

JUDICIAL ACADEMY, ASSAM

National Law University and Judicial Academy Campus, Hajo Road, Amingaon, Guwahati-781031

E-mail :- ja@assam.gov.in

NOTICE INVITING QUOTATION FOR SELECTION OF VENDOR FOR SUPPLY OF INK CARTRIDGES / TONERS FOR FINANCIAL YEAR 2020-21

Dated Amingaon, the 23rd June, 2020

Notice inviting Quotations for selecting vendor for supply of the following to the Judicial Academy, Assam, during the remaining period of the current Financial Year 2020-21:

Sl. No.	Item (Original and Best quality)	Specification
1	Ink Cartridge	88A (HP)
2	Ink Cartridge	78A (HP)
3	Ink Cartridge	Q2612A (HP)
4	Ink Cartridge	337 (Canon)
5	Ink Cartridge	204A (HP coloured)(Cyan, Magenta, Yellow, Black)
6	Ink Cartridge	326 (Canon)
7	Toner for Kyocera Photocopier	(model 3501i)(TK-6309)
8	Toner for Kyocera Photocopier	(model 4002i)(TK-6329)

Terms and Condition: -

- i. The products/ articles being offered by a firm/ supplier should be original and of best quality available in the market, as quality of products is the essence of the tender.
- ii. Quotations in sealed covers, complete in all respect should reach the undersigned on or before **06/07/2020**, during office hours. If any Holiday is declared on 06/07/2020, then the next working day will be considered as the last date of submission.
- iii. The sealed envelope containing quotation as per **Annexure-A** shall be marked as "Quotation for Stationery and Miscellaneous Items" and the following documents must be annexed (with seal and signature of Authorised Signatory) with the quotation:
 - a. Copy of Firm's / Supplier's PAN Card;
 - b. Copy of GST Registration Certificate;
 - c. Copy of Trade Licence;
 - d. Copy of Notice Inviting Quotation as acceptance of the Terms and Conditions mentioned therein.
- iv. Payments shall be made after satisfactory execution of the order on bill basis.
- v. Judicial Academy, Assam, reserves the right to accept or reject any or all of the tenders in part or full, without assigning any reason whatsoever.
- vi. The rate quoted by Bidder will be valid for the rest of the Financial Year 2020-21 i.e. till 31st March, 2021.
- vii. Bidder is to submit quotation for any or all the items mentioned hereinabove.
- viii. Judicial Academy, Assam reserves the right to issue purchase order for as many quantities against any item as required from time to time within the speculated period

By order

Sd/-
(B. Choudhury)
Administrative Officer

Memo No.JAA.AC-35/2020-21/222-23

Dated Amingaon, the 23rd June, 2020

Copy to :-

- ✓ 1. The Computer Operator, Judicial Academy, Assam. He is directed to upload the Notification in the website of Judicial Academy, Assam.
2. Notice Board of Judicial Academy, Assam.


Administrative Officer
Judicial Academy, Assam

(To be printed on Official Letterhead of Bidder)

Annexure – A

Price Quotation for Miscellaneous Items

Sl. No.	Item Name	Unit	Price in INR	GST (%)	Price in INR (with GST)
1	Ink Cartridge [88A (HP)]	Per Pc.			
2	Ink Cartridge [78A (HP)]	Per Pc.			
3	Ink Cartridge [12A (HP)]	Per Pc.			
4	Ink Cartridge [337 (Canon)]	Per Pc.			
5	Ink Cartridge [204A]	Cyan	Per Pc.		
		Magenta	Per Pc.		
		Yellow	Per Pc.		
		Black	Per Pc.		
6	Ink Cartridge [326 (Canon)]	Per Pc.			
7	Toner for Kyocera Photocopier [TK-6309]	Per Pc.			
8	Toner for Kyocera Photocopier [TK-6329]	Per Pc.			

(Note: Please refer to the item specification in the Notice Inviting Quotation)

I/We accept all the general terms and conditions stated above.

Date :

Signature of the bidder with seal

Place :