	Pen stand Tray	Good Quality	Plastic	03 nos.
5.	Paper Weight	Good quality		10 nos.
6.	Glue Stick	Kores/ Fevi Stick	Medium	2 dozens
7.	Stapler Medium size	Kangaroo	HD-45	05 nos.
8.	Stapler Pin	Kangaroo	HD-45	2 dozens
9.	Ball Pen	Hauser XO	Blue	2 dozens
10.	Ball Pen	Cello Maxriter	Red	2 dozens
11.	Ball Pen	Cello Maxriter	Black	2 dozens
12.	Double sided adhesive tape	Good quality		03 nos.
13.	Printing of Member Secretary Letter Head	With logo	On executive bond paper	200 pieces
14.	Clip Board	Plastic		05 nos.

Sealed quotations super-scribing the envelope "Quotation for Supply of Office Stationery Items" 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 18.06.2023 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. ASLSA website
3. Office File


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

Member Secretary
Assam State Legal
Services Authority

CA
2/6/23