



Chandigarh Judicial Academy

Sector-43/D, Chandigarh – 160032

Ph.No.0172-6662161 Fax No.0172-6662178

Website:www.cja.gov.in e-mail id: admn@cja.gov.in

Tender No. DIR/CJA/2021/1466

dated 02.09.2021

TENDER NOTICE FOR PURCHASE OF ONE TOYOTA INNOVA CRYSTA

Introduction

Chandigarh Judicial Academy, a society registered under the Societies Registration Act, 1860, has been established to impart training to the newly Recruited Judicial Officers and for conducting Refresher Courses for in-service Judicial Officers.

Chandigarh Judicial Academy invites tenders (indicating minimum rates) for purchase of one Toyota Innova Crysta (Model: VX8SMT, Manual Transmission/Diesel Variant, colour = Avant - Garde Bronze) for its official use.

GENERAL TERMS AND CONDITIONS OF TENDER

1. Only the manufacturer and their authorized distributors or dealers need to submit their tender. The authorized distributors or dealers should furnish a certificate from the manufacturer for their dealership/distributorship.
2. Tender should be addressed to The Director (Administration), Chandigarh Judicial Academy, Sector 43/D, Chandigarh-160022.

No tender will be entertained after the due date and time.

3. Tenders shall remain open to acceptance by the Academy for a period of two months (60 days) from the date of opening of the tender which period may be extended by mutual agreement and the Bidder shall not cancel or withdraw the tender during this period. If necessary, the Academy will seek extension in the bid validity period beyond 60 days or any other further period as deemed necessary not exceeding 90 days. The bidders, not agreeing for such extensions will be allowed to withdraw their bids.
4. The Bidder must use only the forms attached with this tender document to process their bids. (Any addition/ alteration in the text of the tender form made by the Bidder shall not be valid.).
5. The Chandigarh Judicial Academy does not bind itself to accept the lowest or any tender and reserves to itself the right to accept or reject any or all the tenders, either in whole or in part without assigning any reasons for doing so. Decision of Hon'ble Board of Governors, Chandigarh Judicial Academy regarding allotment of tender shall be full and final.
6. The successful bidder shall supply the vehicle strictly in accordance with specifications, details and instructions of Academy.
7. Chandigarh Judicial Academy reserves the right to make any addition/deletion/alteration of materials/specifications before issuing the Purchase/Supply Order. Addendum/Corrigendum if required will only be published on the website of Chandigarh Judicial Academy (www.cja.gov.in).
8. **Pre-Bid meeting** in connection with the tender will be held on 13.09.2021 @ 11:00 am at: Conference Hall, First Floor (Admn. Block), Chandigarh Judicial Academy, Sector 43, Chandigarh.
9. Dispute, if any, will be subject to Chandigarh jurisdiction only.
10. All the leaflets in the offer should be marked with signature and seal of authorized person.

11. The rates quoted should be for single complete unit with F.O.R. delivery at Chandigarh, only.
12. The rates should also include any packing and forwarding charges/ loading/unloading/ handling charges/ freight/full risk coverage insurance, etc.
13. Tenders must be submitted online through e-procurement portal <https://etenders.chd.nic.in/> on or before 27.09.2021 04:00 pm.
14. The tenderers shall have to give an undertaking that the terms and conditions as mentioned above in this tender are acceptable to the tenderers (in Annexure 3).
15. Delivery Period: The delivery should be made within 30 days from the date of receipt of purchase order unless otherwise mentioned in the purchase order.
16. Tender document can be seen on website www.cja.gov.in but the bid can only be submitted after uploading the mandatory scanned documents as specified in this Tender document on the e-procurement website <https://etenders.chd.nic.in/>

17. PAYMENT METHOD:

Payment shall be made to the manufacturer/Authorized dealer/distributor electronically or through cheque for which manufacturer/Authorized dealer/distributor shall provide the necessary details of his bank account etc. Applicable taxes shall be deducted at source at the time of payment to the firm, in accordance with the provisions of the relevant applicable Acts.

Important Information		
1.	Tender No.	DIR/CJA/2021/1466
2.	Date of issuing Tender	02.09.2021
3.	Date & Time of Pre-bid meeting	13.09.2021 at 11:00 am
4.	Bid submission Start Date	14.09.2021 at 12:00 pm
5.	Last Date & Time of submission of Bids	27.09.2021 at 04:00 pm
6.	Date & time of opening of Technical Bid	28.09.2021 at 11:00 am
7.	Last Date & time of submission of hard copies of technical bids	05.10.2021 till 04:00 pm
8.	Opening of commercial bids	To be announced subsequently
9.	Availability of the tender document	The RFP document can be downloaded from the website of the Academy i.e. www.cja.gov.in and https://etenders.chd.nic.in/
10.	Amount of EMD to be deposited	Nil
11.	Bidding Website:-	https://etenders.chd.nic.in/
12.	Address for submission of hard copies of bids (technical bids only)	Supdt. Office - Second Floor, Admn. Block, Chandigarh Judicial Academy, Sector 43/D, Chandigarh-160022
13.	Contact Details (In case of any query)	Name: Sh. Rajinder Singh e-mail: admn@cja.gov.in Phone: 0172-6662339 Mno. 9646744800
14.	For any technical support related to uploading of bidding documents	Sh. Aman Kumar, I.T. Technician (Mno. 9855998721) Sh. Sukhwinder Singh, I.T. Technician (Mno. 9467253418)

BIDDING PROCESS

The tender forms can be downloaded from the website of the Academy www.cja.gov.in and <https://etenders.chd.nic.in/>.

Bid Submission

- a) The tender documents shall be uploaded in 2 covers:-
 - Cover-1- shall contained scanned copies of technical bid.
 - Cover-2- Shall contain Financial Bid.
- b) Bidders are advised to study the tender Document carefully. Submission of the Bid will be deemed to have been done after careful study and examination of all instructions, eligibility norms, terms and requirement specifications in the tender document with full understanding of its implications. Bids not complying with all the given clauses in this tender document are liable to be rejected. Failure to furnish all information required in the tender Document or submission of a bid not substantially responsive to the tender document in all respects will be at the bidder's risk and may result in the rejection of the bid.
- c) The bidders shall have to submit their Bids Online in Electronic format with Digital signatures. For participation in the e-tendering process the Bidders need to register themselves on <http://etenders.chd.nic.in/>.
- d) The bid shall be uploaded in Electronic Format on the website <http://etenders.chd.nic.in/>. Scanned copies of Earnest Money Deposit and affidavit etc. be uploaded along with the Bid within prescribed time limit.
- e) The agency has to produce the original documents as and when asked for by the Academy. The failure of the Agency to furnish the said original documents will entail summary rejection of its tender.
- f) Submission of tender by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions.
- g) The rates of the vehicle be mentioned in the bid. Chandigarh Judicial Academy reserves the right to negotiate the rates as well as the terms and conditions as it may deem necessary before allotting the contract.
- h) The Service Tax, if applicable, should be indicated clearly in the form as "Service Tax Extra" along with the percentage of Service Tax, as applicable, failing which, it would be treated that the rates quote by the Agency are inclusive of service tax.
- i) Each of the Tender documents should be signed by the person or persons submitting the tender in token of his/their having acquainted himself/themselves with the General Conditions of Contract, General Specifications, Special Conditions etc., as laid down. Any tender with any of the documents not so signed may be rejected.
- j) The tender submitted on behalf of a firm shall be signed by all the partners of the firm or by a partner who has the necessary authority on behalf of the firm to enter into the proposed contract. Otherwise the tender may be rejected by the Academy.
- k) SUBMISSION OF BIDS
 - (i) Tenders without Digital Signatures will not be accepted by the Electronic Tendering System. The documents of technical bid are to be uploaded on the portal and the same copies should be

submitted to the Chandigarh Judicial Academy in physical form within 7 days from last date of submission of the online tender and in case it has not been submitted in physical form it shall be rejected summarily.

- (ii) Before submission of on-line Bids, Bidders must ensure that scanned copies of all the necessary documents have been uploaded with the Bid failing which tender will be rejected summarily.
- (iii) It will be mandatory for all the Bidders to upload all the documents within prescribed time limit..
- (iv) The sealed technical bid in physical form should reach in “The office of Director (Administration), Chandigarh Judicial Academy, Sector 43, Chandigarh” within 7 days till i.e. 04.10.2021 04:00 pm from last date of submission of the online tender.
- (v) The Academy will not be responsible for any delay in on-line submission of the Bids due to any reason whatsoever.
- (vi) **Corrigendum issued if any before the receipt of on line bid will be available on the Academy website (www.cja.gov.in) only. It will be the responsibility of the bidder to make amendments in is bid accordingly.**
- (vii) **The bidder should submit his valid email-id in the undertaking for further correspondence regarding the tender.**
- (viii) **The bid submitted shall become invalid and rejected if:**
 - **The bidder is found ineligible on account of the following:**
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 - ❖ **If any discrepancy is noticed in the documents as uploaded at the time of submission of bid and hard copies as submitted physically by the bidders in the office of tender opening authority.**
 - ❖ **Filling all the fields in both technical and financial bids is mandatory. Incomplete bid will summarily be rejected at the discretion of the Academy.**

- l) Scanned copies of all the documents required for the tender be prepared in accordance with the procedures enumerated in the tender document and should be uploaded on the portal <http://etenders.chd.nic.in/> on or before **04:00 PM on 27.09.2021.**
- m) Each page of the Tender documents must be stamped and signed by the person or authorized persons submitting the Tender in token of his/their having acquainted himself/themselves and accepted the entire tender documents including various conditions of contract. Any Bid with any of the Documents not so signed is liable to be rejected at the discretion of the Academy. **NO PAGE SHOULD BE REMOVED/DETACHED FROM THIS BIDDING DOCUMENT.**
- n) For any clarification on the Bidding Document and terms and condition, a pre bid meeting will be held with the interested firms. Prospective bidders may also be requested to submit their points for clarification during the pre-bid meeting or they may send the mail to the e- mail id (mentioned below) on or before 13.09.2021 at 10:00 am at ‘admn@cja.gov.in’.

Annexure '1'

TECHNICAL BID

Qualifying criteria for Tender

1. Name, Address and Telephone no. of bidder:- _____

2. Name of the Proprietor/Partner/Director:- _____
3. In case of partnership firm whether Registered under the relevant Act.:-
Yes/No
4. Photocopy of the Certificate of Incorporation from the Registrar of
Companies attached:- Yes/No
5. Copy of GST Registration attached:- Yes/No
6. Whether Manufacturer or Dealer:-
7. OEM Proof attached (in case of Manufacturer): Yes/No
8. Dealership certificate attached (In case of dealer):- Yes/No

[For "Yes" attach all relevant documents (mandatory)]

I/we have read the terms & conditions of the Tender Notice and it is/are to certify that the information furnished above is true & correct.

Signature _____

Name of Authorized Signatory _____

Designation of Authorized Signatory _____

TENDER FORMS

(On Company Letter Head)

ANNEXURE-2

BIDDER INFORMATION

Sr. No.	Description	Remarks field
1	Name of the Bidder/Firm	
2	Whether the Company or Authorized Dealers	
4	If dealer, dealership No. (Please attach certificate)	
5	Address of the firm	
6	Permanent Account Number	
7	GST No.	
8	Registered Office address	
9	Office address in Tricity (Chandigarh, Panchkula and Mohali)	
10	Email id	
11	Phone/Mobile nos.	
12	Year of Establishment	
13	Status of the firm (Sole Proprietorship/ Partnership/ Ltd. Co./ Others)	
14	Name of Director/Partner/Proprietor	
15	Name of the person who has power of attorney or Authorized Signatory	
16	Any Other Information	

ACCEPTANCE OF TERMS AND CONDITONS

(On Company Letter Head)

ANNEXURE-3

To,

The Director (Admn.),
Chandigarh Judicial Academy,
Chandigarh.

Subject:- Acceptance of terms and conditions.

**Tender:- Tender Reference No. _____ for supply of _____ car in
Chandigarh Judicial Academy.**

Dear Madam,

1. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
2. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.
3. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
4. I / We do hereby declare that our Firm has not been blacklisted/ debarred/ terminated/ banned by any Govt. Department/Public sector undertaking.
5. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully

(Signature of the bidder, with official seal)