

THE LAW RESEARCH INSTITUTE
EASTERN REGION
GAUHATI HIGH COURT, GUWAHATI

No. LRI/01/15/0341/2023

Dated Guwahati, the 20th September, 2023

REQUEST FOR QUOTATION (RFQ)

Sealed quotations affixing Court fee Stamp of Rs.8.25/- only (Non-refundable) are hereby invited from the reputed firms/suppliers/authorized dealers having their registered shop within Guwahati for empanelment to supply of Stationery & Other Office Consumables to the Office of the Law Research Institute, Eastern Region, Gauhati High Court, Guwahati for the financial year 2023-24.

The quotation should reach the office of the undersigned on and before **30.09.2023** during office hours.

GENERAL TERMS & CONDITIONS

1. The sealed quotations shall be super scribed as "**Quotation for supply of Stationery & Other Office Consumables**" and should contain the following documents:-
 - a) A Copy of PAN card.
 - b) A Copy of up to date Trade License.
 - c) A Copy of GST Registration certificate.
2. All pages of the document must be signed by an authorized person on behalf of the firm along with seal at the bottom.
3. Rate should be quoted both in words and figures excluding GST/Taxes without overwriting/cutting/erasing.
4. No Conditional Bids shall be accepted.
5. Unrealistic rates quoted by the firm if proved unjustified would be rejected.
6. The firms should quote rate for the items strictly as per unit mentioned in the items list provided at **Annexure-II**.
7. Rate quoted for each item will be final and valid for a period of one year from date of award of contract. No further hike in the price of any item will be entertained. However, validity of the award of contract may extend for further period of one year on same terms, conditions and rates.
8. Sample of the items should be submitted if and when necessary.
9. The bidder shall quote rate against the specified brand, size, weight etc. (where applicable) of the articles as per prescribed list/format appended herewith.
10. The articles will be purchased as per requirement and same shall be delivered to the Office of the Law Research Institute, Eastern Region, Gauhati High Court, Guwahati

whenever necessary on short notice. The required unit of each item may vary in either sides at the time of issue of work order. However, the Supplier will have to replace the rejected article(s) immediately at their own expenses.

11. The suppliers will also have to bear all the overheads & expenses etc. in connection with carting, packaging, transportation etc. in connection with the supply to the office.
12. In case of violation of terms and condition of the quotation document or unsatisfactory supply of materials of poor quality/sub standard in nature, the Director, Law Research Institute, Eastern Region, Gauhati High Court, Guwahati reserves the right to terminate the contract by giving intimation to the supplier.
13. Payment of bills will be made subject to the sanction of the Government ceiling.
14. The decision of the Director, Law Research Institute, Eastern Region, Gauhati High Court, Guwahati in all respects shall be final and binding.
15. All the disputes are subject to Guwahati jurisdiction.
16. For any clarification/query the bidder may email their queries at lawresearch.ghc@gmail.com within **30.09.2023**.

-sd -
Director

**Law Research Institute
Gauhati High Court
Guwahati**

No. LRI/01/15/0342-0344/2023

Dated Guwahati, the 20th September, 2023

Copy to

- i. The Directorate of Information & Public Relation, Dispur, Guwahati-6, (Janasanjog) with a request to publish the **Request for Quotation** in one of the issues of "The Assam Tribune" on or before **22.09.2023** and intimate the same regarding publication of the same to the undersigned.
- ii. ✓ The Project Manager, Gauhati High Court, Guwahati with a request to upload the Tender notice in the Website.
- iii. Office File


Director

**Law Research Institute
Gauhati High Court
Guwahati**

Bidder's Information

Sl. No.	Particulars	Details
1	Registered Name of the Firm	
2	Valid Trade License Registration details (Enclose Copy)	
3	Registered Official Postal Address of the firm: (Including Phone No. /Mobile, Fax, E-mail id etc.)	
4	GST Registration Number: (Enclose Copy)	
5	PAN Card No.: (Enclose Copy)	

Date:

Place :

**Seal and Signature
of the authorized person**

R. D. J.
21/9/22

Item Rate statement

Annexure-II

SL No.	Stationery Items	Brand/Specification/ Desirable Features	Required unit	Rate per unit	Quoted Price For the required unit (Exclusive of taxes)	
					In figures	In words
1	Photostat Paper	75 GSM - A4; JK Copier	15 ream			
2	Photostat Paper	75 GSM -FS ; JK Copier	5 ream			
3	Multi-purpose copier paper	(Light Yellow paper) 75 GSM - A4; Reputed brand	1 ream			
4	Certificate Paper	150 GSM - A4; Reputed brand	2 ream			
5	Photo paper (1 x 20 Sheets)	200 GSM - A4; Glossy Kodak/ equivalent	2 Pkt			
6	Bond paper Unruled	90GSM – A4 JK Excel/ equivalent	1 ream			
7	Ball Pen (Blue, Red, Black)	Good quality	2 pkt each			
8	Eraser	Apsara/ Nataraj	1 dozen			
9	Pencil HB	Apsara/Nataraj	1 dozen			
10	Permanent Marker Pen (Blue/Black)	Faber-castell/Camlin/ equivalent	1 pkt each			
11	Plastic Jug	Milton, 1.5 Liter	1 No.			
12	Pencil battery	AA size, Eveready or equivalent	6 Nos.			
13	Brown Paper for packing	Good quality (20 meter)	1 Ream			

Rajendra Kumar
22/12/2023

14	Correction Tape	5 mm x 6 m, Oddy or any reputed brand	6 pc			
15	AC remote battery	AAA size, Eveready or equivalent	6 Nos.			
16	Dust Cleaner	Micro fiber Static Duster for office/ Good quality	3 Nos.			
17	Doormate (coconut) Coir	40 x 60 cm; Good quality	1 No.			
18	Transparent Adhesive Tape 1"	Cello/Apollo	1 dozen			
19	Transparent Adhesive Tape 3"	Cello/Apollo	1 dozen			
20	Cloth Binding Register No. 4(Ruled/Plain)	Good Quality	6 Nos.			
21	Cloth Binding Register No. 10 (Ruled/Plain)	Good Quality	2 Nos.			
22	Cloth Binding Register No. 12 (Ruled/Plain)	Good Quality	4 Nos.			
23	Plate (Quarter)	Good quality	1 set			
24	Stock Register	Good Quality (250 pages)	3 Nos.			
25	Peon Book	Standard size	2 Nos.			
26	Vehicle Log Book	Standard size	2 Nos.			
27	Scissor	26 x 11.9 x 1 Centimeters	6 Nos.			
28	Coaster	Good Quality	1 set			
29	Less Effort Heavy Duty Manual staplers	Kangaro (Throat Depth 80 mm)	1 No.			

R. P. Singh

30	Heavy Duty Manual Stapler Pin No. 23/13	Kangaro	2 pkt.			
31	Stapler Machine No. 10	Kores/Kangaro	2 Nos.			
32	Stapler Machine No. 24/6	Kores/Kangaro	2 Nos.			
32	Tap dispenser (big size)	Good quality	1 No.			
33	Golden colour PIN for dashboard	Good quality	2 pkt.			
34	Tag Cotton Bundle	Good Quality	2 Pkt			
35	Wall Clock	28 x 28 x 3.5 cm; Ajanta or any other reputed brand	1 No.			
36	Gems Clip (Plastic Coated)	Kores/ equivalent	12 Pkt			
37	Glue Stick 15 gm	Kores/ equivalent	1 dozen			
38	Plastic Tray	14 x 18 inch ; good quality	1 No.			
39	D cut cloth Carry Bag	22 x 22 x 5 cm ; Good quality	1 KG			
40	Antivirus - 1 year, 1 user	Quick Heal Antivirus Pro	4 Nos.			
41	Punching Machine (Big)	Kangaro	2 Nos.			
42	Punching Machine (Small)	Kangaro	3 Nos.			
43	Paper Flags 25 X 75 mm sticky notes	Good Quality	12 Pkt			
44	Paper cutter knife (18mm blade)	Good quality	2 Nos.			
45	Paper cutter knife (9 mm blade)	Good quality	2 Nos.			
46	18 mm paper cutter blade	Good quality	2 PKts			
47	9mm paper cutter blade	Good quality	2 PKts			
48	Plastic Packing Rope/ Binding Rope	500 mtr./ Good Quality	2 Rolls			
49	Handwash (200 ml)	Himalaya	12 Nos.			
50	Room Freshner (200 ml)	Godrej/ similar brand	6 Nos.			

R. R. R.
21/11/23

51	Colin (500 ml)	Good Quality	2 Nos.		
52	Neptheline Balls	Good Quality	1 kg		
53	Notice board for office	4 x 3 feet; Good Quality	1 No.		
54	Liquid dishwash gel (200 ml)	Good Quality	8 Nos.		
55	Water Glass	Borosil	1 set		
56	Both side adhesive tape	Good Quality	2 Nos.		
57	Paper weight	Good quality	12 Nos		
58	Car Freshner	Godrej/ similar brand	2 Nos		
59	Tender Box (Steel)	2ft x 2ft	1 No.		
60	Extension Board (Multi port socket)	5 Meter; Anchor/ any other reputed brand	2 Nos.		
61	Mouse	Logitech B 100 USB wired mouse/ similar product	4 Nos.		
62	Keyboard	Logitech USB Keyboard/ similar product	2 Nos.		
63	Mouse Pad	Good Quality	4 Nos.		
64	Computer Speaker	Zebtronics Zeb-Fame 5watts 2.0 Multi Media Speakers With Aux, Usb And Volume Control or similar nature of product	2 Nos.		
Total					

Date:
Place.

Signature of Firm with Seal

R. R. R.
20/1/2023