

HIGH COURT OF MADHYA PRADESH: JABALPUR

NOTICE INVITING TENDER

Sealed tenders are invited for the supply of air-conditioners with humidity controller, fire extinguisher system and fire alarm system at High Court of Madhya Pradesh, Jabalpur. 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 P.M. on 06th February, 2017.** The tender shall be opened on **same day at 3:30 P.M.** The tender document with details of the terms and conditions is available in the official website of the High Court www.mphc.gov.in and www.tenders.gov.in .

Sd/-
REGISTRAR GENERAL

HIGH COURT OF MADHYA PRADESH: JABALPUR

No: Reg(IT)(SA)/2017/58

Date:18.01.2017

INVITATION OF THE BID

SCOPE OF WORK:

The Registrar General, on behalf of High Court of Madhya Pradesh invites sealed bids for the supply and installation of air conditioner with humidity controller, fire extinguisher system and fire alarm system from the parent Company or their authorized dealers or resellers.

DETAILS OF THE BID:-

- i) Last date and time of receipt of bid : 06th February, 2017
latest by 3:00 P.M.
- ii) Date and time of opening of bid : 06th February, 2017
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

BIDDING PROCEDURE

The prescribed tender document consisting of (i) Technical Bid along with Earnest Money Deposit (EMD) of Rs.10,000/- and (ii) Financial Bid, sealed in a single envelope, superscribing "***Bid for the supply supply and installation of air conditioner with humidity controller, fire extinguisher system and fire alarm system***" addressed to the "**Registrar General, High Court of M.P., Jabalpur**" must be submitted before due date and time.

Bids received without Earnest Money Deposit 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 and installation of air conditioners with humidity controller, fire extinguisher system and fire alarm system to the High Court of Madhya Pradesh.
2. The tender document can be directly downloaded from the website www.mphc.gov.in / 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 along with EMD and (ii) Financial Bid, sealed in a single envelope superscribing “***Bid for the supply of supply and installation of air conditioner with humidity controller, fire extinguisher system and fire alarm system***” .
5. Tender document should be signed and stamped by the bidder on each page accepting the terms and conditions of the Tender.
6. Tenderer has to submit EMD of Rs. 10,000/- (Rupees ten Thousand only). Tenders received without EMD shall be summarily rejected. The EMD shall be refunded (without interest) after the execution of the contract. The earnest money shall be deposited by crossed Pay Order/Demand Draft / unconditional Bank Guarantee in favour of “**Registrar General High Court of M.P.**”, Jabalpur.
7. The Registrar General, High Court of M.P. reserves the right to forfeit the EMD amount on non-acceptance/non-compliance of

- offer in full or part or if it is found that tenderer has misrepresented in any way.
8. The air conditioner with humidity controller, fire extinguisher system and fire alarm system can be supplied by the manufacturer directly or through their authorized dealer/authorized channel partners/distributors/service providers. **However, Letter of Authorization or dealer certificate from the manufacturer/parent company to be enclosed along with the bid document.**
 9. The bidder shall quote the items including all taxes, levies or other transportation charges. No price revision/alternative will be allowed after the receipt of the Bids.
 10. 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.
 11. 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.
 12. 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.
 13. All columns of this bid should be filled properly. Any additional information should be enclosed separately and referred in the relevant column of the bid form.
 14. 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 2 years of experience in the sales, service and support of respective equipments.
2. 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.
3. Tenderers should enclose copies of valid registration of VAT., PAN details and Service Tax and other relevant details as mentioned in the **bid document.**
4. 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.
5. Delivery period: two weeks after placing the purchase order.
6. 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 and forfeit the EMD, if purchase order is not executed within the stipulated time and to place the order with the **next successive bidder.**
7. The supplier's request for payment shall be made in writing accompanied by relevant document such as proper invoice , successful delivery and installation reports duly signed by Authorized Officer of the High Court of M.P., Jabalpur.
8. 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

Sl. No.	Description	Indicate also page number where attached
1.	Name, address & telephone number of the Firm.	
2.	Please specify as to whether Tenderer is sole Proprietor/Partnership Firm/Private or Limited Company.	
3.	Name, address & telephone number of Directors/Partners, Fax No., e-mail address.	
4.	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)	
5.	Service Tax Registration No. (Please attach copy)	
6.	Details of Bid Security/Earnest Money Deposit of Rs. 10,000/- (Rupees Ten Thousand only)	
7.	Any special Offer / Discount under Government scheme is 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.

Item Description	Unit Price (Rs.)	Excise duty (Rs.) as applicable	Sales / Service Tax (Rs.) as applicable	Total cost of items	Any special Discount to the High Court	Total Cost of the item	Approximate No. of items	Total bid price
1	2	3	4	5 = (2+3+4)	6	7 = (5 - 6)	8	9=7x8
Split Air conditioner of <u>2 ton capacity</u> with 5 star rating having humidity controller facility							02	
Ceiling Mounted HFC 236FA Based Fire Extinguisher – 10 Kg							02	
Ceiling Mounted HCFC 123 Based Fire Extinguisher - 10 Kg							02	
Smoke detector and fire alarm system for room size of 10 x 10							Lump sump	
Installation, commissioning and maintenance charges.								
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 : The quantities mentioned above are indicative only. The Registrar General, High Court of Madhya Pradesh reserves the right to change the quantities and the configuration of items mentioned above without assigning any reason thereof.