

**//NOTICE INVITING QUOTATION//**

No. 134/M.P.SJA/248

Jabalpur, Date 23-04-18.

Madhya Pradesh State Judicial Academy, High Court of M.P., Jabalpur invites sealed quotations for photography work as per the under mentioned specifications :-

**1- Photo Size –**

- (i) Post card
- (ii) 4" x 6"
- (iii) 8" x 12"
- (iv) 9" x 12"
- (v) 16" x 24"

**2- Photo Paper Quality-**

- (i) Paper quality should not be less than 150 GSM and should also be non tearable and washable.
- (ii) The sheet should be either NTR Teflon Coating or of similar nature.
- (iii) The printing quality should be high and durable.

**3- Contents of photograph-**

- (i) Mono of the M.P.SJA and the High Court of M.P.
- (ii) The name of the academy, i.e., "Madhya Pradesh State Judicial Academy".
- (iii) Name of the Course/Training programme.
- (iv) Name of the participants/guests.

Kindly submit detailed quotations as per the aforementioned specifications and subject to terms and conditions mentioned below in sealed envelope along with the sample photographs at reception of M.P. State Judicial Academy on or before 10.05.2018 by 3 PM. Kindly mark the envelope "**Quotation for Photography Work**" and address it to the Director In-charge, Madhya Pradesh State Judicial Academy, High Court of M.P., Beohar Bag, Jabalpur (M.P.) 482002.

For further details and for the sample of the products terms of conditions, kindly contact Madhya Pradesh State Judicial Academy, High Court of M.P., Beohar Bag, Jabalpur during office hours.

**Terms & Conditions :-**

- 1- Fax/e-mail/telex & incomplete quotations will be outrightly rejected.
- 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 quotation and contrary to this invitation shall not be binding on the MPSJA.
- 4- Full payment will be made only after satisfactory completion of the delivery of photographs.
- 5- After issue of work order, any increase in quantity of any item will be paid at the approved rates only.
- 6- The photographs shall have to be supplied within the given time frame from the date of order.
- 7- The rates quoted for photography work is not subject to change except in case of increase or decrease in taxation during the current financial year.
- 8- As the work require urgency, photograph taken on a particular day have to be supplied to the Academy by next morning.
- 9- Sample photograph shall have to be approved by the authorised officer of Academy before supply.
- 10- Approximately 2000 photographs can be estimated in a financial year for printing which will be ordered in a phased manner as per the training schedule of the Academy.
- 11- The main criteria for award of contract is the quality of photograph. Parties are advised to provide one sample for each category to be placed with quotation. The sample products shall be returned back after the finalization of the product.
- 12- Academy may also ask to provide photographs with album. In such cases cost of album shall be paid separately as approved by the appropriate authority.
- 13- The successful supplier shall have furnish performance guarantee security deposit of Rs. 5,000/- (Rupees Five Thousand Only) either in

form of demand draft or bank guaranty in favour of Registrar General, High Court of M.P., Jabalpur within 7 days of work order. The security deposit shall be refunded after one year from the date of supply. The security deposit shall not bear any interest.

- 14- The approximate quantity mentioned above is merely indicative. The Academy is not bound to purchase the photograph of that quantity. The order shall be placed at the discretion of Academy as per requirement.
- 15- This is an invitation to offer. No contractual relation is incurred by it.

**Director In-charge**  
MPSJA, High Court of M.P.  
Jabalpur

**FORM OF QUOTATION**

No.	Particular	Rate of photograph per piece (Including all expenses, tax & costs)
1	2	3
1	Size Post card	
2	Size 4" x 6"	
3	Size 8" x 12"	
4	Size 9" x 12"	
5	Size 16" x 24"	

**Details of paper quality and other particulars:-**

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

(Signature of the Photographer/Authorised Signatory)

Name-.....

Address-.....

Mob. No.....