

Bid Document

for Providing and Facilitating Public Address Sound System



NATIONAL JUDICIAL ACADEMY

P.O. Suraj Nagar, Bhadbahda Road, Bhopal- 462044

Telephone (EPABX): 0755-2432500



NATIONAL JUDICIAL ACADEMY

P.O. Suraj Nagar, Bhadbhada Road, Bhopal, 462044
Tel- EPABX – 0755- 2432500

INVITATION FOR e-BID

Bid No. : NJA/Admin/PASS/2025/05/

Date: 08/09/2025

The National Judicial Academy invites e-bids from experienced Indian contractors/agencies for the following service.

No.	Name of Service	Bid Security (Rs.)
1	Providing and Facilitating Public Address Sound System	30,000/-

Bid document can be downloaded from NJA website/CPP Portal. Bids must be submitted online on or **before 17:30 hours on 30/09/2025**. For Bid document and other details, please visit www.nja.gov.in or www.eprocure.gov.in.

Bids shall be submitted online only at CPPP website: <http://www.eprocure.gov.in/app>. Manual Bids shall not be accepted.

The Bids shall be opened on 03/10/2025 at 11:00 hours. The Employer has the right to reject any or all Bids without assigning any reason(s).

Director

National Judicial Academy



National Judicial Academy

Bhadbhada Road, P.O. Suraj Nagar, Bhopal – 462044

National Judicial Academy, an Autonomous body fully funded by the Government of India, invites commercial offer for Providing and Facilitating Public Address Sound System from reputed Indian contractors/agencies who have proven experience in similar types of work.

1. Qualification Information:

- 1.1. The contractor/agency should have at least two year experience in similar type of job and have executed similar work in any institution, Organization, hospital, hotel etc. The contractors/agencies are required to provide necessary documents/ proof regarding the work executed and other registration details to prove their credential.
- 1.2. The Bidder should have average annual turnover of minimum Rs. 2.00 lakh in the last 3 years.
- 1.3. The bidder should possess an establishment/shop within the limits of Bhopal city.

2. Bid Validity:

- 2.1. The bid shall be valid for a period of 180 days after the last date of bid submission.
- 2.2. A bid submitted for a bid validity of shorter period may be rejected as non-responsive.
- 2.3. In exceptional circumstances, prior to expiry of the original time limit, the Employer may request that the bidders may extend the period of validity for specified additional period. The request and the bidder's response shall be made in writing. The bid security provided under clause-3 shall also be extended suitably. The bidder may refuse the request without forfeiting his bid security. A bidder agreeing to the request will not be required or permitted to modify his bid. Bidder shall also not be entitled for any interest on the bid security amount.

3. Bid Security:

- 3.1. The agency shall furnish bid security of Rs. 30,000/- in the form of Online payment into saving bank account of the Academy or Account payee Demand Draft/Bankers Cheque or Fixed Deposit Receipt (FDR in joint form is not acceptable) issued from any of the commercial bank, in favour of "National Judicial Academy" payable at Bhopal. No interest or any other incidental charges shall be payable by the Academy on this account. The bid security should have a validity of a minimum period of 225 days from the due date of bid submission.
- 3.2. Any bid not accompanied by an acceptable bid security and not secured in as indicated in sub clause 3.1 above shall be rejected as non-responsive.
- 3.3. The bid security of unsuccessful bidder will be returned to them at the earliest after expiry of the final bid validity and latest by on or before the 30th day after the award of the contract.
- 3.4. The bid security of successful bidder shall be released on receipt of performance security.
- 3.5. The bid security of successful bidder may be considered as performance security, if the bid security is deposited by way of demand draft/bankers cheque.
- 3.6. The bid security may be forfeited if:
 - i. The bidder withdraws the bid during the bid validity period.

- ii. The bidder does not accept the correction of the bid price.
- iii. The successful bidder fails to furnish the required Performance Security within specified time limit.

4. Performance Security:

- 4.1. The successful Bidder shall deliver to the Employer a Performance Security in any of the forms given below for an amount equivalent to 5% of the contract price, within 15 days of receipt of the Letter of Acceptance. In the form of A/c payee Demand Draft or FDR or bank guaranty from any Commercial Bank in favour of National Judicial Academy (FDR in joint form is not acceptable).
- 4.2. Performance security should remain valid for a minimum period of 14 months.
- 4.3. Performance security will be refunded by the Academy within 30 days after satisfactory completion of work/contract period.
- 4.4. Failure of the successful Bidder to comply with the requirements of Clause 4.1 shall constitute sufficient grounds for cancellation of the award of work and forfeiture of the Bid Security and the agency shall be blacklisted and debarred for future bidding process of the Academy.

5. Payment:

- 5.1. No advance payment is admissible. Payment will be made after satisfactory completion of work.
- 5.2. Bill should be prepared and submitted by the agency in three copies. Payment will be released within 30 days from the date of receipt of bill in the Academy.
- 5.3. Tax payable, if any, has to be quoted separately in the Bill.
- 5.4. Payment will be made by the Academy after deduction of Tax, other statutory levies as per applicable laws and penalty, if any.

6. Penalty:

- 6.1. If the service provider failed to provide the services, the Academy shall impose penalty of Rs. 1000/- per instance basis, subject to maximum 10% of the contract value.
- 6.2. If the agency fails to execute the work against the order of the Academy, the performance security of the agency shall be forfeited and the agency shall be blacklisted & debarred for future bidding process of the Academy.

7. Other Terms & Conditions:

- 7.1. The Interested agencies are advised to visit the Academy during working hours to assess the actual requirement before offering their commercial rates.
- 7.2. The rate quoted should be inclusive of all charges on door delivery basis including installation charges, Taxes, Service charges etc. and tax component, if any, shall be shown separately in the final bill for payment.
- 7.3. Commercial offer without bid security and not fulfilling the eligibility criteria will be rejected.
- 7.4. Conditional offer is not acceptable.
- 7.5. The requirement shown is approximate and the quantity of requirement may vary as per actual requirement.
- 7.6. The Academy reserves the right to accept or reject any or all offers without assigning any reason(s) thereof. The decision of the Director, National Judicial Academy Bhopal shall be final and binding on all parties participating in the bidding process.
- 7.7. The contract is for a period of one year, however, it may be extended further on mutual consent for agreed period.

7.8. **Purchase Preference Policies of the Government**

Unless otherwise stipulated in bid document, the Employer reserves its right to grant preferences to the following categories of eligible Bidders under various Government Policies/ Directives, if bidder specifically requested for purchase preference:

- Class I Local Suppliers under Public Procurement (Preference to Make in India) Order 2017” (MII) of Department for Promotion of Industry and Internal Trade, (DPIIT - Public Procurement Section) as revised from time to time.
- Bidders from Micro and/ or Small Enterprises (MSEs) under Public Procurement Policy for the Micro and Small Enterprises (MSEs) Order, 2012 as amended from time to time.
- Start-ups Bidders under Ministry of Finance, Department of Expenditure, Public Procurement Division OM No F.20\212014-PPD dated 25.07.2016 and subsequent clarifications; and/ or
- Any other category of Bidders, as per any Government Policies, announced from time to time, if so provided in this bid document.

8. **Documents comprising the Bid**

8.1. The bid submitted by the bidder shall comprise the following:

a) **Technical Bid**

- i. Complete set of bid document as downloaded, duly filled in and signed on all pages and at different places as required of the bid documents, comprising of all information relating to AATO, experience, personnel and equipment's. (Scan Copy)
- ii. Proof of submission of Bid security. (Scan Copy)
- iii. All other supporting documents except the priced Bill of Quantities. (Scan Copy)

b) **Financial Bid** – Comprising of priced Bill of Quantities. (Soft Copy)

8.2. The Bid Security (**payment made by electronic mode, need not furnish any cover**) should be delivered in the Academy **in hard copy before due date & time for submission of Bid**.

9. **Format and Signing of Bid**

9.1. The Bidder shall submit scan copy of the signed bid as described in Clause 8.

9.2. The Bid shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the Bidder. All pages of the bid where entries or amendments have been made shall be initialed by the person or persons signing the bid.

9.3. The Bid shall contain no alterations or additions, except those to comply with instructions issued by the Employer, or as necessary to correct errors made by the bidder in which case such corrections shall be initialed by the person or persons signing the Bid.

10. **Sealing and Marking of Bids**

10.1. Bid should be submitted online however documents as per clause 8.2 shall be submitted in a sealed envelope

The envelopes shall be addressed to:

The Registrar (Administration),

National Judicial Academy

P.O. Suraj Nagar, Bhadbhada Road, Bhopal – 462044 (MP)

And bear the following Identification

- i. Bid For: Providing and Facilitating Public Address Sound System
- ii. Bid Reference No- NJA/Admin/PASS/2025/05/ dated – 08/09/2025
- iii. Do not open before -----(Date & time for Bid Opening)
- iv. Name & Address of the Bidder -----

10.2.The above said envelope should be delivered to the Academy, before due date & time for submission of Bid, failing which, **the bid shall be rejected.**

11. Deadline for Submission of the Bids

11.1.Bid must be submitted online not later than the date & time specified in IFB. As well as a sealed envelope as specified under clause 10 must be received by the Employer at the address specified above not later than the date & time in IFB.

11.2.The Employer may extend the deadline for submission of bids by issuing an addendum.

12. Late Bids

12.1.Any bid received by the Academy on CPP portal and documents as prescribed in clause 10 in the Academy, after dead line prescribed, will be treated as late bid and will not be considered.

Scope of work

1. The scope of work includes Providing, Installation, Testing & Commissioning of required equipment, software and allied accessories for complete work of Public Address Sound System.
2. The requirement may be for 15 to 20 days in a month as per Academic calendar of the Academy for two conference halls.
3. The approximate requirement for one conferencing system consist of 15 to 25 mikes, 4 to 8 speakers, amplifiers, Audio mixers and all other accessories with excellent performance record.
4. Requirements of equipments including one complete set of Public Address Sound System with all other accessories, extra equipments are also required during programs as mentioned in bill of quantities.
5. All cabling should be done with high quality workmanship so that the aesthetics and looks of that areas are not lowered.
6. The contractor shall depute one qualified operator in each conference hall, who shall operate the system during the Academic programs and will be present on time till program ends.
7. Three phase supply is available at one point at both the conference halls, the service provider is required to make necessary control panels and electrical system as per the Audio Visual system's requirement.
8. The prospective agency is expected to provide high standard quality service.
9. All quoted rates should be inclusive all taxes/transportation, installation and operation charges.
10. There will be no guarantee for minimum/maximum volume of work.

Profile of Organisation

1. Name of Firm / Organization : _____
2. Status of the Firm / Organization : Proprietary / Partnership/Company/ Government/ Joint Venture
(supporting documents) / Other (specify) _____

3. Registration/ License no. of the : _____
firm/or organization
4. Postal Address : _____

5. Telephone & Mobile No.(s) : _____
6. Fax No. : _____
7. E -mail : _____
8. Web site : _____
9. Year of Establishment : _____
10. Activities/ Services Offered : _____
11. Name of the Principal/ Head of : _____
Organization
12. PAN (copy enclosed) : _____
13. GST Registration Details : _____
(copy enclosed)

Date :

Place :

Signature of Authorized Signatory

Seal

Annual Turnover:

F. Year	Value (in Rs.)
2022-23	
2023-24	
2024-25	

- C.A. certified documents to be enclosed in support of Annual turnover.

Information Regarding Experience of similar types of business: *Attach authentication certificate(s) from the Employer.

No.	Name of the organization with complete postal address	Private Sector / Govt. Body / PSU / Training Institute	Name and designation of the contact person with Tel. / Mobile No (s)	Description	Value of work order (Rs.)	Date of issue of work order	Actual date of completion	Remarks on performance report

Seal & Signature of Authorized Signatory



National Judicial Academy
Bhadbhada Road, P.O. Suraj Nagar, Bhopal-462044

Financial Bid

Bill of Quantities (Price Schedule)

Name of Work: Providing and Facilitating Public Address Sound System

Bid No. : NJA/Admin/PASS/2025/05/ **Dated 08/09/2025**

Name of Contractor/Supplier: _____

Address: _____

[Financial bid shall be submitted in the format attached in excel sheet]

Note:-

Please ensure necessary arrangement well in advance for the Academic Programs as per requirement of the Academy. The above said rates is inclusive all taxes/transportation, installation and operation charges, if any. The bill for the service provided may be submitted within 3 days on completion of each programs duly verified for making payment.

Date:____/____/____

Signature of Authorized Signatory

Place:_____

Seal