



Pursuit of Excellence

**MADHYA PRADESH STATE JUDICIAL ACADEMY, JABALPUR**  
**मध्यप्रदेश राज्य न्यायिक अकादमी, जबलपुर**

Beoharbagh, Jabalpur (M.P.) – 482 007

ब्योहारबाग, जबलपुर (म.प्र.) – 482 007

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Ref No.01/MPSJA/2023

Jabalpur, Dated: 03.01.2024

**TENDER DOCUMENT**

**SUPPLY OF FOLDERS FOR KEEPING PARTICIPATION  
CERTIFICATES AND GROUP PHOTOGRAPHS AT  
MADHYA PRADESH STATE JUDICIAL ACADEMY**

The Registrar General, High Court of Madhya Pradesh, Jabalpur invites sealed quotations for supply of FOLDERS for keeping participation certificates and group photographs at Madhya Pradesh State Judicial Academy, Jabalpur as per following specifications :

Sr. No.	Descriptions	Quantity (Approx.)	
1	File Folder made up of high quality thick paper of minimum 150 GSM with two inner pockets. Gold leaf mono of the Academy must be printed on front flap of folder. Inner pockets must have thick border in golden colour.	2000 Annually	
	Colour of Folder		Red and black shade (on border at one side below logo)
	Colour of Mono		Golden (Gold Leaf Printing)
	Colour of borders of inner pockets		Golden
	Size of Folder		Length : 9.9 inches Width : 13.5 inches

	Size of inner Pockets	Should be able to keep certificate and photograph of size 9" x 12" inches	
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Kindly submit detailed tenders as per the specifications and subject to terms and conditions mentioned in the notice inviting quotations in sealed envelope at the reception of Madhya Pradesh State Judicial Academy on or before **16.01.2024** by **03:00 PM**. Kindly mark the envelope **“Tender for Supply of Folders for keeping Participation Certificates and Group Photographs”** and address it to the **Director, Madhya Pradesh State Judicial Academy, Beoharbagh, Jabalpur (M.P.) - 482007**.

The tenders shall be opened on same day at 04:30 PM in the office of Director, MSPJA. Bidders may choose to attend the office at the time of opening of tenders.

For further details and for the quality inspection alongwith sample of Folder, kindly contact at Madhya Pradesh State Judicial Academy, Jabalpur (M.P.), 482007 during office hour.

**TERMS & CONDITIONS :**

1. Fax/e-mail/telex & incomplete tenders will be rejected *in limine*.
2. Director, MPSJA, Jabalpur has absolute right to accept or reject any or all quotations in part or full without assigning any reason whatsoever or any notice.
3. Any conditions/terms given in the tender repugnant to the tender document shall not be binding on the MPSJA.
4. The rate quoted for supply of FOLDERS must be inclusive of all taxes, levies and expenses.
5. The successful vendor shall have to furnish a performance guarantee of Rs.5,000/- (Rupees Five Thousand Only) in form of Fixed Deposit drawn in favour of Registrar General, High Court of Madhya Pradesh. The performance guarantee shall be returned after the expiry of one month

from the date of termination of contract.

6. The successful vendor has to execute a Contract which shall be valid for a period of one year from the date of execution of contract. All the expenses of execution of the contract including the costs of stamp shall be borne by the successful vendor.
7. Payments shall be made after the successful supply of items to the satisfaction of officers of the Academy, subject to availability of funds.
8. The rates quoted for supply of FOLDERS is not subject to change in the contract period. However, any liability on increase in taxation and any benefit due to decrease in taxation shall pass to the Purchaser during the contract period.
9. Bidders are required to furnish sample of FOLDER alongwith their tender. Rates of only those bidders will be considered which is supported by sample.
10. Tenders submitted without sample shall be rejected without assigning any reason.
11. Sample of unsuccessful bidders shall be returned after finalization of tender.
12. Sample of successful bidder shall be kept in Academy for future comparison.
13. Bidders shall be required to submit samples properly packed and marked so that they are distinctly identifiable.
14. The responsibility to take back the samples within 30 days of the finalization of tender process shall be of the bidders and Academy shall dispose of the samples after 30 days.
15. The quantity mentioned in the tender is indicative only and is subject to change as per requirement.
16. The award of contract shall be on the basis of qualitative assessment of product seconded by competitive pricing. Low price shall not be the sole criteria for award of contract.

17. The contract may be extended on mutual agreement of both the parties for a further period of one year, if approved by the competent authority.
18. This is an invitation to offer. No contractual relation is incurred by it.

**PROFORMA OF FINANCIAL BID**

Sr. No.	Particular (Provide details of proposed FOLDER)	Rate (Inclusive of all taxes and expenses)
1	File Folder made up of high quality thick paper of minimum 150 GSM with two inner pockets. Gold leaf mono of the Academy must be printed on front flap of folder. Inner pockets must have thick border in golden colour.	

I/We agree to all the terms and conditions mentioned in notice inviting tenders.

(Signature of the Bidder)

Name- .....

Address .....

.....

Mob.No .....

Email .....

**Sd/-  
Director  
MPSJA, High Court of M.P.  
Jabalpur**