OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY, DAKSHIN DINAJPUR AT BALURGHAT

A.D.R. CENTRE, DISTRICT COURT COMPLEX, BALURGHAT, DAKSHIN DINAJPUR
PHONE No. 03522-251096, E-mail: ddinajpur.dlsa@gmail.com

Tender No. 02(MOB)/DLSA-DD/2025, Dated : Balurghat, 1st Day of December, 2025

NOTICE INVITING QUOTATION

Sealed quotations are invited from all willing suppliers for the supply of the following article (Electrical appliances) for the Ld. Secretary, District Legal Services Authority, Dakshin Dinajpur at Balurghat for the office work, following the terms and conditions appearing hereunder on or before **04.12.2025.**

SUMMARY

1. Last date & time for submit quotation	: 04.12.2025 upto 4:30 PM
2. Last date & time collect of Tender documents	: 04.12.2025 at 4:35 PM
3. Date & time of opening	: 04.12.2025 at 4:45 PM

Details information about articles with specification:-

Set of Article	Number of items	Not exceeding the price per set (in Rs.)
Realme-15T-5g RAM: 8GB/12GB LPDDR4X ROM: 256GB	1 set including all accessories	25,000/- (Including Installation charges and all other charges)

(Terms & Conditions are mentioned in next page)

Chairman,
District Legal Services Authority,
Dakshin Dinajpur at Balurghat.

Date: **01.12.2025**

Chairman
District Legal Services Authority
Dakshin Dinajpur at Balurghat

TERMS & CONDITIONS

• Quotations should be submitted in the office of the Secretary, District Legal Services Authority, Dakshin Dinajpur at Balurghat, at the second (2nd) floor of the ADR centre, District Judges' Court Complex, Dakshin Dinajpur at Balurghat on or before **04.12.2025** between 10.30 a.m. and 4.30 p.m. on any working day and should properly signed and stamped. The Office will not take any responsibility for delay, loss or non-receipt of quotations sent by post. The sealed tender will be opened on **04.12.2025 at 4:45 p.m.** in **conference room at ADR centre, District Judges' Court Complex, Dakshin Dinajpur at Balurghat, in presence of Ld. Chairman and Secretary, D.L.S.A., Dakshin Dinajpur at Balurghat.**

• Rates should be quoted taking into account the description, make, type, specification and quantity of the article for which quotations have been invited.

• Rates quoted should be inclusive of all applicable charges, taxes, duties and levies.

• At the time of payment, this office must be **deducted 1% TDS** on quoted/total amount as per taxation rules/Act.

• If the quotation of any supplier, which is not enlisted with this Office, is selected, the concerned supplier may have to submit copies of such documents as Trade License and / or PAN etc. as and when the Secretary, District Legal Services Authority, Dakshin Dinajpur at Balurghat may direct.

• Conditional quotations will not be considered.

• Willing suppliers submitting quotations should specify the address of its office and its Phone/Mobile number (and other contact numbers e.g. Fax, if available) for the purpose of quick communication in the event of urgency.

• Canvassing on the part of a supplier submitting quotation will render its quotation liable to cancellation summarily.

• This Office may award the contract to the supplier whose quotation has been determined to be substantially responsive and who has quoted the lowest evaluated price. However, the Office is not bound to accept the lowest bid. This Office reserves the right to accept, change / modify or reject any or all quotations and to cancel the process at any time prior to the award of contract without assigning any reason thereof.

• Upon selection of quotation, concerned supplier/successful agency shall be bound to **supply articles at the office of the District Legal Service Authority, Dakshin Dinajpur at Balurghat, District court Complex, ADR Centre Building, 2nd Floor,** strictly according to the description / make / type / specifications provided in the instant notice. In case of any deviation from this and any default regarding this on the part of a selected supplier, within the warrantee/guaratee period the same will be treated as liability of the supplier and shall be liable to take all necessary steps for repair / replace the same.

• Successful agency shall be bound to supply and install the articles mentioned in the notice on or before within 10 days and shall also be bound to handover the same to this authority in fully complete/functional state.

• **Bidders should have Tender Specific Authorisation from Original Equipment Manufacturer (OEM).**

Chairman,
District Legal Services Authority,
Dakshin Dinajpur at Balurghat.

Date: 01.12.2025

Chairman
District Legal Services Authority
Dakshin Dinajpur at Balurghat