

**Office of the Director**  
**West Bengal Judicial Academy**  
**Bijan Bhawan, Salt Lake, Kol -700097.**  
**Phone No-033-23350690, Email id- wbjakolkata@gmail.com,**  
**Website – http://wbja.nic.in**

NIQ No. – 37/2016-17

Date:08.09.2016

**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.	File Cover (Tag File)	1000 Pcs.	Printed with official logo & address, two folder, Size-14/10, 24kg board
2.	DVD	1000 Pcs.	Sony
3.	DVD Cover	1000 Pcs.	Paper made good quality Size-5X5 (as per sample)
4.	Hand Soap	500 Pcs.	15gm.
5.	Pen stand	05 Pcs.	Good quality

Important condition for Bidders/Vendors:-

1. Free delivery at Bijan Bhawan, H.A-334, Sector-III, Salt Lake, Kol-97 (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 'Bijan Bhawan' H.A-334, Sector-III, Salt Lake, Kolkata-97.
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 **15.09.2016**.

The bidders shall have

1. Valid PAN No.
2. Vat/Sales Tax 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, Bijan Bhavan, Sector-III, H.A-334, Salt Lake, Kolkata -700097.

Sd/-  
Administrative Officer  
West Bengal Judicial Academy  
Salt Lake, Kolkata-97

Memo No.-733/1(6)/WBJA/Str. & Pur-01(Pt. II)/2016-17.

Date- 08.09.2016

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 Divn.), 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  
Salt Lake, Kolkata-97

**ADMINISTRATIVE OFFICER  
WEST BENGAL JUDICIAL ACADEMY  
SALT LAKE, KOLKATA-700 097**