

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

Ref: ASLSA 130/2018/124

Dated: 30.01.2024

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 (Laserjet)	88A (Compatible)	Pro Dot etc.	12 nos.
2.	A4 Paper	JK Easy	70 GSM	20 reams
3.	Rubber Stamp	Self inking	Member Secretary	03 nos.
4.	Rubber Stamp	Self inking	Deputy Secretary	03 nos.
5.	Rubber Stamp	Self inking	Under Secretary	03 nos.
6.	Rubber Stamp	Non-Self inking	Member Secretary	03 nos.
7.	Rubber Stamp	Non-Self inking	Deputy Secretary	03 nos.
8.	Rubber Stamp	Non-Self inking	Under Secretary	03 nos.
9.	Stamp Pad	Branded	Blue Colour	10 nos.
10.	Stamp Pad	Branded	Red Colour	10 nos.
11.	Rubber Stamp	Self inking	Received in good condition	01 no.
12.	Rubber Stamp	Self inking	Passed for Payment	02 nos.
13.	Rubber Stamp	Self inking	Accounts Officer	02 nos.
14.	Rubber Stamp	Non-Self inking	Accounts Officer	02 nos.
15.	Register	Good Quality	Two lines/ hard bound (No.20)	06 nos.

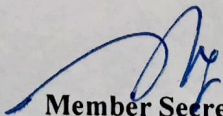
Sealed quotations super-scribing the envelope "**Quotation for Supply of Office Stationery**" may be submitted at the office of the undersigned at 1st Floor, Gauhati High Court Old Block, near Mediation Centre, Guwahati- 781001 on or before 14.02.2024 during office hours.

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




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

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