



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

Ref: ASLSA 130/2018/240

Dated: 13.09.2023

**REQUEST FOR QUOTATION NOTICE**

Sealed quotations are invited from reputed Suppliers/ Dealers of Office Stationery items for supply of the following.

Sl. No.	Name of the item	Make/Model	Specification	Quantity Required
1.	Cartridge	88A (Compatible)	Pro Dot etc.	10 nos.
2.	A4 Paper	JK Easy	70 GSM	20 reams
3.	Table Top elevator writing desk (acrylic)	Good Quality	Adjustable	01 no.
4.	Note Sheet Paper	JK Ledger (FS)	80 GSM	10 reams
5.	File Board	Good Quality	Brown board with cloth coated strap	300 nos.
6.	Colour Copier Paper (A4)	De'smat (yellow)	70 GSM	05 reams
7.	Electric Kettle	Bajaj, Prestige, Milton	1.5-1.7 Ltrs.	02 nos.
8.	Pencil	Doms	Extra Dark	05 packets
9.	Paper Poker	Good Quality	With plastic grip	10 nos.
10.	Eraser	Doms/Natraj/Apsara	Non Dust	20 nos.
11.	Sharpener	Doms/Natraj/Apsara	Plastic	20 nos.
12.	Liquid Hand Wash	Dettol/ Savlon	200 ml	12 bottles
13.	Glass & Surface cleaner	Colin Spray	250 ml	12 bottles
14.	Printer Cartridge	Canon 326	Compatible	01 no.
15.	Thermo Steel Flask	Milton/ Borosil	1000 ml	02 nos.
16.	Glass Tumbler	Milton/ Borosil/Treo	300 ml.	12 nos.
17.	Wall Clock	Ajanta	32 x 32 x 3.5 Cm.	03 nos.
18.	Pencil Battery	Duracel	AA	12 nos.
19.	Pencil Battery	Duracel	AAA	12 nos.
20.	Cup & Saucer	Branded	Bone China	12 nos.
21.	Quarter Plate	Branded	Bone China	06 nos.
22.	Room Freshener	Godrej	220 ml.	7 nos.

Sealed quotations super-scribing the envelope "Quotation for Supply of Office Stationery" may be submitted at the office of the undersigned at 1<sup>st</sup> Floor, Gauhati High Court Old Block, near Mediation Centre, Guwahati- 781001 on or before 22.09.2023 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 Website
2. Office Notice board
3. Office File

*[Signature]*  
Member Secretary,

**Assam State Legal Services Authority**

*[Handwritten]*  
13/9/23

Member Secretary  
Assam State Legal  
Services Authority