



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/ 1953 to 195

September 12, 2025

Sub: - Request for quotation for the work of providing & fixing of hanging wooden cabinet in the Academy.

The National Judicial Academy is a registered society fully funded by Government of India. The Academy invites commercial offers for **the work of providing & fixing of hanging wooden cabinet in the Academy** as per the enclosed specification (Annexure-A).

Terms and Conditions:

1. Firms those willing to participate in the RFQ shall have the previous experience of the similar works.
2. Rates should be inclusive of all charges including supply and installation 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 will be made on consolidated amount basis.
5. The Academy reserves the right to cancel the offer at any time without assigning any reason(s).
6. The empaneled 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, in case of any type of damages, if made, of NJA Property.
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. Supply and installation of cabinet should be ensured within 30 days from the date of receipt of work order.
12. The delay in Supply and installation of cabinet, without appropriate reasons and approval of NJA, shall attract a penalty of Rs. 500/- per day subject to maximum of 10% of the bill.
13. Warranty period/ Defect liability period shall be for 6 months.
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 & installation. 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 requested to submit your offer in a form of letter or e-mail (registraradmin@nja.gov.in) super scribing "Quotation for the work for providing & fixing of hanging wooden cabinet in the Academy" addressed to the undersigned latest by 22nd September 2025.

Registrar (Administration)

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

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Wall mounted wooden cabinet size (72"X30"X13")

| S.No. | Description | Unit | Qty | Unit Rate | Total amount (in Rs.) |
|-------|--|-------|-------|-----------|-----------------------|
| 1 | Providing and fixing of wooden cabinet made of termite proof, water proof and from renowned brand. 19 mm thick plywood with mica pasting of both side of 1 mm thickness having approved brand and shade and fixing wooden bidding/ lipping patti in all side as directed by client | Sqft. | 42.63 | | |
| 2 | Providing and fixing of toughened glass in wooden cabinet with accessories for sliding arrangement | Sqft. | 16.67 | | |
| 3 | Installation and transportation charges | | 2 | | |
| | Total | | | | |

Date :

Seal and Signature of Authorized Person