

# Bid Document for Supply of Linen



## NATIONAL JUDICIAL ACADEMY

P.O. Suraj Nagar, Bhadbhada Road, Bhopal- 462044

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**INVITATION FOR BID**

Bid No. : NJA/Admin/Linen/2017/11/

Date: 28/10/2017

The National Judicial Academy invites bids from reputed manufactures/wholesale dealer/retailers for the following supply.

No.	Name of Bid	Cost of bid document (In Rs.)	Bid Security (In Rs.)
1	Supply of Linen	2,000/-	42,200/-

Bid document can be obtained by the prospective bidders on payment in cash or e-payment or through Demand Draft in favour of “**National Judicial Academy**” payable at Bhopal from the Academy up to **20/11/2017 till 11:30 hours** during working hours or can be downloaded from our website. Bid must be delivered to the Academy on or **before 14:30 hours on 20/11/2017**. For bid document and other detail, please visit [www.nja.gov.in](http://www.nja.gov.in) or [www.tenders.gov.in](http://www.tenders.gov.in) or [www.eprocure.gov.in](http://www.eprocure.gov.in).

**Director**  
National Judicial Academy



# National Judicial Academy

Bhadbhada Road, P.O. Suraj Nagar, Bhopal – 462044

## **Bid Document for Supply of Linen**

National Judicial Academy, an Autonomous body fully funded by the Government of India, invites commercial offer for Supply of Linen from reputed manufacture/wholesale dealer/retailers who have proven experience in similar types of supply of linen.

### **1. Qualification Information:**

- 1.1. The Bidder must have 2 years experience in the business of linen manufacturing/supply with average annual turnover of minimum 5.00 lakhs in the last 2 years.
- 1.2. The Bidder should be a registered manufactures/wholesale dealer/retailers having valid certificate to carry out similar business, with an excellent reputation for integrity.

### **2. Cost of Application:**

- 2.1. Bid document can be obtained by the prospective bidders on payment of Rs. 2,000/- (Non Refundable) in cash or e-payment or through Demand Draft in favour of “National Judicial Academy” payable at Bhopal from the Academy. No cost of bid document shall be payable, if bid document is obtained from website.

### **3. Bid Validity:**

- 3.1. The bid shall be valid for a period of 120 days after the last date of bid submission.
- 3.2. A bid submitted for a bid validity of shorter period may be rejected as non-responsive.
- 3.3. In exceptional circumstances, prior to expiry of the original time limit, the Academy may request that the bidders may extend the period of validity for specified additional period. The request and the bidder’s response shall be made in writing. The bid security provided under clause-4 shall also be extended suitably. The bidder may refuse the request without forfeiting his bid security. A bidder agreeing to the request will not be required or permitted to modify his bid. Bidder shall also not be entitled for any interest on the bid security amount.

### **4. Bid Security:**

- 4.1. The agency shall furnish bid security of Rs.42,200/- in the form of Account payee Demand Draft/Bankers Cheque or Fixed Deposit Receipt (FDR in joint form is not acceptable) issued from any of the commercial bank, in favour of “National Judicial Academy” payable at Bhopal or deposit in NJA saving bank account through e-payment. No interest or any other incidental charges shall be payable by the Academy on this account. The bid security should be valid for a minimum period of 165 days from the due date of bid submission.
- 4.2. Any bid not accompanied by an acceptable bid security and not secured in as indicated in sub clause 4.1 above shall be rejected as non-responsive.
- 4.3. The bid security of unsuccessful bidder will be returned to them at the earliest after expiry of the final bid validity and latest by on or before the 30<sup>th</sup> day after the award of the contract.

- 4.4. The bid security of successful bidder shall be released on receipt of performance security.
- 4.5. The bid security of successful bidder be considered as performance security, if the bid security is deposited by the way of demand draft/bankers cheque/e-payment basis.
- 4.6. The bid security may be forfeited if:
  - i. The bidder withdraws the bid during the bid validity period.
  - ii. The bidder does not accept the correction(s) of the bid price.
  - iii. The successful bidder fails to furnish the required Performance Security within specified time limit.

**5. Performance Security:**

- 5.1. The successful Bidder shall deliver to the Academy a Performance Security in any of the forms given below for an amount equivalent to 10% of the contract price, within, 21 days of receipt of the Letter of Acceptance.

In the form of A/c payee Demand Draft or FDR or Bank Guaranty from any Commercial Bank in favour of National Judicial Academy (FDR in joint form is not acceptable) or through e-payment basis.

- 5.2. Performance security should remain valid for a minimum period of 6 months.
- 5.3. Performance security will be released after 30 days of satisfactory supply. Even after releasing the performance security the supplier shall be responsible for coordination to obtain warranty from the OEM.
- 5.4. Failure of the successful Bidder to comply with the requirements of Clause 5.1 shall constitute sufficient grounds for cancellation of the award of work and forfeiture of the Bid Security and the agency shall be blacklisted and debarred for future bidding process of the Academy.

**6. Payment:**

- 6.1. No advance payment is admissible for the supply.
- 6.2. Bill should be prepared and submitted by the agency in three copies. Payment will be released within 30 days from the date of receipt of bill in the Academy after satisfactory supply of the Linen.
- 6.3. Tax payable, if any, has to be quoted separately in the Bill.
- 6.4. Payment will be made by the Academy after deduction of Taxes, other statutory levies as per applicable laws and penalty, if any.

**7. Penalty:**

- 7.1. Supply of material should be ensured within 60 days from the date of receipt of the order and delay if any, shall attract a penalty of Rs. 100/- per day subject to maximum 10% of the contract value.
- 7.2. If the agency fails to supply Linen against the supply order of the Academy, the performance security of the agency shall be forfeited by the Academy and the agency shall be black listed & debarred for future bidding process of the Academy.

**8. Other Term & Condition:**

- 8.1. Deleted.
- 8.2. The Commercial offer quoted by the agency should be valid for at-least 120 days from closing date of bid submission.
- 8.3. The rate quoted should be inclusive of all charges on door delivery basis including G.S.T., Service charges etc. and tax component, if any, shall be shown separately in the final bill for payment.
- 8.4. Commercial offer without valid application fee, bid security and not fulfilling the eligibility criteria will be rejected.

- 8.5. Conditional offer is not acceptable.
- 8.6. The material should be supplied at location specified by the Academy at bidders own cost.
- 8.7. The requirement shown is approximate and the quantity of requirement may vary as per actual requirement at the time of placing order.
- 8.8. The bidder should submit a copy of valid authorization certificate issued by Manufacturer along with the bid document, if any.
- 8.9. The Academy reserves the right to award the work to any one or more agencies at a time or reject all the offers without assigning any reason.
- 8.10. The Academy reserves the right to accept or reject any or all offers without assigning any reason(s) thereof. The Decision of the Director, National Judicial Academy Bhopal shall be final and binding on all parties participating in the bidding process.
- 8.11. In case date of opening the bid happens to be holiday, the bids will be received and opened on next working day at same time.

**9. Bid submission and Examination:**

- 9.1. Interested party may obtain the prescribed application format from the office of the Registrar (Administration) during working hours or download the same from web sites **www.eprocure.gov.in** or **www.tenders.gov.in** or **www.nja.gov.in**.  
(Academy observes Wednesday as weekly off and Tuesday as Half day working).
- 9.2. The complete offer in an envelope containing two separate sealed envelopes,
  - A. one consists of bid security and all other enclosures duly signed on each pages, marked as envelope 'A' and
  - B. the other one consists of the Financial offer (Bill of quantity) marked as 'B' addressed to Registrar (Administration), National Judicial Academy, P.O. Suraj Nagar, Bhadbhada Road, Bhopal-462044 (MP) must be delivered to Academy latest by 14:30 hrs on 20/11/2017 and will be opened on the same day at 15:30 hrs in presence of the bidders or their representative who wish to attend the process.
- 9.3. The bid shall be declared as non-responsive, if the bidder not fulfilling the required eligibility criteria.
- 9.4. Bid(s) received after the specified date & time of receipt, should not be considered.
- 9.5. The financial offer(s) of those agencies whose technical offer is found to be responsive/in order will only be opened at a later date.

**10. Pre-bid meeting:**

- 10.1. The bidder or his official representative is invited to attend a pre-bid meeting which will take place in the Office of the Registrar (Administration), National Judicial Academy, on **12/11/2017 at 11:30 hrs**, to clarify issues, if any on any matter that may be raised at that stage.
- 10.2. Any modification of the bidding document, which may become necessary as a result of the Pre-Bid meeting shall be made by the Employer exclusively through the issue of an Addendum pursuant to Clause 11 and not through the minutes of the Pre Bid Meeting.  
Non-attendance at the Pre Bid Meeting will not be a cause for disqualification.

**11. Amendment of Bidding Documents:**

- 11.1. Before the deadline for submission of bids, the Academy may modify the bidding documents by using addenda.
- 11.2. Any addendum thus issued shall be part of the bidding documents and shall be communicated in writing or by cable to all the purchasers of the bidding documents. Prospective bidders shall acknowledge receipt of each addendum by cable to the Academy.
- 11.3. To give prospective bidders reasonable time in which to take an addendum into account in preparing their bids, the Academy shall extend as necessary the deadline for submission of bids.

**12. Correction of Errors:**

- 12.1. Bids determined to be responsive will be checked by the Academy for any arithmetic errors. Error will be corrected by the Academy as; where there is a discrepancy between the rates in figures and in words, the rate in words will govern.
- 12.2. The amount stated in the Bid will be adjusted by the Academy in accordance with the above procedure for the correction of errors and, shall be considered as binding upon the bidder. If the Bidder does not accept the corrected amount, the Bid will be rejected, and the Bid security shall be forfeited in accordance with Sub Clause-4.6.

**13. Special Conditions of Contract:**

- 13.1. Guarantee- All the supplies shall be guaranteed against defective workmanship and in case of defective material, the same will be replaced by the supplier at his own cost.
- 13.2. On delivery of the linen at the NJA premises, the NJA authority will inspect the linen and take over the linen if it is in accordance with the specifications and approved sample. The manufacturer/supplier will be required to remove the rejected supplies immediately and replace the stocks within 7 days of the time of rejection. If not removed during the time specified above, NJA shall have the right to dispose of the rejected supplies at the manufacturer/supplier's risk and on his account.
- 13.3. Bidder should submit catalogue of each item of linen at the time of submitting the Bid Document.
- 13.4. Each supply should be good quality according to the specification.
- 13.5. Apart from mishandling, the materials supplied should not bear any spots, broken thread piles, color fading, marks of over stocking, or exposure to water or heat, etc.
- 13.6. Wash / life cycle of the items supplies to be mentioned.
- 13.7. Washing guidelines to be furnished.
- 13.8. NJA shall have the power:**
  - 13.8.1. To reject material(s) supplied as not being in accordance with the specifications.
  - 13.8.2. To reject the whole of the installment, if after inspection of such portion thereof as he may in his discretion think fit, he is satisfied that the same is unsatisfactory.
  - 13.8.3. The Inspecting Officer's decision as regards the rejection shall be final and binding on the Manufacturer/supplier.
- 13.9. The Inspecting Officer will be nominated by the competent authority of the Academy.

**14. Standard Specification & Estimated requirement:**

S. No.	Items	Estimated Req. Qty. (Nos.)	Brand & Specification	Color
1	Single Bed sheet with Pillow Cover	1250	De décor, Spaces, Spreads, Bombay dyeing, Trident or equivalent. 1.50 X 2.74 mtr (300-350 TC)	As per note 1 below
2	Bath Towel	170	Bombay Dyeing, Super Ultrx, 75cm X 150cm	White
3	Bath Mat	130	Bombay Dyeing, Tulip, 50cm X 70cm	White
4	Hand Towel	100	Bombay Dyeing, Super Ultrx, 40cm X 60cm	White

**Note:**

1. The successful bidders are requested to submit catalogue of readily available plain colored bed sheets. The competent authority of the Academy select the colour for supply of bed sheet & the decision of the competent authority shall be final. No catalogue should be submitted having multi colored, striped or Printed pattern of bed sheets.
2. The supplier shall print/stitch our design/Logo in permanent nature on all the materials supplied at their own cost and should get the sample approved by NJA authority in advance, before supply is made.

**Check List to be submitted along with Bid documents**

<b>No.</b>	<b>Particular</b>	<b>Remark</b>
1.	Bid Security should have the validity period as mentioned under clause-3 of the Bid document and should only be in the form of Account payee Demand Draft, Fixed Deposit Receipt or Banker's Cheque from any of the commercial bank, in favour of "National Judicial Academy" payable at Bhopal or through e-payment.  DD/Bkr's Chq/FDR/e-payment No. _____ Dt. _____ Bank _____ Amount:42,200/-	Yes/No
2.	Price of the Bid, if the document downloaded from website.	Yes/No
3.	Copies of original documents defining the constitution or legal status, shop & Establishment Registration, place of registration, and principal place of business.	Yes/No
4.	Certificate of authentication by owner for experience of similar type of work.  Copies of supply order to Govt./Semi Govt. organization/Autonomous Bodies or any other institution may also be enclosed along with the offer.	Yes/No
5.	Report on the financial standing of the agency, such as balance sheet, profit and loss statements and auditor's reports for the past three years.	Yes/No
6.	Photocopies of PAN, G.S.T. No.	Yes/No
7.	Whether all columns of the documents are filled and signed by authorized signatory invariably or not.	Yes/No
8.	Copies of all enclosures and are self-attested	Yes/No

Note:-

- Please put (√) on Yes or No, whichever is applicable.
- Supporting documentary proof for all the above mentioned items duly self-attested should be enclosed. In case the audited report for the immediate proceeding year is not complete, please enclose the provisional statement certified by self/Chartered Accountant along with justified reason for unaudited report.



## Profile of Organisation

1. Name of Firm / Organization : \_\_\_\_\_
  
2. Status of the Firm / Organization : Proprietary / Partnership/Company/ Government/ Joint Venture  
(support the documents) / Other ( specify ) \_\_\_\_\_  
\_\_\_\_\_
  
3. Registration/ License no. of the : \_\_\_\_\_  
firm/or organization
  
4. Postal Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
5. Telephone No.(s) : \_\_\_\_\_
  
6. Fax No. : \_\_\_\_\_
  
7. E -mail : \_\_\_\_\_
  
8. Web site : \_\_\_\_\_
  
9. Year of Establishment : \_\_\_\_\_
  
10. Activities/ Services Offered : \_\_\_\_\_
  
11. Name of the Principal/ Head of : \_\_\_\_\_  
Organization
12. PAN : \_\_\_\_\_
  
13. G.S.T Registration Details : \_\_\_\_\_

Date :

Place :

Signature of Authorized Signatory

Seal

**Annual Turnover:**

F. Year	Value (in Rs.)
2014-15	
2015-16	
2016-17	

**Information Regarding Experience of similar types of supply:** \*Attach authentication certificate(s) from the Employer.

No.	Name of the organization with complete postal address	Private Sector / Govt. Body / PSU / Training Institute	Name and designation of the contact person with Tel. / Mobile No (s)	Description	Value of supply order (Rs.)	Date of issue of supply order	Actual date of completion	Remarks on performance report

Seal & Signature of Authorized Signatory



## National Judicial Academy

Bhadbhada Road, P.O. Suraj Nagar, Bhopal-462044

### Financial Bid

#### Bill of Quantities (Price Schedule)

Name of Work: Supply of Linen

Bid No. : NJA/Admin/Linen/2017/11/

Dated 28/10/2017

Name of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

(Amount in Rs.)

Item No.	Description	Unit rate (in figure)	Unit rate (in words)
1	<b>Single Bed sheet with Pillow Cover</b> De décor, Spaces, Spreads, Bombay Dyeing, Trident or equivalent. 1.50 X 2.74 mtr (300-350 TC)		
2	<b>Bath Towel</b> Bombay Dyeing, Super Ultrx, 75cm X 150cm		
3	<b>Bath Mat</b> Bombay Dyeing, Tulip, 50cm X 70cm		
4	<b>Hand Towel</b> Bombay Dyeing, Super Ultrx, 40cm X 60cm		

Note: 1. The rate quoted should be inclusive of G.S.T. & charges on door delivery basis.

2. The supplier shall print/stitch our design/Logo in permanent nature on all the materials supplied at their own cost and should get the sample approved by NJA authority in advance, before supply is made.

Date: \_\_\_/\_\_\_/\_\_\_

Signature of Authorized Signatory

Place: \_\_\_\_\_

Seal