OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY, NADIA

ADR Centre Building, Nadia
Krishnagar Judges' Court Compound, Krishnagar, Nadia, Pin- 741101
Phone: **03368263708** / E-mail: **dlsanadiakng@gmail.com** / Mobile: **+91 9832999342**

District Legal Services Authority * Nadia *

Inviting Quotation

Order No.: 236/S **Date:** 20.08.2025

In view of the approval of the Ld. Chairman, District Legal Services Authority, Nadia, sealed quotations are invited from the reputed concerns for appropriate binding and printing of the following articles and to supply the same to the District Legal Services Authority, Nadia:

Sl. No.	Particulars	Required Stock
Printing works for various NALSA Schemes:		
01	Cause List (DLSA) [250 Pages]	**02**
02	Front office visitor register [300 Pages]	**02**
03	Pre Litigation Case filling register [200 Pages]	**01**
04	Pre Litigation Daily Register [300 pages]	**01**
05	Prisoner Petition Register [300 pages]	**01**
06	Register of Convict details [300 pages]	**01**
07	Case wise Monitoring and Mentoring Register [300 pages]	**02**
08	Advice Slip of retainer advocate [100 Pages set]	**10**
09	Appointment Letter of Mediator [100 Pages set]	**20**
10	Notice format of Legal Aid Clinic [100 Pages set]	**10**
Printing works for the Office Administration:		
11	Cheque Issue Register [50 Pages]	**01**
12	Letter Issue Register [300 Pages]	**02**
13	Letter Receive Register [300 pages]	**02**
14	Secretary Order Book [150 pages]	**02**
15	PCR Book [50 Pages with two impression pages]	**10**
16	Bill of Para Legal Volunteer [100 Pages set]	**10**
Printing works for the office of LADCS:		
17	Brief	**1000**

Interested parties may deposit their sealed quotations at this office **on or before 8th September, 2025**.

The sealed envelopes will be opened on the next working day, after 8th September, 2025, and the lowest quoted bidder shall be given preference for taking up the binding and printing works.

The interested bidders are advised to submit their sealed quotations after knowing the content of the job, by appearing before this Authority in person or through his/ her representative to find out the quality and standard that is required to be maintained by them.

The work order will be issued after necessary approval of the Ld. Chairman, District Legal Services Authority, Nadia.

The quotation must include the following:

1. Name and address.
2. Communication phone number.
3. E-mail ID and
4. Seal with signature of the concerned.

Further, the District Legal Services Authority, Nadia reserves the right to reject/ cancel any or all the quotations without assigning any reason.

Sd/-
(Bidushi Tshering Lepcha)
Secretary,
District Legal Services Authority, Nadia.

No. 3394 **(7)**/DLSA/NADIA/25 – 051 Dated: 20.08.2025

Copy forwarded for information and display in the notice Board of:

1. The Ld. District Nodal Officer, e-Courts Project & Civil Judge (Sr. Divn.) 3rd Court, Krishnagar, Nadia, **with a request to upload the same to the official website of District Court, Nadia also.**
2. The Ld. Judge In-Charge, Nezarath Department, Krishnagar, Nadia.
3. The District Magistrate, Nadia.
4. The Superintendent of Police, Krishnagar Police District, Nadia.
5. The Chief Medical Officer of Health, Nadia.
6. The Chairman, Krishnagar Municipality, Nadia.
7. Office Notice Board.

(Bidushi Tshering Lepcha)
Secretary,
District Legal Services Authority, Nadia.

Secretary
District Legal Services Authority
Krishnagar, Nadia