

MADHYA PRADESH STATE JUDICIAL ACADEMY, HIGH COURT, MP JABALPUR

//NOTICE INVITING QUOTATION//

No.....686-1.....

Jabalpur, Date...19/4/18.....

Madhya Pradesh State Judicial Academy, High Court of M.P. invites sealed quotations for supply of Conference jute folder, Conference jute Bag & Office jute Bag as per the below mentioned specification:-

**1- Conference Jute folder –**

- (i) Approximate quantity- In all 1000 pieces in a year. Order will be placed in phased manner as per requirement.
- (ii) Size – A4
- (iii) Quality – Made of very good quality jute with flap and piping on all three sides.
- (iv) Color – Combination of Natural jute/ off white/silver/white and navy/ dark blue color.
- (v) Name of the Academy and Mono to be printed/inscribed on it.
- (vi) Space required – 2 to 3 compartments to keep documents, 1 A4 size note book and space to hang pen separately.
- (vii) Flap with magnetic/manual lock/latch facility.

**2- Conference Jute bag –**

- (i) Approximate quantity- In all 500 pieces in a year. Order will be placed in phased manner as per requirement.
- (ii) Size – 16'x12'x6' (inch)
- (iii) Quality - Made of very good quality jute
- (iv) Color – Combination of natural jute/ off white/silver/white and navy/ dark blue color.
- (v) Space required – Must have three compartments, pockets for keeping pens/cell phone in front, provision of keeping laptop in one compartment, zipped middle compartment having capacity to hold four books of A4 size having 100 pages, one pocket on the front, one pocket on the back, with/without flap with locking system, strong two handle traps and shoulder strap of size 50'(inch). **Shoulder strap must have cushion support.**
- (vi) Name of the Academy and Mono to be printed/inscribed on it.

### 3- Office Jute bags.

- (i) Approximate quantity- In all 100 pieces in a year. Order will be placed in phased manner as per requirement.
- (ii) Size – 17x12x7x7 (inch).
- (iii) Quality – Made of very good quality jute.
- (iv) Color – Combination of Natural jute and blue color.
- (v) Name of the Academy and Mono to be printed/inscribed on it.
- (vi) Space – Must have three compartments, one compartment to keep pens and mobile phones, two independent zipped compartments with/without flap with locking system having capacity to hold approximate 10 kg. books, strong 2 handle traps and adjustable shoulder strap of size 75 (inch) . **Shoulder strap must have cushion support.**

Kindly submit detailed quotations as per the aforementioned specifications and subject to terms and conditions mentioned below in sealed envelope along with the sample of folders and bags at reception of MP State Judicial Academy on or before 05.05.2018 by 3 PM. Kindly mark the envelope “Quotation for Jute Conference folder, bags” and address it to the Registrar General , High Court of MP, Address- Madhya Pradesh State Judicial Academy, Beohar bagh, Jabalpur.

For further details and for the sample of the products, kindly contact at MPSJA, MP High Court, Tehsil Chowk, Jabalpur during office hour.

### Terms & Conditions

1. Fax/e-mail/telex & incomplete quotations will be rejected.
2. Registrar General , High Court of MP, 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 shall not be binding on the MPSJA.
4. Full payment will be made only after satisfactory completion of the delivery of products.
5. After issue of work order, any increase in quantity of any item will be paid at the approved rates only.
6. The bags & folders shall be supplied within the given time frame from the date of order.
7. 1 year onsite replacement warranty to be given on **OFFICE JUTE BAG** from the date of delivery. In case the office jute bag gets torn or if the threads of the stitches come out, the bags shall be replaced immediately.
8. The main criteria for award of contract is the quality of bag, best sample available with supplier in one for each category to be placed with quotation. The sample products shall be given back after the finalization of the product.

9. The successful supplier shall furnish performance warranty security deposit of 10,000/- Rs. either in form of demand draft or bank guarantee in favor of Registrar General , High Court of MP within 7 days of work order. The security deposit shall be refunded after 1 year from the date of supply. The security deposit shall not bear any interest.
10. The approximate quantity mentioned above is merely indicative. The Academy is not bound to purchase the product of that quantity. The order shall be placed at the discretion of Academy as per requirement.
11. This is an invitation to offer. No contractual relation is incurred by it.
12. The vendor may contract the Assistant Director fo the Academy on working days during office hours for clarification and understanding the requirment of the product.
13. No revision of rates, once approved, shall be permitted for any reason whatsoever. The work order may be extended for another year on mutual agreement.

No.	Particular (Provide details of proposed product)	Rate of product per piece (Inclusive of all expenses, tax, GST & costs)
1	Jute Folder	
2	Conference Jute Bag	
3	Office Jute Bag	

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

(Signature of the Supplier)

Name-.....  
Address-.....  
Mob. No.....

**Director In-charge**  
MPSJA, MP High Court  
**Jabalpur**