

## **HIGH COURT OF MADHYA PRADESH: JABALPUR**

### **NOTICE INVITING TENDER**

Sealed tenders are invited by the High Court of Madhya Pradesh for the "Rate contract for supply of the Stationery articles through Centralized purchase for the High Court of Madhya Pradesh, Jabalpur". The last date of online tender submission is **03<sup>rd</sup> July, 2024 before 06:00 P.M. (mandatory)**. The sealed tender complete in all respect addressed to **“Registrar General, High Court of Madhya Pradesh, Jabalpur”** must be submitted before **05:00 P.M. on 04<sup>th</sup> July, 2024 (mandatory)**. The technical bids of the tender shall be opened online on **05<sup>th</sup> July, 2024 at 11:00 A.M.** The detailed tender document is available in the official website of the High Court of Madhya Pradesh **www.mphc.gov.in** and Government e-procurement portal **www.mptenders.gov.in**.

Sd/

REGISTRAR GENERAL

# HIGH COURT OF MADHYA PRADESH : JABALPUR

## NOTICE INVITING TENDER

Ref. No. Reg(IT)(SA)/2024/819

Jabalpur, Date:30.05.2024

**Subject:- Tender regarding rate contract for the supply of the Stationery articles through Centralized purchase for the High Court of Madhya Pradesh, Jabalpur and its Benches at Indore and Gwalior.**

**The Registrar General, on behalf of High Court of Madhya Pradesh, Jabalpur invites sealed tender from registered vendors/dealers regarding the rate contract for supply of Stationery articles through Centralized purchase as per details given below :-**

### 1. Important Dates:-

S. No.	Online EMD (In Rs.)	Online Cost of Tender Document (In Rs.)	Last Date / Time of online tender Submission	Last Date / Time of tender submission (Hardcopy)	Date / Time of Opening of Technical Bids	Time for Completion of the work / project
1.	1,20,000/-	2,000/-	3 <sup>rd</sup> July, 2024 before 06:00 P.M.	4 <sup>th</sup> July, 2024 before 05:00 P.M.	5 <sup>th</sup> July, 2024 before 11:00 A.M.	30 days

1.1 Tender documents may be viewed or purchased online by interested and eligible bidders from the website <https://mptenders.gov.in> after paying tender fee of **Rs.2,000/-** and Processing Fee, as applicable. The tender document is also available in website of the High Court <http://www.mphc.gov.in>.

1.2 Bidders can submit its tender online at <https://mptenders.gov.in/> on or before the key dates given above. The Physical copy of the Technical Bid along with copy of online EMD and tender should also

be submitted at the address below latest by **04<sup>th</sup> July, 2024 05:00 P.M.**

- 1.3 All further notifications /amendments, if any shall be posted on <https://mptenders.gov.in> and [www.mphc.gov.in](http://www.mphc.gov.in) only. No separate communication shall be made with individual Bidders.
- 1.4 **The financial bids are to be submitted in online mode only and no hard sheet/ copy is to be submitted along with the bid document.**
2. All other terms and conditions for submission of tender are contained in this document. If the date of submitting /opening of the Bid is declared as holiday then the bids shall be submitted / opened on next working day.

***The Registrar General, High Court of Madhya Pradesh, Jabalpur (M.P.) reserves the right to accept or reject any or all bids without assigning any reason thereof.***

**Address for communication:-**

**Registrar General,  
High Court of Madhya Pradesh  
Jabalpur (M.P.)  
Email ID:- [regithcjbpm@mp.gov.in](mailto:regithcjbpm@mp.gov.in)  
Landline: 0761-2623358**

## Section – I

### 3. Terms and Conditions for e-Tendering:-

- I. For participation in e-tendering module, it is mandatory for prospective bidders to get registration on website [www.mptenders.gov.in](http://www.mptenders.gov.in) Therefore, it is advised to all prospective bidders to get registration by making on line registration fees payment at the earliest.
- II. Tender document can be purchased *only online* on payment of tender fees and downloaded from website [www.mptenders.gov.in](http://www.mptenders.gov.in) by making online payment for the tender document fee.
- III. Service and gateway charges shall be borne by the bidders.
- IV. Since the bidders are required to sign their bids online using Class–III Digital Signature Certificate, they are advised to obtain the same at the earliest.
- V. For further information regarding issue of Digital Signature Certificate, the bidders are requested to visit website [www.mptenders.gov.in](http://www.mptenders.gov.in). Please note that it may take upto 7 to 10 working days for issue of Digital Signature Certificate. Department will not be responsible for delay in issue of Digital Signature Certificate.
- VI. If bidder is going first time for e-tendering, then it is obligatory on the part of bidder to fulfill all formalities such as registration, obtaining Digital Signature Certificate etc. well in advance.
- VII. Bidders are requested to visit our e-tendering website regularly for any clarification and / or due date extension.
- VIII. Bidder must positively complete online e-tendering procedure at [www.mptenders.gov.in](http://www.mptenders.gov.in)

- IX. Department shall not be responsible in any way for delay /difficulties /inaccessibility of the downloading facility from the website for any reason whatever.
- X. For any type of clarification bidders can / visit [www.mptenders.gov.in](http://www.mptenders.gov.in). For any technical related queries please call at 24 x 7 Help Desk Number 0120-4001 002; 0120-4200 462; 0120-4001 005; 0120-6277 787; Technical - support-eproc@nic.in. Support timings: Monday to Saturday from 10:00 AM to 7:00 PM.
- XI. Interested bidders may attend the free training programme in Bhopal at their own cost. For further query please contact help desk.
- XII. The bidder who so ever is submitting the tender by his Digital Signature Certificate shall invariably upload the scanned copy of the authority letter as well as submit the copy of same in physical form with the offer of particular tender.
- XIII. **The firms registered under NSIC and MSME (The vendor to be registered with both NSIC and MSME for claiming exemption of tender fees) are exempted for submission of tender fees only. But they have to submit valid EMD as per the tender document.**

#### **4.0 General conditions of Tender:-**

**4.1 Performance Bank Guarantee:-** The bidder is required to submit Performance Bank Guarantee drawn from any Nationalized Bank/Scheduled Bank of 10% of the purchase order value..

**4.2 Submission of Tender-** The following documents in a sealed envelope duly marked with "**Tender of rates contract for the supply of stationery items to the High Court of Madhya Pradesh Jabalpur and its Benches at Indore and Gwalior**" each page document must be signed and stamped by an authorized person by the Bidder, which establishes the Bidder's eligibility for the Tender and his ability to execute the rate contract in case his tender is accepted by the High Court.

- A. Every page of the Tender shall be signed by the Bidder.
- B. The Bidder will have to submit the document that he is either an authorized vendor or a manufacturer.
- C. The Bidder will have to send the partnership/proprietor/ memorandum of association (whichever is applicable) of the firm attached with this Tender.
- D. Copy of certification and PAN card issued by the Income Tax Department of Government of India.
- E. **Annexure-A** filled and signed by Bidder.
- F. Other documents as required in the Tender.

All the documents required above must be in a sealed envelope bearing the name/address/seal of the Bidder. The tender must be addressed to **"The**

**Registrar General, High Court of Madhya Pradesh,  
Jabalpur”.**

- 4.3** The sealed envelope is to be submitted in the Receipt Section of the High Court of Madhya Pradesh, Jabalpur with all the required details and before the stipulated time. These sealed envelopes will be opened at the fixed time as per the schedule in the presence of the Bidders or their authorized representatives.
- 4.4** The tender should be valid for 180 days from the date of opening of tender. The tenders of less than this period shall be rejected.
- 5.0 Detailed terms and conditions of the Tender:-**
- 5.1** Rates shall be inclusive of all freight, duties/taxes and incidental charges. Prices must be quoted accordingly with clear details. The vendor shall be responsible for any discrepancy in the details.
- 5.2 Evaluation of Tenders:-** Tenders will be evaluated as a online item basis.
- 5.3 Forfeiture of EMD :-** If the successful Bidder fails to deposit the security deposit amount or to submit the necessary documents at the time of contract or is not present to enter into the contract, in such a situation the Bidder, will be Forfeited and the approval of the tender will be cancelled. Thereafter, the tender submitted by next successful Bidder will be considered by the High Court.
- 5.4** Successful Bidder will have to sign the contract within 7days after receipt of Letter of Acceptance/purchase order from the High Court.
- 5.5** If the Bidder violates any of the terms or conditions, in that condition the EMD may be Forfeited. The decision of the

Registrar General, High Court of Madhya Pradesh, Jabalpur on all terms and conditions will be considered final.

**5.6** The items shall be supplied by the concerned organization within 48 working hours, after receiving the purchase order.

**5.7** All bidders will have to submit a sample of the items along with the bid document that is to be supplied.

**6.0 Price:**

**6.1** The price charged by the supplier and the services performed under the contract shall not exceed the price mentioned (quoted) by him in the Tender.

**6.2** In case of any reduction in taxes or duties, the High Court of Madhya Pradesh, Jabalpur will ask the Bidder to reduce the price.

**6.3** Once the rates are fixed, it shall be valid for the entire contract period.

**6.4** In case of any increase in the taxes, the same shall be pass by the High Court of Madhya Pradesh, Jabalpur.

**7.0 Agreement:**

**7.1** The validity of the rates is for one year from the date of contract.

**7.2** The contract may be extended further for a period of one year at the approved rates on mutual agreement and subject to satisfactory performance of the vendor.

**7.3 The quantity of items mentioned in the Tender may be increased or decreased depending on the use. Revision of rates shall not be allowed on the basis of actual supply.**

**8.0 Period of Delivery, Penalty and Risk and Cost:-**

**8.1** Within 48 working hours of receiving the purchase order, the vendor will have to supply the material to Madhya Pradesh



High Court otherwise a fine (penalty) of Rupees 500/- per day will be imposed in the initial 7 days and after 7 days this fine amount will be increased to Rupees 1,000/- on per day basis.

- 8.2** In case of failure to supply the material as per the terms of the contract or delay in supply, the Registrar General High Court of Madhya Pradesh, Jabalpur will have the right to purchase the said material from the open market at the risk and cost of the supplier, for which it will not be necessary to follow the formalities of Tender or quotation, this will be in addition to the right to impose penalty on the Bidder.
- 8.3** Any additional expenditure incurred on purchase of material from the market will be recovered from the bill of the approved vendor/contractor or from the amount deposited in the performance bank guarantee

**9.0 Recipient and Inspection: -**

- 9.1** The Registrar General, High Court of Madhya Pradesh will be the recipient of the material for the Principal seat, Jabalpur and Principal Registrar will be the recipient for the Benches at Indore and Gwalior.
- 9.2** The supplier will have to submit separate bills (duly, received in advance) in triplicate against the purchase order to recipient.
- 9.3** After inspection and testing of the material by the inspection team nominated by the Registrar General, an 'Inspection and Testing Certificate will be issued.

**10.0 Responsibilities of the Vendor: -**

- 10.1** It shall be the responsibility of the vendor to check that any item is not damaged or in poor condition and any such item will be replaced immediately without any extra cost.

**10.2** It shall be the responsibility of the vendor to supply all types of material to the High Court of Madhya Pradesh, Jabalpur and its Benches at Indore and Gwalior within the prescribed time limit.

**10.3** It shall be the sole responsibility of the vendor to surrender any OEM benefits to the High Court of Madhya Pradesh Jabalpur.

**11.0 Terms of Payment: -**

**11.1** Payment for goods/materials under the purchase order will be made only after complete receipt of the goods/materials. For the Principal seat, Jabalpur, the Bill will be paid by the Registrar General, High Court of Madhya Pradesh and for the Benches Bill will be paid by the Principal Registrar of the benches. The following documents shall have to be submitted for payment:-

- A. Invoice/Bill in triplicate.
- B. Delivery Challan for supply of material.

**12.0 Rights of the Registrar General, High Court of Madhya Pradesh, Jabalpur-**

**12.1** The Registrar General, High Court of Madhya Pradesh, Jabalpur reserves the right to accept or reject any or all Tenders, partially or completely, without assigning any reason.

**12.2** The Registrar General High Court of Madhya Pradesh, Jabalpur is not bound to accept the lowest Tender.

**12.3** The Registrar General, High Court of Madhya Pradesh, Jabalpur will have the right to allot the work to one or more successful Bidders.

- 10.4** The Registrar General, High Court of Madhya Pradesh, Jabalpur reserves the right to terminate the contract at any time by giving a written notice without assigning any reason.
- 10.5** In case of breach of the terms and conditions of the contract or unsatisfactory supply of materials/items, the Registrar General, High Court of Madhya Pradesh, Jabalpur reserves the right to terminate the contract and forfeit the security deposit by giving a notice to the vendor/contractor.
- 10.6** The Bidder shall acknowledge that he has understood all the terms and conditions mentioned in the Tender form and has signed each page of the Tender form accordingly.

**Signature of the Bidder**  
(Official Seal and Full with address)

**Registrar General**  
**High Court of Madhya Pradesh, Jabalpur**

**Name:-** -----

**signed with what authority-----**

**Date:-** -----

**Delivery Schedule**

<b>Item</b>	<b>Deadline</b>
Stationery item as per "Annexure-B"	Within 48 working hours, after receiving of Purchase order from the High Court

**Form: PQ-1**  
**Techno-commercial Bid**

Sl. No.	Description	Indicate also page number where attached
1.	Name, address & telephone number of the agency/firm	
2.	Name, designation, address & telephone number of authorized person	
3.	Please specify as to whether Tenderer is sole Proprietor/Partnership Firm/Private or Limited Company.	
4.	Name, address & telephone number of Directors/Partners, Fax No., e-mail address.	
5.	Copy of PAN Card issued by Income Tax Department and Copy of 3 Financial Year's Income Tax Returns 2021-2022, 2022-2023 and 2023-2024.	
6	GST Registration (Please attach copy)	
<b>7.</b>	Latest GST Return (Please attach copy)	
8.	Details of Bid Security/Earnest Money Deposit (online):- a) Amount: <b>Rs.1,20,000/-</b> b) Demand Draft : c) Date of issue: d) Name of issuing Bank:	
9.	Tender Fees details (online):- a) Amount: <b>Rs.2,000/-</b> b) Demand Draft : c) Date of issue: d) Name of issuing Bank:	
10.	Sample	Please make all detail.

**Form: PQ-2**

**BIDDER'S ANNUAL TURNOVER**

\_\_\_\_\_ (Location)

\_\_\_\_\_ (Date)

From (Name & Address)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To,

The Registrar General,

High Court of Madhya

Pradesh, Jabalpur

**Ref.:** \_\_\_\_\_

Dear Sir/Madam,

We hereby certify that the average annual turnover of M/s.

\_\_\_\_\_ (name of the bidder) is not less than Rs.

\_\_\_\_\_ Lakh during three financial years.

S. No.	Firm	2021-2022	2022-2023	2023-2024
		Amount	Amount	Amount
1				

**Yours Sincerely,**

***(Signature of Authorized Auditor)***

***Name of the Authorized Auditor:***

***Seal:***

**Form:PQ-3**

**(Financial Bid Detail)**

**(High Court of Madhya Pradesh, Jabalpur)**

**Table 'A'.**

<b>S. No.</b>	<b>Name of Stationery Articles.</b>	<b>Make /Brand</b>	<b>Unit price</b>	<b>GST as applicable</b>	<b>Total Amount (In Rs.)</b>
1.	Ledger Judgment Paper 90 GSM (A/4 size) (like J.K. Brand or better).				
2.	Photocopy paper (A/4 size) 75 GSM (like J.K. brand or better).				
3.	File Pad with print (as per sample).				
4.	File Cover with print (as per sample).				
5,	Green Note sheet 90 GSM with print( A/4 size) (like J.K. brand or better).				

I / We have gone through the terms and conditions given in the tender document and agree with the same. I / We understand that in the event of non-compliance of terms & condition of the tender my / our EMD shall be forfeited by the Registrar General, High Court of Madhya Pradesh, Jabalpur.

(Seal & Signature of the Tenderer)

Date: \_\_\_\_\_

**\*Note : The bidder may submit the price breakup in separate sheets (if required)**

## CERTIFICATES

### ***WE CERTIFY THAT:-***

1. We will not LEAK / DISCLOSE any information of High Court of Madhya Pradesh to any other institutions/organizations, bodies and also in the market on the rates quoted by us to the High Court.
2. The rate of TAXES / DUTIES mentioned in the tender is in accordance with the provisions of the rules in all respects and the same is payable to the Authorities.
3. We have read and understood the rules, regulations, terms and conditions of the tender as applicable from time to time and agree to abide by them.
4. The sample submitted by us along with the tender document is genuine and of original make.

***Authorized Signatory***

*(Seal of the Company)*