



**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**

Quotation No. 05/ DLSA-DD Dated : Balurghat, 11th Day of December, 2018

NOTICE INVITING QUOTATION

Sealed quotations are invited from all willing suppliers for the supply of the **PLV REGISTER KHATA** to the Office of ADR centre, District Judges' Court, Dakshin Dinajpur at Balurghat following the specification, terms and conditions appearing hereunder on or before **18.12.2018**.

| Specification of copy | Number of Copies | Maximum Price per copy |
|--|------------------|------------------------|
| 1. Cover page and Back Cover – 300 GSM – One Side Print – One Colour, | 100 | Rs. 200/- |
| 2. Inner Page – 160 pages (80 GSM – A – 4 size xerox paper) with Black & White both side printing, & | | |
| 3. Spiral Binding. | | |

Sd/-

The Secretary,
District Legal Services Authority,
Dakshin Dinajpur at Balurghat

Date: 11.12.2018

(Terms & Conditions are mentioned in next page)



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, Dakshin Dinajpur at Balurghat on or before **18.12.2018** 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 **19.12.2018 at 12 noon**.
- 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.
- 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 for any reason whatsoever.
- Upon selection of quotation, concerned supplier would have to supply article 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, the administration of this Office may take any or all such actions against the supplier as it may consider appropriate.

Sd/-

The Secretary,

District Legal Services Authority,
Dakshin Dinajpur at Balurghat

Date: 11.12.2018