

HIGH COURT OF MADHYA PRADESH
BENCH AT INDORE

No.Admn./2016/353-A (Pt.)/ 287

Dated 08/02/2016

TENDER FORM

for

**SUPPLY OF FURNITURE ARTICLES
TO THE HIGH COURT OF M.P., BENCH AT INDORE**

Date for Submission of Tender : 25/02/2016

Date for Opening of Tender : 26/02/2016

Name and address of Tenderer :

.....

.....

.....

Demand Draft No. : Dated

Seal and Signature of Tenderer

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NOTICE INVITING TENDER

Principal Registrar, High Court of M.P., Bench at Indore invites sealed Tender for Supply of Furniture Articles (mentioned in Table below) for the Court Rooms of High Court of M.P., Bench at Indore :-

Articles along with quantity	EMD (in Rs.)	Last date of Tender Submission	Date of Tender Opening
Details as mentioned at "ANNEXURE - B"	Rs.1,00,000/-	<u>25/02/2016</u>	<u>26/02/2016</u>

- The Tender documents can be obtained from the Office of Establishment Section, High Court of M.P., Bench at Indore on submission of non-refundable Demand Draft of Rs. 1,000/- (in word Rupees One Thousand only) in favour of "Principal Registrar, High Court of M.P., Bench at Indore" between 11:00 am to 4:30 pm on any working day till one day prior to the date of submission of Tender.
- The Tender documents, which can be downloaded from our website www.mphc.nic.in, can also be submitted for Tender along with the Demand Draft for Rs. 1,000/- (in word Rupees One Thousand only) in favour of "Principal Registrar, High Court of M.P., Bench at Indore".
- Tender documents shall not be received by Post.
- Conditional Tender shall not be accepted.
- The Principal Registrar, High Court of M.P., Bench at Indore shall be empowered to reject any Tender without assigning any reason.
- If holiday is declared on the last date of submission of Tender or on the opening day of Tender then the Tender shall be submitted/opened on the next working day.

Sd/-
Principal Registrar
High Court of Madhya Pradesh
Bench at Indore.

HIGH COURT OF MADHYA PRADESH
BENCH AT INDORE

GENERAL CONDITION OF TENDER

1. **To submit Tender** - The Tender must be submitted in a Sealed Envelope.

- 1) (a) Demand Draft Rs. 1000/- in favour of the Principal Registrar, High Court of M.P., Bench at Indore as charges for Tender document.
- (b) Every page of the Tender must be signed by the Tenderer.
- (c) The Tenderer has to submit a document that either he is authorized Seller or Manufacturer.
- (d) The Tenderer has to enclose the documents relating to the Partnership/ Proprietorship/Memorandum of Association/Registration of the Firm, whichever is applicable.
- (e) Copy of PAN Card and certification issued by the Tax Department (concerned).
- (f) Copy of Service Tax Registration.
- (g) Annexure "A", filled-up and signed by the Tenderer.
- (h) Any other document, which is required for the Tender.

The above mentioned all the documents should be in a sealed envelope and it should contain the Tenderer Name/Address/Seal. The Tender should be addressed to the Principal Registrar, High Court of M.P., Bench at Indore.

- 2) The sealed envelope is to be submitted in the Inward Section of High Court of M.P., Bench at Indore with all the desired information and prior to the specified time. These sealed envelopes will be opened in the presence of the Tenderer or their authorized representative as per fixed schedule.
- 3) The Tender should be valid for 150 days from the opening day and the Tender valid for less than 150 days will be rejected.

2. **Detailed Terms & Conditions of the Tender** -

- 1) The rates shall include Transportation charges and other contingent charges. The Seller will be liable for any discrepancy in the description of rates.
- 2) The successful Tenderer has to deposit Rs.1,00,000/- as "Security Amount".
- (3) The successful Tenderer has to supply the furniture articles within 07-10 days from the date of Purchase Order.
- (4) The Security Amount shall be returned within 03 months after supply of furniture articles, after deduction of the amount if any furniture articles is left.
- (5) If the successful Tenderer fails to submit the essential documents or to remain present then in such circumstances the security amount deposited by the Tenderer shall be forfeited and the acceptance of the Tender will be canceled. Thereafter the Tender of next successful Tenderer shall be considered.

- (6) The Security Amount shall be forfeited by the High Court of M.P., Bench at Indore in case of contravention of any term & condition.
- (7) If the Tenderer fails to supply the furniture articles within 07-10 days then from the 11th day, for the initial 07 days Rs.500/- per day will be charged as penalty and after expiry of 07 days Rs.1000/- will be charged as penalty.
- (8) The Tenderer shall produce the furniture article as "Sample" within 03 days for perusal of the Committee, if required.
- (9) If, any Tax or Cess is reduced then the Tenderer would be asked to reduce the Rate of the Article.
- (10) If, there is any increase in Tax then the sole responsibility will be of the Tenderer.
- (11) If, any article is found damaged then the Tenderer shall be liable to replace the article without any additional cost.
- (12) The Principal Registrar, High Court of M.P., Bench at Indore is not forced to accept the lowest Tender.
- (13) The Principal Registrar, High Court of M.P., Bench at Indore can place the order to more than one Tenderer for different articles.
- (14) The right to reject the articles due to unsatisfactory supply and contravention of terms & condition is reserved with The Principal Registrar, High Court of M.P., Bench at Indore.

**Signature of Tenderer
(Seal and Full Address)**

**Principal Registrar
High Court of Madhya Pradesh
Bench at Indore.**

Name -.....

Signed in which capacity -

Date :

SCHEDULE OF DELIVERY

ITEM	TIME PERIOD
Furniture Articles as per "Annexure - B"	Within 07-10 days after receiving of Purchase Order from the High Court.

**Signature of Tenderer
with Seal**

Annexure "A"

PROFILE OF THE TENDERER

1. Full Name of the Tenderer :
2. Address :
3. Telephone Numbers
 - a) Office :
 - b) FAX :
 - c) Residence :
4. Whether Proprietary/Partnership:
5. Name(s) of Proprietor/Partner :
6. Name(s) and particulars of Collaborators, if any, and type of collaboration with documentary evidence :
7. Address of works :
8. Registration particulars :
9. Income Tax Account (PAN No.) :
- TIN No. :
10. List of supply/installations with location, value of the work along with customers' satisfaction Certificate(s) :
11. Any other relevant information :

Signature

In Capacity of

Duly Authorized to sign the bid
and on behalf of

Signature of Tenderer
with Seal

Annexure "B"

REQUIREMENT OF FURNITURE ARTICLE

Sr. No.	Article of Furniture	Quantity
1.	Sofa Set (3 + 2 Seater)	01 Set
2.	Judges Executive Table	02 Nos.
3.	Judges Executive Chair	03 Nos.
4.	Gown Table with Mirror	01 Nos.
5.	Visitor Chair	08 Nos.
6.	Center Table	04 Nos.
7.	Reader Table	06 Nos.
8.	Computer Chair Revolving with hydraulic adjustment (for Reader & PS/PA)	24 Nos.
9.	Bench	06 Nos.
10.	Stool	08 Nos.

PART - I

BID FORM (1 SHEET)

Tender No. _____

Dated / / **2015**

To,

The Principal Registrar,
High Court of Madhya Pradesh,
Bench at Indore (M.P.)

Respected Sir,

1. Having examined the conditions of contract and specifications in the Tender Document and Annexures, the receipt of which is hereby duly acknowledged, we, undersigned, offer to supply and deliver the Furniture Articles for the sum shown in the schedule of prices attached herewith and made part of this Bid.
2. We undertake, if our Bid is accepted, to complete delivery of all the items specified in the Annexure - "B" within the delivery schedule specified in the Tender.
3. If our Bid is accepted, we will submit the F.D.R. Of Rs.,1,00,000/- (Rupees One Lac Only) as "Security Amount" for supply of furniture articles within specified time limit.
4. We agree to abide by this Bid for a period of 150 days from the date fixed for Bid Opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.
6. We understand that you are not bound to accept the lowest or any bid, you may receive and you may reject any bid without assigning reason therefore.

Dated this day of2015

Signature

Name

In Capacity of

Duly Authorized to sign the bid
and on behalf of

Witness :

AUTHORIZATION LETTER

To,

The Principal Registrar,
High Court of Madhya Pradesh,
Bench at Indore (M.P.)

Subject - Authorization for attending Bid Opening on in the
Tender of
.....

Respected Sir,

Following person is hereby authorized to attend the Bid Opening for
the Tender mentioned above on behalf of _____
(Bidder) in order of preference given below.

<u>Order of Preference</u>	<u>Name</u>	<u>Specimen Signatures</u>
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1.

Signatures of Bidder

or

Officer authorized to sign the bid
Documents on behalf of the Bidder.

Note :- 1. Maximum one representative will be permitted to attend bid
opening. First preference will be allowed. Alternate representative
will be permitted when regular representative is not able to
attend.

2. Permission for entry to the hall where bids are opened, may be
refused in case authorization as prescribed above is not received.

Signature of Tenderer
with Seal