



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; Cell No. 8584859847; E-mail: dlsapurbamedinipur2015@gmail.com

NOTICE INVITING TENDER

Memo No.: 154-A /DLSA Purba Medinipur at Tamluk Date: 27.07.2026.

Sealed Tender Notice for Supply of Office Stationery

Sealed quotations are hereby invited from reputed manufacturers, authorized distributors, dealers and suppliers having valid Registration and PAN for the supply of the following office stationery items for the District Legal Services Authority, Purba Medinipur.

Schedule of Items:-

Sl. No.	Description of Item	Specification	Quantity
1.	A4 Size Paper	70 GSM (500 Sheets per Ream)	30 Reams
2.	Legal Size Paper	70 GSM (500 Sheets per Ream)	10 Reams



Terms & Conditions:-

1. The Tender shall be submitted in a sealed envelope superscribed "**Tender for Supply of A4 Size Paper and Legal Size Paper (70 GSM)**" addressed to the **Secretary, District Legal Services Authority, Purba Medinipur**.
2. The bidder shall quote the **rate per ream**, inclusive of all taxes, transportation, loading, unloading and delivery charges.
3. The quoted rates shall remain valid for a period of **90 (Ninety) days** from the date of opening of the Tender.
4. The successful bidder shall supply the materials at the office of the District Legal Services Authority, Purba Medinipur, within **07 (seven) days** from the date of issuance of the Supply / Work Order.
5. The materials supplied shall be of good quality and conform to the prescribed specifications. Any defective or inferior quality materials shall be replaced by the supplier at his/her own cost.
6. Payment shall be made after satisfactory supply and verification of the materials and submission of a proper Invoice, subject to availability of funds and observance of all financial formalities.

7. The District Legal Services Authority, Purba Medinipur reserves the right to accept or reject any or all Tender(s), wholly or partly, without assigning any reason whatsoever, and its decision shall be final and binding upon all bidders.
8. In case of any dispute, the decision of the Chairman, District Legal Services Authority, Purba Medinipur shall be final.

Important Dates:-

Particulars	Date & Time
Date of Publication of Tender	27/07/2026
Last Date & Time for Submission of Tender	06/08/2026 up to 3:00 P.M.
Date & Time of Opening of Tender	06/08/2026 at 4:00 P.M.
Place of Submission & Opening	Office of the District Legal Services Authority, Purba Medinipur, ADR Building, District Court Campus, Tamluk

The intending bidders or their authorized representatives may remain present at the time of opening of the Tender.




Secretary
 District Legal Services Authority
 Purba Medinipur
Secretary
D. L. S. A.
 Purba Medinipur

Memo No.: 546-A^(u)/DLSA Purba Medinipur at Tamluk Date: 27.07.2026.

Copy forwarded for information and with a request to display the TENDER Notice on the respective Notice Boards, wherever applicable:

1. The Office of District Magistrate, Purba Medinipur.
2. The Office of Superintendent of Police, Purba Medinipur.
3. The Office of Sabhadhipati, Purba Medinipur Zilla Parishad.
4. The Office of District & Sessions Judge, Purba Medinipur, for kind information.
5. The Office of Chief Judicial Magistrate, Purba Medinipur, for information.
6. The Office of Chairman, Sub-Divisional Legal Services Committee, Contai.
7. The Office of Chairman, Sub-Divisional Legal Services Committee, Haldia.
8. The Office Notice Board, District Legal Services Authority, Purba Medinipur.
9. The Office Notice Board, District Judge's Court, Purba Medinipur.
10. The System Officer, District Court, Purba Medinipur, with a request to upload the Tender Notice on the official website of the District Court, Purba Medinipur.
11. Office File.


Secretary
 District Legal Services Authority
 Purba Medinipur

Secretary
D. L. S. A.
 Purba Medinipur