

TENDER DOCUMENT FOR SUPPLY OF COLOURED FILE COVERS, FILE BOARD AND CADAK IN HIGH COURT LUCKNOW BENCH, LUCKNOW

DATE OF ISSUE : 03-06-2017

TENDER AVAILABLE FROM : 1. STATIONERY SECTION OF
HIGH COURT, LUCKNOW BENCH
Ph. 0522-2722501 Ext. 22922
Ph. 08004905706

2. Official Website of Allahabad
High Court
(www.allahabadhighcourt.in)

LAST DATE OF SUBMISSION : 2.00 PM ON 28.06.2017

DATE OF OPENING : 4.00 PM ON 28.06.2017

माननीय उच्च न्यायालय इलाहाबाद, लखनऊ खण्ड पीठ लखनऊ
रंगीन फाइल कवर, फाइल बोर्ड एवं केडैक की आपूर्ति हेतु निविदा
सूचना

एतद द्वारा माननीय उच्च न्यायालय, लखनऊ खण्ड पीठ, लखनऊ हेतु वित्तीय वर्ष 2017-2018 में प्रयोग होने वाले रंगीन फाइल कवर, फाइल बोर्ड एवं केडैक की आपूर्ति हेतु मोहरबन्द निविदायें व्यापार-कर/वैट तथा खादी एवं ग्रामोद्योग बोर्ड उ० प्र० द्वारा पंजीकृत फर्मो/ समितियों द्वारा निर्धारित प्रारूप पर आमंत्रित हैं। इच्छुक फर्म निर्धारित प्रारूप, नियम एवं शर्तों सहित माननीय उच्च न्यायालय लखनऊ खण्ड पीठ, लखनऊ के लेखन-सामग्री अनुभाग से किसी भी कार्य दिवस में प्रातः 10 बजे से 3 बजे अपरान्ह के मध्य रु० 500/- (वापसी योग्य नहीं) का भुगतान कर दिनांक 27.06.2017 तक प्राप्त कर सकते हैं। निविदा प्रपत्र को माननीय उच्च न्यायालय की अधिकारिक वेबसाइट www.allahabadhighcourt.in से भी डाउनलोड किया जा सकता है। डाउनलोड किये गये निविदा प्रपत्र के साथ 'वरिष्ठ निबंधक, उच्च न्यायालय, लखनऊ खण्ड पीठ, लखनऊ के नाम रु० 500/- (वापसी योग्य नहीं) मूल्य (निविदा प्रपत्र शुल्क) का डिमाण्ड ड्राफ्ट, जोकि लखनऊ में भुगतान योग्य हो संलग्न होकर न्यायालय में प्राप्त किये जायेंगे तथा लेखन-सामग्री अनुभाग से प्राप्त निविदा प्रपत्र नगद रसीद संलग्न हो कर न्यायालय में जमा किये जायेंगे। निविदायें दिनांक 28.06.2017 अपरान्ह 2 बजे तक माननीय उच्च न्यायालय, लखनऊ खण्ड पीठ, लखनऊ, के लेखन-सामग्री अनुभाग में प्राप्त की जायेंगी एवं उसी दिन दिनांक 28.06.2017 को अपरान्ह 4 बजे समिति के समक्ष श्री संजीव कुमार, विशेष कार्याधिकारी (न्या०) (स्थापना) (अध्यक्ष) के कक्ष में खोली जायेंगी। जो निविदादाता निविदा के खुलने के समय उपस्थित रहना चाहते हैं, कक्ष में समय से उपस्थित रहें। न्यायालय को किसी निविदा को, किसी भी समय, बिना कारण बतायें निरस्त करने का अधिकार है।

(विकास कुँवर श्रीवास्तव)
वरिष्ठ निबंधक

High Court of Judicature at Allahabad, Lucknow Bench, Lucknow
Tender Notice
For supply of Coloured File Covers , File Board and Cadak

Sealed Tenders on prescribed proforma are invited from the Firms/Societies registered with U. P. Khadi Gramodyog Board and under Trade Tax/VAT for supply of Coloured File Covers, File Board and Cadak to be used in this Court during the financial year 2017-2018. Desirous Firms may obtain the prescribed proforma alongwith Terms & Conditions from the office of the Section Officer (Stationery) of the Court on any working day between 10-00 AM. to 3-00 PM. on payment of Rs.500/- only (non refundable) upto 27.06.2017. Tender Form can also be downloaded from the official website www.allahabadhighcourt.in of the Allahabad High Court. Downloaded Forms be submitted alongwith a Demand Draft of Rs.500/- (non refundable) as per rules towards Tender Document Fee in favour of "Senior Registrar, High Court, Lucknow Bench, Lucknow" payable at Lucknow and the tender document, received from the Stationery Section of High Court Lucknow Bench, Lucknow be submitted alongwith cash receipt of Rs. 500/- (non refundable). The Tender may be submitted latest by 28.06.2017 upto 2-00 p.m. in the Stationery Section of this Court positively. The Tenders so received shall be opened on 28.06.2017 at 4-00 PM. before the committee in the Chamber of Sri Sanjeev Kumar, O.S.D. (J)(E) (Chairman) in presence of the authorized representative of the Tenderers who wish to remain present at that time. The Court reserves the right to reject any Tender without assigning any reason.

(Vikas Kunvar Srivastava)
Senior Registrar

2 Scope of Work

2.1 Service Providing Coloured File Cover, File Board and Cadak as specified in the description of items in Part A

2.2 Period of Contract Financial Year 2017-18

2.3 Quantity & Estimated Cost Estimated quantity of items required is mentioned in the Description of Items . However it should be clearly noted that High Court shall place the order only as per the actual requirement from time to time. The estimated value of the works will be Rs. 6,00,000/- (Approx)

2.4 Supply Requirement The supply of item shall be made to this office within 10 days of written order. In case of emergency, telephonic intimation shall be considered as order and delivery should be made within three days accordingly.

High Court will have the authority to place order for supply of items beyond office hours and on holidays, for which, no additional payment will be made.

3. Instruction to Bidders

(3.1) ELIGIBILITY CONDITIONS

- (a) The bidder should be a reputed stationery supplier having well established office/showroom, located within Lucknow city only.
- (b) The bidder should have been registered with Trade Tax/VAT authorities and U. P. Khadi Gramodyog Board (enclose the copy of Registration Certificate).
- (c) The bidder should have PAN allotted to him by IT Department(Copy should be enclosed)

(3.2) COST OF BIDDING

The bidder shall bear all costs associated with the preparation and submission of the bid. High Court Lucknow in no case be responsible for these costs regardless of the conduct or outcome of the bidding process.

(3.3) BID DOCUMENTS

3.3.1 Bid Documents includes

- a. Notice Inviting Tender
- b. Scope of Work
- c. Instructions to bidders
- d. General Conditions of the contract
- e. Bid Form
- f. Authorization letter for attending bid opening
- g. Earnest Money Deposit

3.3.2 The bidder is expected to examine all instructions, forms, terms and specification in the Bid Document. Failure to furnish all the information required as per Bid Document or submission of the bids not substantially responsive to the Bid Document in every respect will be at the bidder's risk and may result in rejection of the bid.

(3.4) AMENDMENT TO BID DOCUMENTS

Any future corrigenda/amendment shall be uploaded only on the official website of Allahabad High Court www.allahabadhighcourt.in. Tenderers are advised to visit the website regularly during this period. In case of any query please write to Mr. S. K. Sinha, Section Officer, Stationery Section, High Court Lucknow Bench, Lucknow 0522-2722501 extension 22922 Mob. 8004905706.

(3.5) DOCUMENTS COMPRISING THE BID

The bid prepared by the bidder shall comprise the following components

- (a) Documentary evidence in accordance with clause 3.1 to establish that the bidder is eligible to bid and is qualified to perform the contract if his bid is accepted.
- (b) EMD furnished is in accordance with clause 3.8.
- (c) Bid Form and Price completed in accordance with clause 3.6.
- (d) Copy of Partnership Deed or proprietorship deed or Articles/Memorandum of Association as the case may be.
- (e) The bidder shall furnish the particulars of his past performance with PSUs/Government Departments/Scheduled Banks/Reputed firms etc.
- (f) PAN/TIN/CIN of firm/company.
- (j) Sales Tax/Service Tax Registration number of firm/company.
- (k) Registration with U.P. Khadi Gramodyog Board.

(3.6) BID FORM

The bidder shall complete the Bid Form as per Form I of Section III and the appropriate price part A furnished in the bid document covering the items to be supplied.

(3.7) PRICE BID

- (a) The supply of the items shall strictly be as per the requirement and specifications.
- (b) Prices will be fixed and inclusive of taxes and statutory duties applicable, packing, forwarding, freight, insurance and other charges as applicable.

(c) The rates quoted by the selected firm and approved by this Hon'ble Court shall remain valid throughout the period of the contract and requests to increase the rates for any item(s) during the period of the contract shall not be considered.

(3.8) EARNEST MONEY DEPOSIT (EMD)

3.8.1 The bidder shall furnish, as part of his bid, a bid earnest money of Rs. 10,000/- in the form of a Fixed Deposit of a Nationalized Bank/Bank Draft/ Banker's Cheque payable at Lucknow in favour of **Senior Registrar, High Court of Judicature at Allahabad, Lucknow Bench, Lucknow.**

(3.9) FORMAT AND SIGNING OF BID

3.9.1 The original bid shall be signed by the bidder or a person duly authorized on each page to bind the bidder for the contract.

3.9.2 The overwriting/erasures in the bid made by the bidder shall be signed by the person signed the bid. Unsigned over writing/erasures shall not be considered.

(3.10) SUBMISSION OF BIDS

(a) Bid must be submitted in one outer envelope having name, address and phone number of bidder. The cover should be superscripted as “ **Tender for supply of Coloured File Cover, File Board and Cadak to be opened on 28/06/2017**”. The bids should be submitted duly sealed and addressed to **The Senior Registrar, High Court of Judicature at Allahabad, Lucknow Bench, Lucknow**

(3.11) BID OPENING ON 28 /06/2017

(3.12) PERIOD OF VALIDITY OF BIDS Financial Year 2017-18

HIGH COURT OF JUDICATURE AT ALLAHABAD, LUCKNOW BENCH,
LUCKNOW

Terms & Conditions of Tender

1. The Tenderer shall send the samples Stationery items along with their Tender in a sealed packet. Tenders not supported by the samples will not be considered.
2. The Tenderer must be having a local sales and maintenance service support office since last three years at Lucknow.
3. The Tenderer may obtain the Tender Document alongwith Term & Conditions from the office of Section Officer (Stationery) of the court on any working day between 10.00AM to 3.00PM on payment of Rs. 500/- only(non refundable) up to 27.06.2017. Tender form can also be downloaded from the official website www.allahabadhighcourt.in of the Allahabad High Court. Downloaded Forms/Forms received from Stationery Section Of High Court Lucknow Bench, Lucknow be submitted alongwith a Demand Draft/Cash receipt of Rs, 500/-(non refundable) as per rules towards Tender Document Fee in favour of “ Senior Registrar, High Court of Judicature at Allahabad. Lucknow Bench, Lucknow.
4. The Tenderer shall deposit the Earnest Money of Rs. 10,000/- in the form of a Fixed Deposit of a Nationalized Bank/Bank Draft / Banker’s Cheque payable at Lucknow in favour of the Senior Registrar, High Court, Lucknow Bench, Lucknow as per rules along with their Tenders. This amount shall be returnable within two months, in case, their Tender is not accepted by the Court and the Earnest Money shall be adjustable for successful Tenderer after depositing the additional amount of Rs. 10,000/- as Security Money of Rs. 20,000/- . Tender without Earnest Money shall not be considered.
5. The Security Money of Rs. 20,000/-will be kept in form of Fixed Deposit of a Nationalized Bank for 12 months with , High Court, Lucknow Bench, Lucknow, which is returnable, after the end of F.Y. 2017-2018.
6. The Firms shall charge the rates as accepted by the Court for each item throughout the financial year 2017-2018. Rates once approved shall not be enhanced within the financial year.
7. The Firms approved shall supply the requisite items within a period of ten days from the date of written Order. In case of any failure in this regard, the Court shall have a right to deduct reasonable amount from Security Money as penalty.
8. The Firms shall arrange the supply of required items through their own conveyance.
9. If any item supplied by the firms is not found upto the mark and not in accordance with the approved samples, the items will not be accepted and the supplier shall be liable to pay 5% of cost as damages.
10. The Tenderer having no Shop and Registration No. need not apply.
11. The offer of tender for supply of Coloured File Cover, File Board and Cadak during F. Y. 2017-18 can be canceled at any time at the discretion of the Court without assigning any reason.
12. The rates should be quoted including all charges and taxes, nothing extra shall be paid.
13. The Court reserves the right to reject any Tender without assigning any reason.

14. In case tenderer fails to execute the said work/ supply within the stipulated time, High Court will be at liberty to get the material/ items from the open market, without any notice to the tenderer and any additional cost incurred by High Court for the same shall be recovered from the tenderer.
15. The Allahabad High Court, Lucknow Bench may at any time terminate the Contract by giving written notice to the Successful Bidder, without compensation to the Successful Bidder if the Successful Bidder becomes bankrupt or otherwise insolvent as declared by the competent Court provided that such termination will not prejudice or effect any right of action or remedy which has accrued or will accrue thereafter to the Allahabad High Court, Lucknow Bench.
16. The copy of PAN Card of tenderer ,Trade Tax Registration and U.P. Khadi Gramodyog Board Registration should be enclosed.
17. The obligation under the Contract Agreement shall be governed by the interpreted in accordance with law of India. All disputes or differences whatsoever arising between the Parties, out of or in relation to meaning, scope or execution of work or failure to execute the same whether arising during the progress of the work or after the completion or abandonment thereof or breach thereof, shall be settled amicably. If, however, the Parties are not able to resolve such dispute or difference amicably, the same shall be referred for Arbitration to a Sole Arbitrator, the person appointed by Senior Registrar, High Court, Lucknow Bench, Lucknow. Decision of the Sole Arbitrator shall be binding on both the Parties. Place of Arbitration shall be Lucknow. The provision of the Arbitration and Conciliation Act, 1996 shall apply.

Senior Registrar

**HIGH COURT OF JUDICATURE AT ALLAHABAD, LUCKNOW BENCH,
LUCKNOW**

BID FORM

To,

The Senior Registrar,
High Court of Judicature at Allahabad,
Lucknow Bench, Lucknow.

Sir,

- 1 We/I, undersigned, offer to supply stationery Items in conformity with the conditions of contract and specifications.
- 2 If our/my Bid is accepted, we/I will deposit an amount of Rs. 20,000/- in form of a fixed deposit of a Nationalized Bank for due performance of contract.
- 3 Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement. We have submitted EMD of Rs. 10,000/- in the form of Fixed Deposit of a Nationalized Bank/Bank Draft/ Banker's Cheque payable at Lucknow in favour of Senior Registrar, High Court of Judicature at Allahabad, Lucknow Bench, Lucknow.

Dated thisDay of.....2017

Signature of

In Capacity of.....

HIGH COURT OF JUDICATURE AT ALLAHABAD, LUCKNOW BENCH,
LUCKNOW

Tender for supply of Coloured File Cover, File Board and Cadak for F.Y. 2017-18

1. Firm Name of Tenderer
2. Name of Proprietor/Partner
3. Address
4. Phone Nos
5. PAN No.

(Please enclose Photocopy)

6. Trade Tax/Vat Registration No
- (Please enclose Photocopy)

7. U.P. Khadi Gramodyog
Board's registration no.
- (Please enclose photocopy)

8. Details of Earnest Money:-
Draft No.
Drawn on (Bank)
- Date
- Amount

9. Name of Authorized person with phone number
(If any)

10. Experience (Years)

11. List of Major Clients
- (Enclose Copy of orders/Contracts alongwith items list)

12. Any other Information/Documents
which may help High Court in assessing
Tenderer's capabilities for award of contract

Dated:-

(Signature of Tenderer)
Seal

HIGH COURT OF JUDICATURE AT ALLAHABAD, LUCKNOW BENCH LUCKNOW
PART-A
TENDER FOR COLOURED FILE COVER, FILE BOARD AND CADAK FOR F. Y. 2017-18

Sl. No.	Item	Rates (Rs.) per 1000
1.	Handmade Red Colour File Covers Size 22.5 X 34.5 C.M. Weight 65 Kg. Per thousand (Sample as per Court's Specimen sample enclosed)	
2.	Handmade Green Colour File Covers Size 22.5 X 34.5 C.M. Weight 65 Kg. Per thousand (Sample as per Court's Specimen sample enclosed)	
3.	Handmade Yellow Colour File Covers Size 22.5 X 34.5 C.M. Weight 65 Kg. Per thousand (Sample as per Court's Specimen sample enclosed)	
4.	Handmade Orange Colour File Covers Size 22.5 X 34.5 C.M. Weight 65 Kg. Per thousand (Sample as per Court's Specimen sample enclosed)	
5.	Handmade Blue Colour File Covers Size 22.5 X 34.5 C.M. Weight 65 Kg. Per thousand (Sample as per Court's Specimen sample enclosed)	
6.	Handmade Brown Colour File Covers Size 22.5 X 34.5 C.M. Weight 65 Kg. Per thousand (Sample as per Court's Specimen sample enclosed)	
7.	File Board (Good Quality) Size 24X36 C.M. (Sample as per Court's Specimen Sample enclosed)	
8.	Cadak (Good Quality) Size 7X66 C.M. (Sample as per Court's Specimen enclosed)	