



OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY  
SOUTH SALMARA MANKACHAR DISTRICT.  
Email ID: [southsalmara.dlsa@gmail.com](mailto:southsalmara.dlsa@gmail.com)

**TENDER NOTICE**

**Date: 01.07.2024**

Sealed quotations are invited from registered firm/enterprise with non returnable court fee of Rs. 8.25/- to supply the following items to be used in the Legal Aid Defense Counsel Office at SDJM (M), Court Building at Hatsingimari.

| Sl. No. | Name of Items                              | Quantity     |
|---------|--|--------------|
| 1       | Sign Board and Glow sign board             | 1 +1=2       |
| 2       | A4 size and legal papers                   | 25 +5=30     |
| 3       | Paper weight                               | 6            |
| 4       | Page marker                                | 10           |
| 5       | Alpin                                      | 5 Box        |
| 6       | Plastic Basket                             | 6            |
| 7       | Binder slip                                | 5            |
| 8       | Scale                                      | 5            |
| 9       | Stapler machine with pin                   | 4            |
| 10      | Gripper                                    | 10           |
| 11      | Dispenser machine (1) with Cello tape (10) | 1 +10=11     |
| 12      | File cover and board                       | 100 Nos.     |
| 13      | Tag, white ribbon, Gum                     | 10 ncs. each |
| 14      | Name plate and seal of various designation | 3 +3=6       |
| 15      | Round office Seal                          | 1 Nos.       |
| 16      | Date seal                                  | 1 Nos.       |

|    |   |             |
|----|---|-------------|
| 17 | Stamp pad   | 4 Nos.      |
| 18 | Computer and printer with cartridge   | 1 Nos. each |
| 19 | Registers- <ul style="list-style-type: none"> <li>• Issue and received register</li> <li>• Case filling register</li> <li>• Case disbursement register</li> <li>• Visitors register</li> <li>• Attendance register</li> <li>• Case diary</li> </ul> | 2 Nos. each |

The registered firm shall submit the quotation along with copy of up-to-date registration of firms, up to date GST certificate, copy of PAN card, Copy of Bank Account Number etc.

The last date for submission of quotation is 12.07.2024 during office hours.

*sdj*  
District & Sessions Judge Cum Chairman,  
DLSA, South Salmara Mankachar

Memo No. DLSA DLSA/SSM.01/2024/ 1607 - 1610

Dated. 01.07.2024

Copy to:

1. Notice Board, Office of the District & Sessions Judge, South Salmara Mankachar
2. Notice Board, Office of the DLSA, Hatsingimari.
- ✓ 3. System Assistant, District Judiciary, SSM. He is asked to upload the above mentioned quotation in official website.
4. Office file.

  
District & Sessions Judge Cum Chairman,  
DLSA, South Salmara Mankachar

Chairman of  
District Legal Service Authority  
South Salmara Mankachar  
*sdj*  
01/07/24