OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY
PURBA MEDINIPUR
Location: A.D.R. Centre, District Judge's Court, Tamluk,
Purba Medinipur, Pin-721 636; Ph No. - 03228-266 268
E-mail: dlsapurbamedinipur2015@gmail.com

No. 201 /DLSA, Purba Medinipur at Tamluk dated 28.07.2025.

TENDER INVITING QUOTATION FOR INTERNAL AUDIT OF DLSA, PURBA MEDINIPUR

Sealed Quotation is hereby invited from the organizations who conduct Internal Audit, for conducting the **Internal Audit of the District Legal Services Authority, Purba Medinipur** (including two Sub-divisions - S.D.L.S.C., Contai and S.D.L.S.C., Haldia) for the **F.Y. 2023-2024 and F.Y. 2024-2025.**

(Income & Expenditure, Receipt & Payment, Balance Sheet and etc. have to be prepared by the lowest bidder, who will get this tender).

Such quotations have to be submitted in the quotation box placed in front office of the D.L.S.A., Purba Medinipur, District Judge's Court Compound, P.O.+P.S.- Tamluk, Pin- 721636 between 11.00 a.m. to 4.00 p.m. on week days (Monday to Friday) excluding holidays, from **29.07.2025 to 18.08.2025**.

GAL SERVICES AUTHORITY Purba At Tamluk

Date & Time of Opening Tender: 18.08.2025 at 4:30 p.m.

Terms & Conditions

1. Quotation should be submitted in the quotation box placed in front of the office of the D.L.S.A., Purba Medinipur, District Judge's Court Compound, P.O.+P.S.- Tamluk, Pin- 721636 by 04.00 p.m. by **18.08.2025** and 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. The organization should clearly mention the rate/fees for conducting such internal audit.
3. Rates quoted should be inclusive of all applicable charges, taxes, duties and levies.
4. Conditional quotations will not be considered.
5. Willing quotationers 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 quotationers whose quotation has been determined to be substantially acceptable and who has quoted the lowest 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 conduct internal audit of D.L.S.A., Purba Medinipur (including two Sub-divisions- S.D.L.S.C., Contai and S.D.L.S.C., Haldia) as per law/rule within the time as specified by the office of D.L.S.A., Purba Medinipur and in case of any default regarding this on the part of a selected quotationer, the administration of this authority may take any or all such actions against the supplier as it may consider appropriate.

9. The bill raised will have to be placed at the office of the D.L.S.A., Purba Medinipur.

10. During opening of the quotations, quotationers may remain present.

As per instruction of the ld. Chairman, D.L.S.A., Purba Medinipur, Office Master-I/C, D.L.S.A., Purba Medinipur is directed to take step so that this tender notice is displayed in the office notice boards of the D.L.S.A., Purba Medinipur, the S.D.L.S.C., Contai and the S.D.L.S.C., Haldia. As per instruction of the ld. Chairman, D.L.S.A., Purba Medinipur, the same is also to be displayed in the notice boards of the District Court of Tamluk and Sub-Divisional Courts of Contai and Haldia and the official website of the judgeship of District Court, Purba Medinipur.

Inform.

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

Secretary
D. L. S. A.
Purba Medinipur

LEGAL SERVICES AUTHORITY Purba Medinipur At Tamluk

Memo No. 686 (12) /DLSA, Purba Medinipur at Tamluk dated 28.07.2025.

Copy forwarded for information to:

1. The Ld. District & Sessions Judge-cum-Chairman, DLSA, 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. The Nezarath Department, District Judge's Court, Purba Medinipur at Tamluk.
5. The Nezarath Department, Contai, Purba Medinipur.
6. The Nezarath Department, Haldia, Purba Medinipur.
7. Court Manager, District Judge's Court, Purba Medinipur.
8. System Assistant, District Judge's Court, Purba Medinipur- with a request to upload in the website.
9. The Sabhadhipati, Zila Parishad, Purba Medinipur.
10. The District Magistrate, Purba Medinipur.
11. The Superintendent of Police, Purba Medinipur.
12. The Chief Medical Officer of Health, Purba Medinipur.

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

Secretary
D. L. S. A.
Purba Medinipur