

**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. –07/2020-21

Date:10.12.2020

**Notice Inviting Quotation**

Sealed Quotations are invited from reputed printing & supplying agencies / authorized distributors for supplying of printed certificate for one year.

Item	Specifications
Printed Certificates	Good quality art board, 250 gsm., A4 size, four coloured printed with individual names & designations of (provided by this office time to time) with official logo & address

Important condition for Bidders/Vendors :-

1. Free delivery at WBJA, AA-III/B-10, Rajarhat, New Town, Kolkata-160 (Stores Section) within stipulated time from acceptance of order.
2. The rate should be inclusive of all taxes, charges including charges for delivery to the Academy Office at 'AA-III/B-10, Rajarhat, New Town, Kolkata-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 a.m. 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.
9. The specimen and quantity of certificates will be provided by this office for printing of certificates from time to time.

The last date of submission of quotation is 21.12.2020.

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.

It is requested to submit the offer in a sealed envelop superscribing “Quotation for supply of Printed Certificates” addressed to the Director, West Bengal Judicial Academy, AA-III/B-10, Rajarhat, New Town, Kolkata-160.

Sd/-  
Director  
West Bengal Judicial Academy  
Rajarhat, New Town, Kol-160

Memo No.-254/1(6)/WBJA/Trg. 9(Pt.-II)/19-20.

Date-10.12.2020

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, Pay & Accounts Office-III, Subhanna, SGO Complex, 5<sup>th</sup> & 6<sup>th</sup> Floor, Plot No. 9, Block-DF, Sector-I, Bidhannagar, Kolkata-700 064.
5. Notice Board of West Bengal Judicial Academy.
6. The official website of WBJA.

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Director  
West Bengal Judicial Academy  
Rajarhat, New Town, Kol-160  
AA-III/B-10, New Town, Kol-160