

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. - 11/2013-14

Date: 21.12.2013

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.	Arch File	50 Pcs.	Good Quality
2.	Flat Tag File	500 Pcs.	Good Quality Printed with Logo & Address
3.	Cash Book	05 Pcs.	Good Quality (400 pages each, as per specimen)
4.	Gel Pen	Black - 20 Pcs. Blue - 20 Pcs.	Good Quality & Reputed Brand
5.	White Board Marker Pen	Black - 30 Pcs. Blue - 30 Pcs.	Temporary Marker Pen (Good Quality & Reputed Brand)
6.	Flag	30 Packets.	Good Quality & Reputed Brand
7.	HP Printer Cartridge	10 Pcs.	Q2612A
8.	Laser Pointer	03 Pcs.	Good Quality & Reputed Brand
9.	White Board	01 Pcs.	Good Quality (as per specimen)
10.	Microphone Battery	20 Pcs.	9Volt, Good Quality & Reputed Brand
11.	Table Name Stand	40 Pcs.	Good Quality
12.	Name Plate	01 Pcs.	Good Quality
13.	Tenure Board Printing	01 Pcs.	---
14.	Multi Plug	20 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 i.e. **07.01.2014**, till **4.00 P.M.**
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 till 4.00 P.M on **07.01.2014**.

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 be submitted 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.- 585/1(4)/WBJA/Str. & Pur-01/2012-13

Date- 21.12.2013

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, Kol-91.
2. The PAO Officer, PAO-III, IB Market, 1st Floor Salt Lake, Kol-106
3. Notice Board of West Bengal Judicial Academy.
4. The official website of WBJA

Sd/-
Director

West Bengal Judicial Academy
Salt Lake, Kolkata-97