

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. – 05/2018-19

Date: 01.06.2018

Notice Inviting Quotation

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

Sl. No	Item	Quantity	Specifications
1.	Cover File	2000 Pcs.	Made with laminated colour paper, four fold flat, size in 14/10, front cover 18 ounce, and back cover 28 ounce.
2.	Cover File	1000 Pcs.	Made with laminated colour paper, four fold flat, size in 14/10, front cover 18 ounce, and back cover 28 ounce. Cover page printed with official logo & address
3.	Celo Tape	100 Pcs.	One (01) inch, 90 meter, good quality

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 12.06.2018

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.-195/1(6)/WBJA/Str. & Pur-01(Pt. IV)/2017-18

Date-01.06.2018

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, 5th & 6th 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.


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