

**OFFICE OF THE  
MEMBER SECRETARY  
ASSAM STATE LEGAL SERVICES AUTHORITY**  
Adjacent to Gauhati High Court, New Block, Guwahati-781001

Ref: No. ASLSA 130/2018/580

Dated Guwahati the 15<sup>th</sup> September, 2020

**QUOTATION NOTICE**

Sealed quotations are invited from reputed Firms/Dealers for supply of office stationaries for the office of Assam State Legal Services Authority.

S.I.No.	Item	Make/Model	Specification	Quantity
1.	A4 paper	JK Easy	70 GSM	200 reams
2.	Legal Size Paper	JK Easy	70 GSM	30 reams
3.	Cartridge Paper	JK Ledger	80/90 GSM	10 reams
4.	Laser Printer Cartridge	88 A	Compatible	30 nos.
5.	Stick Note Pad	Reputed brand	OT-SN 3x3C	200 nos.
6.	Gel Pen	Flair Sleek	0.5 mm	250 nos.
7.	Glue Stick	Reputed brand	Net Wt. 8 g	100 nos.
8.	Liquid Soap	Dettol	200 ml	24 nos.
9.	Room Fresheners	Godrej	240 ml	12 nos.
10.	Towel (big)	Good quality	Big size/White	15 nos.
11.	Towel (small)	Good quality	Small size/White	15 nos.
12.	Mobile Phone	Samsung	Android Smart phone	02 nos.
13.	Toilet Cleaner (Harpic )	Harpic	01 liter bottle	24 nos.
14.	Floor Cleaner (Lizol)	Lizol	01 liter bottle	24 nos.
15.	Phenyl	Black Phenyl	500 ml bottle	24 nos.
16.	Computer Anti-Virus	Quickheal Security	Total 10 users for 3 years	02 nos.
17.	Pencil Battery	Eveready	AA	36 nos.
18.	Pencil Battery	Eveready	AAA	12 nos.
19.	Stapler	Kangaro	HD-45	12 nos.
20.	Stapler Pin	Kangaro	No. 24/6	100 packs.
21.	White Correction pen	Kores	07 ml	24 nos.
22.	Highlighter Pen	Faber Castel	Multi colour	24 nos.
23.	Cello Tape	Reputed brand	02 inch width /65 meter length	12 nos.
24.	File Board	Good Quality	Brown File Board	1000 nos.
25.	Colour Copier Paper	Desmat	Size -A4/Colour- Yellow	05 reams
26.	Punch Machine	Reputed brand	Single Hole	10 nos.
27.	Pen Drive	H.P./Sony	32 GB	12 nos.
28.	Permanent Marker (CD/DVD/OHP Marker)	Luxor 1236	Blue & Black	24 nos.
29.	Paper Poker	Reputed brand	With good grip	12 nos.
30.	Staple Pin	Kangaro	23/13-H ----13mm (1/2")	12 packs.
31.	Umbrella	Mahendra Dutta	Black	03 nos.
32.	Tea cup with saucer	Reputed brand	Bone China	12 pieces
33.	Quarter Plate	Reputed brand	Bone China	12 pieces
34.	Tea Spoon	Reputed Brand	High quality stainless steel	12 pieces
35.	Spike Buster	Anchor	06 sockets	06 nos.
36.	Sketch Pen	Faber Castel	Multi colour	05 Packs.
37.	Pencil	Nataraj	Dark Graphite	30 nos.
38.	Eraser	Faber Castle	Dust free	20 nos.
39.	Toner Cartridge 326	Compatible	For Cannon Laser Printer	03 nos.


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Sealed quotations super-scribing the envelop "Quotation for Supply of Office Stationaries" may be submitted to the office of the undersigned located adjacent to Gauhati High Court, New Block, Guwahati-781001 on or before **24.09.2020** 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.

**Copy to :**

1. Office Notice Board
2. Official Website
3. Office File No. ASLSA 130/2018

  
(Nayan Shankar Baruah)

Member Secretary

Assam State Legal Services Authority

