



# NATIONAL JUDICIAL ACADEMY

Bhadbhada Road, Suraj Nagar P.O. Bhopal - 462044 (M.P.)

Tel.: EPABX 0755 - 2432500, Fax : 0755 - 2696904

No. NJA/Admn./Maint. Work/  
July 28, 2022

1459 -  
1466

**Sub: - Request for quotation for replacement of stained mirrors installed in rooms of Guest House-1 of the Academy.**

The National Judicial Academy is a registered society fully funded by Government of India. The Academy invites commercial offers for **replacement of stained mirrors installed in rooms of Guest House - 1 of the Academy** as per the enclosed scope of work (Annexure-A).

**Terms and Conditions:**

1. Firms those willing to participate in the RFQ shall have the previous experience in execution of the civil works.
2. Rates should be inclusive of all charges including removal of existing item and supplying & fixing of items at the place specified by the Academy.
3. The requirement shown is approximate and it may vary as per the actual requirement at the time of placing order.
4. The evaluation shall be made on consolidated amount basis.
5. The Academy reserves the right to cancel offer(s) at any time without assigning any reason(s).
6. The shortlisted agency has to deposit 5% of contract value of the work as performance security in the form of A/c payee Demand Draft or FDR issued by any Commercial Bank in favor of National Judicial Academy payable at Bhopal (FDR in joint form is not acceptable).
7. Premature termination of empanelment may attract forfeiture of performance security.
8. Recovery shall be made, towards any type of damages, if made, to the NJA Property during work execution.
9. The executing agency shall be responsible for the safety of man & material during execution of work.
10. Rate quoted should be valid for minimum of six months.
11. Replacement of stained mirrors installed in rooms of Guest House - 1 of the Academy in all respect should be completed within 30 days from the date receipt of work order.
12. The delay in replacement of replacement of stained mirrors installed in rooms of Guest House - 1, without appropriate reasons and approval of NJA, shall attract a penalty of Rs. 200/- per day subject to maximum of 10% of the contract value.
13. Warranty period/ Defect liability period shall be for 1 year from the date of completion.
14. The performance security will be retained against retention money, which will be released after completion of the Defect Liability period.
15. No advance payment shall be admissible for the supply. Payment will be made after the satisfactory execution of work.
16. The payment will be made on actual basis after deduction of tax at source as per applicable law.

You are advised to visit the Academy for inspection of site before submitting your offer.

You are requested to submit your offer in a form of letter or e-mail (registraradmin@nja.gov.in) super scribing "Quotation for **replacement of stained mirrors installed in rooms of Guest House - 1 of the Academy**" addressed to the undersigned latest by 06<sup>th</sup> August, 2022.

Registrar (Administration)

- Copy to: 1. Website/Network System Administrator – for uploading to NJA website and CPP Portal.  
2. Notice Board

**Specification & Scope of Work**

Sr. No.	Description of Work	Estimated Qty.	Offered Unit Price (inclusive All) (in Rs.)
1.	Supply & installation of Mirror – 3.5 mm thick, approx. size 900 mm x 1000 mm with frame made of 50 mm x 18 mm HDF/HDHMR with customized moulding throughout as per direction. The frame shall be finished with melamine polish of approved shade/colour. The mirror shall be supported with 2 mm foam sheet and 3 mm ACP sheet fixed on back side of the frame. The scope also includes removal of old mirror and its frame and fixing of new mirror in wall with the use of four studs (cost of stud, hardware etc. all included)	50 Units	

Date: .....

Seal &amp; Signature of Authorized Person

