

**Office of the Director**  
**West Bengal Judicial Academy**  
**AA-III/B-10 Rajarhat New Town, Kol -700160.**  
**Phone No-033-23247304, Email id- wbjakolkata@gmail.com,**  
**Website – www.wbja.nic.in**

NIQ No. –57/2017-18

Date:03.11.2017

**Notice Inviting Quotation**

Sealed Quotations are invited from reputed supplying agencies/authorized distributors for supplying different items as follows:-

Sl. No	Items	Quantity	Specifications
1.	Letterhead	30000 Pcs.	A4 Size, Executive Bond, 85gsm, Printed with official logo (four coloured) & address. (as per sample)
2.	Pen (Gel)	Blue-200 Pcs. Black-200Pcs.	Nataraj, Proflow
3.	Pen Ball	Black-2000Pcs.	Nataraj All Rounder
4.	Polythene Garbage Bag	Black-36/42-500Pcs. Black-20/24-500Pcs.	40 Microns.

Important condition for Bidders/Vendors:-

1. Free delivery at West Bengal Judicial Academy, AA-III/B-10, Rajarhat, New Town, Kol-160 (Stores Section) within 15 days from acceptance of order.
2. The rate should be inclusive of all taxes, charges including charges for delivery to the Academy Office at West Bengal Judicial Academy, AA-III/B-10, Rajarhat, New Town, Kol-160.
3. No advance payment is admissible for the supply. Payment will be made after satisfactory supply of material.
4. Rate quoted should be valid for minimum two months.
5. The tenderers/vendors shall not be permitted to alter or modify their bids/quotations after expiry of the deadline for receipt of bid.
6. Quotations received after due date and time shall not be entertained.
7. The quotation may be submitted on any working day between 11:00 a.m. to 4.00 p.m. in the Stores section of the Academy, in the tender box placed in the Stores Section of the Academy.
8. WBJA will not take any responsibility for delay, loss or non receipt of document/tenders sent by post.

The last date of submission of quotation is **17.11.2017**.

The bidders shall have

1. Valid PAN No.
2. GST No.
3. Trade License

The West Bengal Judicial Academy reserves the right to cancel any or all the quotations without assigning any reason whatsoever.

The bid documents shall have to submit in a sealed envelop superscribing “**Quotation for supply of Stationary Items**” addressed to the Director, West Bengal Judicial Academy, AA-III/B-10, Rajarhat, New Town, Kolkata -700160.


Sd/-  
Administrative Officer  
West Bengal Judicial Academy  
New Town, Kolkata-160

Memo No.-810/1(6)/WBJA/Str. & Pur-01(Pt. IV)/2017-18

Date-03.11.2017

Copy of notice is forwarded for information with a request to display the same on their office notice board :-

1. The Sub Divisional Officer, Bidhannagar, Administrative Building, Kol-91.
2. The Executive Engineer, PWD (Civil), Bidhannagar Division (East), Purta Bhawan, Salt Lake
3. The Executive Engineer, PWD (Electrical), Bidhannagar, Purta Bhawan, Salt Lake
4. The Pay & Accounts Officer, PAO-III, IB Market, 1<sup>st</sup> Floor, Salt Lake, Kol-106.
5. Notice Board of West Bengal Judicial Academy.
6. The official website of WBJA.

  
Administrative Officer  
West Bengal Judicial Academy  
New Town, Kolkata-160  
West Bengal Judicial Academy  
AA-III/B-10, New Town, Kol-160.