

**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. - 31/2015-16

Date: 23.09.2015

**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.     | FS Sheet             | 50 Rims                              | Size-21.5cms X 34.5cms, 75 GSM, (Spectrum 75)   |
| 2.     | Printed Cover File   | 1000 Pcs.                            | Printing with Official Logo & Address (Size- Legal)                                   |
| 3.     | Cover File           | 500 Pcs.                             | Good Quality (Size- Legal)  |
| 4.     | Letter Head          | 1000 Pcs.                            | Printed with Official Logo & Address (Executive Bond, 85gsm, bilt, A4, 21cm X 29.7cm) |
| 5.     | Fax Ribbon           | 10 Pcs.                              | Model No. Panasonic KXFA57E   |
| 6.     | Fax Tonner           | 10 Pcs.                              | Model No. Sharp UXC70B  |
| 7.     | HP Printer Cartridge | 05 Pcs.                              | HP Laserjet CF210A (131A)   |
| 8.     | Ball Pen             | Black- 300 Pcs.<br>Blue – 300 Pcs.   | Good Quality & Reputed Brand  |
| 9.     | Correction Fluid Pen | 20 Pcs.                              | Faber-Castell, 7ml.   |
| 10.    | Celo Tape            | 05 Pcs.                              | Good Quality & Reputed Brand, Big Size  |
| 11.    | Blank DVD            | 50 Pcs.                              | Sony  |
| 12.    | Mosquito Vaporizer   | Heater - 20 Pcs.<br>Refill – 20 Pcs. | All Out   |
| 13.    | Stapler              | 05 Pcs.                              | Kangaro, HS45P  |
| 14.    | Stapler Pin          | 50 Boxes                             | No. 23/17   |
| 15.    | Water Bottole        | 50 Pcs.                              | Good Quality & Reputed Brand  |

Important condition for Bidders/Vendors:-

1. Free delivery at Bijan Bhavan, 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 Bhavan' 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 **01.10.2015**.

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 & Consumable Items**" addressed to the Director, West Bengal Judicial Academy, Bijan Bhavan, Sector-III, H.A-334, Salt Lake, Kolkata -700097.

*Sd/-*

Director  
West Bengal Judicial Academy  
Salt Lake, Kolkata-97

Memo No.- 803/1(12)/WBJA/Str. & Pur-01(Pt. 01)/2015-16.

Date- 23.09.2015

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

1. The Director, Administrative Training Institute, Govt. of WB, FC Block, Sector-III, Salt Lake, Kolkata-700 106.
2. The Pay & Accounts Officer, PAO-III, IB Market, 1<sup>st</sup> Floor, Salt Lake, Kol-106.
3. The Director, Directorate of Pension Provident Fund and Group Insurance, Purta Bhawan, 2<sup>nd</sup> Floor, Salt Lake, Kol-91.
4. The Sub Divisional Officer, Bidhannagar, Administrative Building, Kol-91.
5. The Inspector-in-Charge, Bidhannagar South Police Station, Bidhannagar, Kolkata.
6. The Chairman, Board of Administrator, Bidhannagar Municipal Corporation.
7. The Executive Engineer, PWD (Civil), Bidhannagar Division (East), Purta Bhawan, Salt Lake
8. The Executive Engineer, PWD (Electrical), Bidhannagar, Purta Bhawan, Salt Lake
9. The Chief Executive Officer, CMDA, Pura (Prashasan) Bhawan, Salt Lake, Kol – 64.
10. The Deputy Secretary, Sunderban Devt. Board, Mayukh Bhawan, Salt Lake, Kolkata
11. Notice Board of West Bengal Judicial Academy.
12. The official website of WBJA.

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Director  
West Bengal Judicial Academy  
Salt Lake, Kolkata-97

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