



**OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY
PURBA MEDINIPUR**

Location: A.D.R. Centre,
District Judge's Court, Tamluk,
Purba Medinipur, Ph-721 636, Ph No. - 03228-266 268
E-mail: dlsapurbamedinipur2015@gmail.com

No. 122/DLSA, Purba Medinipur at Tamluk dated 28.05.24

TENDER INVITING QUOTATION

Quotation is hereby invited from the bonafide agencies / suppliers / manufacturers for the following item:

Sl. No.	Item	Quantity
1.	Black Pen (use & throw)	20 pcs.
2.	Blue Pen (use & throw)	20 pcs.
3.	Red Pen (use & throw)	20 pcs.
4.	Stapler Kangaro HD-10D	05 pcs
5.	Staples Kangaro Pin No. 10	20 boxes.
6.	Phenyl White	10 ltr.
7.	Room Freshener Godrej aer Spray (300 ml)	02 pcs.
8.	Toilet Freshener Godrej aer Pocket (10 g)	05 pcs.
9.	Toilet Cleaner Harpic	02 ltr.
10.	Glass & Surface Cleaner Colin	01 ltr.
11.	Paper Weight Fiber	06 pcs.

Terms and Conditions

1. Sealed Quotations should be submitted in the quotation box placed in front of the **Office of the District Legal Services Authority, Purba Medinipur, A.D.R. Centre, District Judge's Court, Tamluk, Purba Medinipur, Pin-721636**. Quotations may also be sent through **E-mail: dlsapurbamedinipur2015@gmail.com** by 4:30 p.m. on **16.05.2024**. The quotations should be properly signed and stamped. The office of the D.L.S.A., Purba Medinipur will not take any responsibility for delay, loss or non-receipt of quotations sent by post.

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

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

4. Conditional quotations will not be considered.

5. Willing suppliers submitting quotations should specify the address of its office and its phone/mobile number (and other contact numbers e.g. *Fax, e-mail* if available) for the purpose of quick communication in the event of urgency.

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

7. The Chairman, D.L.S.A., Purba Medinipur may award the contract to the supplier whose quotation has been determined to be substantially acceptable and who has quoted the lowest evaluated price. However, the Chairman, D.L.S.A., Purba Medinipur reserves the right to accept or reject any or all quotations or to cancel the process at any time prior to the award of contract for any reason whatsoever.

8. Upon selection of quotation, supplier concerned would have to supply articles strictly in accordance with 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, the administration of this authority may take any or all such actions against the supplier as it may consider appropriate.

9. All Items are to be delivered at the Office of the District Legal Services Authority, Purba Medinipur



and the receipt on photocopy of the delivery paper of those articles is to be submitted with the original voucher bill at the Office of the District Legal Services Authority, Purba Medinipur.

Quotations are to be submitted between **11 a.m. to 4 p.m.** on weekdays (Monday to Friday) excluding holidays, if any, in the Office of the District Legal Services Authority, Purba Medinipur, A.D.R. Centre, District Judge's Court, Tamluk, Purba Medinipur, Pin-721636 from 25.04.2024 to 16.05.2024.

Date & Time of Opening Tender Box : 16.05.2024 at 4:30 p.m.


All the quotationers who will submit quotations, should remain present at the office of the DLSA, Purba Medinipur at the time of opening the tender box.

Let a copy of this **TENDER** be displayed in the Office Notice Board and also in the **Office Notice Boards** of the Sabhadhipati, Zila Parishad, Purba Medinipur, the District Magistrate, Purba Medinipur, the Superintendent of Police, Purba Medinipur and the Chief Medical Officer of Health, Purba Medinipur.

As per reported instruction of the Ld. Chairman, DLSA & the Ld. District & Sessions Judge, Purba Medinipur, Nazir, Court Manager and **System Assistant** are to circulate this **TENDER NOTICE** to the Courts of Tamluk, Contai and Haldia **including the official website of the Judgeship of district Purba Medinipur**.

Let a copy of this **TENDER** be also forwarded to the Id. Chairmen, S.D.L.S.C., Contai and S.D.L.S.C., Haldia for displaying the same in the office notice boards of the S.D.L.S.C., Contai and S.D.L.S.C., Haldia (as the case may be).




Secretary
D.L.S.A., Purba Medinipur
Secretary
D. L. S. A.
Purba Medinipur

Memo No. 424 (9)/DLSA, Purba Medinipur at Tamluk dated 26.04.24

Copy forwarded for information to:

1. The Ld. District & Sessions Judge, Purba Medinipur.

Copy forwarded for information and necessary action to:

2. The Ld. Chairman, Sub-Divisional Legal Services Committee, Contai.
3. The Ld. Chairman, Sub-Divisional Legal Services Committee, Haldia.
4. Nazir, District Judge's Court, Purba Medinipur.
5. System Assistant, District Judge's Court, Purba Medinipur.
6. The Sabhadhipati, Zila Parishad, Purba Medinipur.
7. The District Magistrate, Purba Medinipur.
8. The Superintendent of Police, Purba Medinipur.
9. The Chief Medical Officer of Health, Purba Medinipur.


Secretary
D.L.S.A., Purba Medinipur

Secretary
D. L. S. A.
Purba Medinipur