

HIGH COURT OF MADHYA PRADESH: JABALPUR

NOTICE INVITING TENDER

Sealed tenders are invited for the supply of 26 numbers of saloon sedan cars for the High Court and District Courts in the State of Madhya Pradesh under the terms and conditions mentioned in the tender document. The sealed tender complete in all respect addressed to the “**Registrar General, High Court of Madhya Pradesh, Jabalpur**” must be submitted latest by **3:00 PM on 14th June, 2016.** The tender shall be opened on **same day at 3:30 P.M.** The tender document with details of terms and conditions is available on the Official website of the High Court www.mphc.gov.in and Government tender portal www.tenders.gov.in

**Sd/-
REGISTRAR GENERAL**

HIGH COURT OF MADHYA PRADESH: JABALPUR

TENDER DOCUMENT FOR SUPPLY OF AC SALOON SEDAN CARS

Last date & time for submission of Tender: 14th June, 2016

No.:Reg(IT)(SA)/2016 /435

Date:10/05/2016

INVITATION OF THE BID

SCOPE OF WORK:

The Registrar General, on behalf of High Court of Madhya Pradesh Jabalpur invites sealed bids for the supply of AC saloon sedan cars from the original equipment manufactures (OEM) or their authorized dealers or reputed vendors.

DETAILS OF THE BID

- i) Last date and time of receipt of bid :14th June, 2016
latest by 3:00 P.M.
- ii) Date and time of opening of bid : 14th June, 2016
at 3:30 P.M.
- iii) Place of submitting of bid/
Address for communication :-

**“Inward/Receipt Section,
High Court of M.P., Jabalpur”**

E-mail: mphc@nic.in

Phone: 0761-2623358

BIDDING PROCEDURE

The prescribed tender document consisting of (i) Technical Bid and (ii) Financial Bid, sealed in a single envelope, superscribing “**Bid for the supply of saloon cars to the High Court of Madhya Pradesh, Jabalpur** ” addressed to the “**Registrar General, High Court of M.P., Jabalpur**” must be submitted before due date and time.

Bids received without specifications or not fulfilling the prescribed conditions will be summarily rejected and decision of the Registrar General, High Court of M.P., Jabalpur in this regard shall be final and binding.

Authorized signature of the Tenderer with seal

Note:

- 1. Offers received through Fax/Telex/email or incomplete shall be rejected.***
- 2. The Registrar General, High Court of M.P., Jabalpur shall have the right to accept or reject any or all bids in part or full, at its absolute discretion without assigning any reason, whatsoever or any notice.***

CHAPTER-1
Instructions to Bidders

1. The tender document will form an integral part to supply the cars to the High Court of Madhya Pradesh and District Courts.
2. The tender document can be directly downloaded from the website www.mphc.gov.in and Government tender portal www.tenders.gov.in . No editing, addition/deletion of the matter is permitted, If such action is observed at any stage, such tenders are liable for outright rejection.
3. Only enclosed formats as provided in original should be used.
All sheets need to be submitted after affixing seal of the Company and signature of the authorized signatory.
Additional sheets, duly authenticated, may be attached to elucidated specifications or clarify the specific issues.
4. The prescribed Tender document consisting of (i) Technical Bid and (ii) Financial Bid, sealed in a single envelope superscribing **“Bid for the supply of saloon cars to the High Court of Madhya Pradesh, Jabalpur”** .
5. Tender document should be signed and stamped by the bidder on each page accepting the terms and conditions of the tender.
6. The cars can be supplied by the manufacturer directly or through their authorized dealer/authorized channel partners/distributors/service providers. However, Letter of authorization / certificate from the manufacturer/parent company to be enclosed.
7. The bidder shall quote the prices of cars including all taxes, levies or other transportation charges. No price revision/alternative will be allowed after the receipt of the bids.
8. All prices and other information in this regard having a bearing on the price shall be written both in figures and words in the prescribed offer form.
9. Any conditions/terms given in the bid by bidder shall not be binding on the High Court of M.P., Jabalpur. All the terms and conditions for the supply, delivery, payment, warranty, penalty,

- etc. will be as given herein and no change in any term or condition by the vendors will be acceptable.
10. Canvassing in any form will be viewed seriously and if any Tenderer is found to be resorting to such practice, the Tender of such firm will be rejected.
 11. The bidder should quote only for the specific make and model of the cars as mentioned in the bid document.
 12. All columns of this bid should be filled. Any additional information should be enclosed separately and referred to in the relevant column of the bid form. All relevant car literature should be enclosed with the bid document.
 13. Alterations, if any, in the tender document should be attested properly duly signed by the authorized signatory after affixing seal by the bidder, failing which the tender may be rejected.

CHAPTER-2
CONDITIONS OF THE TENDER

1. Tenderer should have at least **3 years of experience in the sales** and service of saloon cars.
2. The cars as per the make and model finalized by the High Court needs to be delivered at High Court of M.P., Jabalpur.
3. To assist the examination, evaluation and comparison of bids Registrar General, may at its discretion ask the bidder for clarification of its bid including price. Any of the bidders may be called for negotiations at the discretion of the Registrar General.
4. Tenderers should enclose copies of valid registration of VAT., PAN details and Service Tax and other details as mentioned in the **bid document**.
5. In case of any discrepancy between the unit price and the total price, the unit price shall prevail and total price shall be corrected unless it is lower than the sum total of unit prices. If there is any variation between the amount written in figures and words, then the amount whichever is lower shall be taken into consideration.
6. Delivery period: Immediately after placing the purchase order.
7. Successful Tenderer will have to adhere to the delivery schedule strictly. The Registrar General, High Court of M.P., Jabalpur reserves the right to cancel the purchase order, if purchase order is not executed within the stipulated time and to place the order with the next successive bidder.
8. The supplier's request for payment shall be made in writing accompanied by relevant document such as proper invoice and successful delivery reports duly signed by Authorized Officer of the High Court of M.P., Jabalpur.

9. The Registrar General, High Court of M.P., Jabalpur reserve the Right to accept or reject any offers without assigning any reason thereof, and to amend the terms and conditions before award of the contract.
10. Any disputes arising out of this tender will be under the Jurisdiction of Court at Jabalpur only.

TECHNICAL BID DETAILS
BIDDER DETAILS

Sl. No.	Description	Indicate also page number where attached
1.	Name, address & telephone number of the 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, VAT registration details (TIN No.) and Copy of previous 3 Financial Year's Income Tax Return. (Please attach copy)	
6.	Valid Original Equipment Manufacturer (OEM) Certificate / Dealer certificate of the cars to be supplied (Please attach copy)	
7.	Service Tax Registration No. (Please attach copy)	
8.	Car catalogues / brochures with details of specifications	
9.	Any special Offer along with the Car like what accessories shall be provided by the bidder	

Financial Bid (Price Schedule)

Prices should be quoted in Indian Rupees inclusive of all taxes, delivery charges, freight etc.

Price should be quoted with standard warranty and support and should be on-site at High Court of M.P., Jabalpur.

Name of the Bidder:

Specify Make:

Model:

S No	Item Description	Unit Price (Rs.)	Excise/other Duty (Rs.) as applicable	Sales / Service Tax (Rs.) as applicable	Total cost of Car	Any special Discount to the High Court	Total Cost per Car after offering Discount	Total No. of Cars to be purchased	Total bid price
	1	2	3	4	5 = (2+3+4)	6	7 = (5 - 6)	8	9=7x8
1	AC saloon Sedan cars Satisfying latest BS standards. Color: White Diesel / Petrol within price range from 5.50 Lakh to 7 Lakh (all inclusive)							26	
TOTAL VALUE in Rs.									

Total Bid Price in Rs. _____

In words _____

Signature of Bidder with seal _____

Name _____

Business address _____

Tel. No. & Mobile No. _____

Email: _____

Place:

Date:

Note:-

1. The manufacturing company should follow all standard environmental norms .
2. The bidders can quote both diesel and petrol models .

Seal and Signature of Tenderer

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