

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

Inviting Quotation

Order No.: 204/S

Date: 28.09.2026

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
1	Leaflets	100000 (One Lakh)
2	Pamphlets	50000 (Fifty Thousand)
3	Form- Order No. 1 (MACC Death)	15 sets (100 pages of pad binding each)
4	Form- Order No. 1 (MACC Injury)	20 sets (100 pages of pad binding each)
5	Form- P.L. Filing Format	10 sets (100 pages of pad binding each)
6	Form- Advice Slip for Retainer Advocates	20 sets (100 pages of pad binding each)
7	Form- P.L. Case Journal Format	10 sets (100 pages of pad binding each)
8	Form- P.L. Notice Format	20 sets (100 pages of pad binding each)
9	Form- PLV Bill Format	20 sets (100 pages of pad binding each)
10	Form No. 1	30 sets (100 pages of pad binding each)
11	Form- Front Office Slip	30 sets (100 pages of pad binding each)
12	Register- P.L. Filing Register	01 (250 pages)
13	Register- P.L. Daily Register	03 (250 pages each)
14	Register- Cause List Register of DLSA	01 (300 pages)
15	Register- Front Office Daily Register	03 (250 pages each)
16	Register- Front Office Attendance Register	01 (150 pages)
17	Register- KDCH Victim Register for Help Desk	02 (250 pages each)
18	Register- KDCH Clinic Register	02 (250 pages each)
19	Register- Notice Register	01 (250 pages)
20	Register- Secretary Order Book	03 (250 pages each)
21	Register- Record Return Register	01 (200 pages)
22	Register- PLV Bill Register	01 (200 pages)
23	Register- Note Sheet Register	01 (250 pages)
24	Form- Bill Format of Legal Aid Cases (Set of 3)	30 (10 for each form and 100 pages of pad binding each)

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.

Important Information		
1	Last Date and Time for submission of sealed quotations	7 th October, 2026 till 05:00 PM

2	Address for submission of sealed quotations	A.D.R Centre building, Krishnagar Judges' Court Compound, Krishnagar, Nadia.
3	Tentative Date of opening of sealed quotations	8 th October, 2026
4	Place of opening of sealed quotations	A.D.R Centre building, Krishnagar Judges' Court Compound, Krishnagar, Nadia.

The Subject: "QUOTATION FOR BINDING AND PRINTING OF THE ARTICLES FOR THE DLSA, NADIA" along with Tender Order No. and Date should be super scribed on the top of the sealed envelope containing the quotation.

The lowest quoted bidder shall be given preference for taking up the binding and printing works.

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

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

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.

sd/-
(SMT. STOTRI SAHA)
Secretary,
District Legal Services Authority, Nadia.