

**HIGH COURT OF MADHYA PRADESH**  
**JABALPUR**

(SECOND CALL)

*Reg(IT)(SA)/2024/390*

*Jabalpur, Dated: 18/03/2024*

**NOTICE INVITING QUOTATIONS**

The Registrar General, on behalf of High Court of Madhya Pradesh, Jabalpur invites sealed quotations for the supply of “FOLDERS” for keeping participation certificates and group photographs of participants at Madhya Pradesh State Judicial Academy.

The relevant application form to be downloaded from the official website of the High Court of Madhya Pradesh i.e. [www.mphc.gov.in](http://www.mphc.gov.in).

All eligible vendors are requested to submit the quotations with all relevant details under the specifications mentioned in the quotations alongwith the sample of “FOLDERS” in the Inward / Receipt Section of High Court of Madhya Pradesh, Jabalpur latest by **20.03.2024** before **05:00 PM**. Kindly mark the quotations **“Quotation for Supply of FOLDERS for keeping Participation Certificates and Group Photographs”** and address it to the **“Registrar General, High Court of Madhya Pradesh, Jabalpur, (M.P.) – 482001”**.

For any further query/details, the vendors may contact at Madhya Pradesh State Judicial Academy, Beoharbagh, Jabalpur (M.P.) during office hours *i.e.* 09:45 AM to 05:00 PM.

**SD/-**  
**REGISTRAR GENERAL**

**HIGH COURT OF MADHYA PRADESH**  
**JABALPUR**

Reg(IT)(SA)/2024/390

Jabalpur, Dated: 18/03/2024

**QUOTATION**

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

The specifications of FOLDERS is given as under :

Sr. No.	Descriptions	Quantity (Approx.)	
1	<i>'File FOLDERS made up of high quality thick paper of minimum 300 GSM FB board with lamination with two inner pockets. Gold leaf mono of the Academy must be printed on front flap of FOLDERS. Inner pockets must have thick border in golden colour.'</i>	1500-2000 Annually	
	Colour of FOLDERS		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 FOLDERS		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

Kindly submit detailed quotation as per the specifications and subject to terms and conditions mentioned in the notice inviting quotations in sealed envelope in the **Inward / Receipt Section of the High Court of Madhya Pradesh, Jabalpur** on or before **20.03.2024** by **05:00 PM**. Kindly mark the

envelope “**Quotation for Supply of FOLDERS for keeping Participation Certificates and Group Photographs**” and address it to the **Registrar General, High Court of Madhya Pradesh, Jabalpur, (M.P.) - 482001.**

The quotations shall be opened on the next day i.e. **21.03.2024 at 11:30 AM** in the office of **The Director, Madhya Pradesh State Judicial Academy, Jabalpur.** Bidders may choose to attend the office at the time of opening of quotations.

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

**TERMS & CONDITIONS :**

1. Fax/e-mail/telex & incomplete quotation will be rejected *in limine*.
2. Registrar General, High Court of M.P., 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 agreement repugnant to the quotation 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 the period of two years 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 as per order made from time to time 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 FOLDERS alongwith their quotation. Rates of only those bidders will be considered which is supported by sample.
10. Quotations submitted without sample shall be rejected without assigning any reason.
11. Sample of successful bidder shall be kept in Academy for future comparison.
12. Bidders shall be required to submit samples properly packed and marked so that they are distinctly identifiable.
13. The quantity mentioned in the quotation is indicative only and in no way limiting the other requirements/improvements.
14. 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.
15. 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.
16. This is an invitation to offer. No contractual relation is incurred by it.

**PROFORMA OF FINANCIAL QUOTE**

<b>Sr. No.</b>	<b>Particular (Provide details of proposed FOLDERS)</b>	<b>Rate (Inclusive of all taxes and expenses)</b>
1	<i>File FOLDERS made up of high quality thick paper of minimum 300 GSM FB board with lamination with two inner pockets. Gold leaf mono of the Academy must be printed on front flap of FOLDERS. Inner pockets must have thick border in golden colour.</i>	

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

(Signature of the Bidder)

Name- .....

Address .....

.....

Mob.No .....

Email .....

**SD/-  
REGISTRAR GENERAL**