# CIVIL COURT BHOJPUR AT ARA

## Tender Notice
## For
## Purchase of Power Generator 82.5 KVA

**TENDER NO.: 09/2025** **DATED: 25/06/2025**

**NAME OF WORK: Purcase of Power Generator 82.5 KVA**

**Important Information:**

1. Tender document downloading: From District Court Website:- http://bhojpur.dcourts.gov.in/
2. Last date of Bid Submission: 16.07.2025
3. Date of opening of Tender Bid: Next working day of last date of Bid Submission.

**Venue for bid opening**

Office of the Chairman of District Purchase Committee
Civil Court, Bhojpur, Ara

**Note**: All the tenders and correspondence to be addressed to the following authority:

Chairman Purchase Committee
District Civil Court Bhojpur, Ara
Bihar Pin:– 802301

# CIVIL COURT BHOJPUR AT ARA

## Section 1

## *PREFACE*

1. Civil Court Bhojpur at Ara invites sealed quotations from Original Equipment Manufacturer or its authorised distributor/dealers with OEM Manufacturer Certificate/Authorisation for the supply of **Power Generator 82.5 KVA**.

2. The Techno-commercial and Commercial Bids should be accompanied by a bid security as specified in this TENDER Document.

3. Bidder shall submit sealed envelops containing as part of their response to this TENDER:

**Part I:** One copy of the **Techno-commercial Bid**.

**Part II:** One copy fo the **Financial Bid**.

Note: Both the Parts (I & II) should be enclosed in a separate sealed envelope marked as **"Supply of Power Generator 82.5 KVA to Civil Court Bhojpur"**.

4. The last date for submitting the Techno-commercial and financial Proposal is **21 days from the date of publication** on the website of District Court Bhojpur to the following address which is to be used for further communication with regards to this Bid:

**Chairman Purchase Committee**
Civil Court Bhojpur at Ara
Bihar PIN-802301,

5. Bids submitted after **21 days** shall not be considered.

# CIVIL COURT BHOJPUR AT ARA

Section 2

## *INSTRUCTIONS TO THE BIDDERS*

Bidder is expected to examine all instructions, forms, terms and requirements in the bid document. Failure to furnish all information required by the bid document or submission of a Bid not substantially responsive to the Tender document in every respect may result in the rejection of the Bid. The bids should be submitted in two parts as mentioned hereunder:

a) **Techno-commercial Bid**

i. A letter on the bidder's letter-head

1) Describing the Techno-commercial competence and experience of the bidder,

2) Certifying that the period of validity of bid is 90 days from the last date of submission of bid, and

3) Undertaking that the bidder is quoting for the items (including services for whole warranty period and logo as per satisfaction of the Civil Court for whole warranty period) mentioned in the tender.

4) Undertaking that the bidder has not been blacklisted in any State/Central Government Department or Agency or PSU.

ii. The profile of the bidder as per the format given in Appendix- 2

iii. Audited annual financial results (balance sheet and profit & loss statement) of the bidder for the last three financial years.

v. Reference list of major clients (using equipment/services similar to the present requirement of Civil Court Bhojpur at Ara).

vi. Permanent Account Number (PAN), GST Registration Certificate with Registration Number.

Bidders should enclose full details of all the equipment and services offered as well as their latest equipment and services available with full documentation and descriptive literature supplementing the description and point out any special feature of the equipment and services. All documents are required to be in English.

**b) Price bid**

i. Bid letter strictly as per the format given in Appendix- 4

ii. Price bid as per the format given in Appendix- 5

iii. Bill of Material (BOM)

**1. Cost of Bidding**

The Bidder shall bear all costs associated with the preparation and submission of its Proposal, including the cost of presentation for the purposes of clarification of the bid, if so desired by the Chairman Purchase Committee, Civil Court, Ara will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bid process.

**3. Price Bid**

a) The Price Bid only as prescribed should be filled up and sealed along with enclosures in a separate cover super scribed as "**Price Bid - Envelop-2, TENDER No:- ...../2025**" dated 23/06/2025.

b) The prices quoted by the bidder shall be in sufficient detail to enable Civil Court Bhojpur to arrive at the price of equipment/system and all the services offered.

c) The price quoted in price bid and finalized shall remain valid for 180 days from the date of contract.

d) The covers received without superscription are liable for rejection. The TENDER not submitted as specified above will be summarily rejected.

e) If any information asked in the TENDER document is not available in the Price Bid the bid is liable for rejection.

**4. Bid validity**

The bids shall remain valid for a period of 21 days from the date of submission of Tender proposal.

**5. Submission of Tender Proposal**

a) All the Tender proposals will have to be submitted in hard bound form with all pages numbered, signed and sealed. The Proposal should also have an index giving page wise information of above documents. Incomplete proposal will summarily be rejected.

b) No bid will be considered unless and until each page of the bid document is duly signed by the authorized signatory.

c) Prices should not be indicated in the Techno-commercial Bid.

d) All the columns of the Price Bid shall be duly, properly and exhaustively filled in. Overwriting in quoting of rates and units shall not be accepted and the bid having overwriting shall be liable for rejection on this ground itself. Rates shall always be both in the figures and words.

e) The Tender Proposal shall be submitted as Envelope: -Techno-commercial Proposal super scribed as on "Envelope- Techno-commercial Proposal for Tender No: ...../2025", From : Bidder's Name and Contact details containing all Techno-commercial details and documents.

**6. Language**

The Bids and all correspondence and documents relating to the bids, shall be written in English language.

**7. Modification and withdrawal of Bids**

Bids once submitted cannot be modified or withdrawn.

**8. Bid Forms**

a. Wherever a specific form is prescribed in the Bid document, the Bidder shall use the form to provide relevant information. If the form does not provide space for any required information, space at the end of the form or additional sheets shall be attached and used to convey the information sought.

b. For all other cases, the Bidder shall design a form to hold the required information.

**9. Eligibility Criteria for bidder**

1. The bidder must qualify the following eligibility criteria:-

i.) OEM Manufacturer or its authorized distributor/ dealers with OEM Manufacturer Certificate/ Authorization dealing in the items listed in the Tender having experience in sale and repair/ maintenance, need apply.

ii. Price quoted must include all applicable taxes, rates, levies and duties.

iii. GST Registration Number and its validity should be indicated. Documentary evidences be supplied/ attached with the Tender Proposal documents.

iv. All rates shall be indicated both in words and figures. Where there is difference between the rates quoted in words and figures, rate quoted in words shall prevail.

v. The bidder should not have been blacklisted with any of the Central Government Department and any State Department / PSU / Banks & Financial institutions on account of corrupt or fraudulent practices (Self declaration certificate be enclosed with tender documents)

vi. The bidder must have experience of supply and installation of requested equipment in the past five years. The Bidder to provide details of these implementations along with PO and customer reference letter (if any).

vii.Civil Court, Bhojpur reserves the right to accept or reject any Bid, without assigning any reason thereof. No correspondence in this regard will be entertained. Civil Court, Bhojpur also reserves the right to cancel the tender at any stage, without assigning reason.

viii. Have an annual turnover of upto Rs.1 Crore per annum for each of the last 3 financial years (i.e 2022-23, 2023-24 & 2024-25) (Need to submit copies of balance sheet and P/L Statement for the last 3 years)

ix. Have valid TIN Number for registration under VAT/CST/GST (Need to submit copies)

x. Have PAN for Income Tax. Supporting documents for Income Tax return for the last three **financial years** (i.e 2022-23, 2023-24 & 2024-25 ).

**2. Evaluation of Bids:**

**a. Techno-commercial Bid:** Only the Techno-commercially qualified bidders, on the ground of satisfactory submission of above-said Pre-Qualification documents, will be considered for opening of the commercial bid. No further discussion/interface will be held with the bidder whose bid has been Techno-commercially disqualified / rejected.

**b. Financial Bids:** Financial bids of those bidders who qualify the Techno-commercial evaluation will only be opened. All other Financial bids will be returned un-opened. The participating Bidders are required to submit documentary evidence in support of their meeting the said eligibility criteria.

The decision of Civil Court, Bhojpur would be final and binding on all the Bidders to aforesaid documents. Civil Court, Bhojpur does not bind itself to assign the contract to any party and reserves the right to accept/reject the whole or any part of the contract without assigning any reason therefore. Civil Court, Bhojpur is not bound to accept the lowest bid. All disputes shall be decided / adjudicated within the jurisdiction of the Civil Court, Bhojpur only.

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SECTION- 3

The following clauses shall supplement the Instructions to Bidders.

1. The Power Generator will be installed / supplied to District Court, Ara .

2. Payment Terms: The payment will be released as per follows:-

| Sl. No. | Percentage (%) of payment | Condition/ Event |
|---|---|---|
| i. | 0% | Advance |
| ii. | 100% | After Installation and commissioning and verification thereof at the site, successful Performance at places of installation as per the satisfaction of the Civil Court, Bhojpur. It is essential to have no complaint from the user regarding performance/shortcoming of the installed Systems |

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*SECTION-4*

| S. No. | Minimum requirements | |
|---|---|---|
| 1 | Prime power Rating KVA/ KWE | 82.5/66 |
| 2 | Phase | 3 P |
| 3 | Duty | Prime |
| 4 | Rated Current | 115 |
| 5 | Voltage | 415 V (P) |
| 6 | Power factor | 0.8 |
| 7 | Battery Static Voltage | 12 V |
| 8 | RPM | 1500 |
| 9 | Cooling Method | Water & Air Cool |
| 10 | Warranty | Atleast 3 year onsite warranty |

Ashutosh Kumar Upadhyay
25.6.2025

**Chairman Purchase Committee**
**Civil Court Bhojpur at Ara**

## *Appendix -1*
## Bid Letter (Techno-commercial)

Date:
To,

<< Address Of the Tenderer>>

**Tender Reference No** .....Dated.....
Sir,
We hereby declare:

i. We are the Original Equipment Manufacturer or its authorized distributor / dealers with OEM Manufacturer Certificate/ Authorization of the hardware equipment proposed in our solution.

ii. That we are equipped with adequate maintenance and service facilities within India for supporting the offered equipment. Our maintenance and service facilities are open for inspection by representatives of Civil Court, Bhojpur.

We hereby offer to supply the equipment and provide the services at the prices and rates mentioned in the attached Price Bid. In the event of acceptance of our bid, we do hereby undertake:

i. To supply the equipment and commence services as stipulated in the schedule of delivery forming a part of the attached Techno-commercial bid.

ii. We affirm that the prices quoted are inclusive of delivery, installation, and commissioning charges and all sales/service taxes.

We enclose herewith the complete Techno-commercial Bid as required by you. This includes:

1. This bid letter
2. Proposed details of equipment
3. Schedule of delivery

4. Manufacturer's authorization form(s)

5. Signed tender document

We agree to abide by keeping our offer valid for a period of 21 days from the last date of submission of Techno-commercial bid of our Tender proposal. We have carefully read and understood the terms and conditions of the tender and the conditions of the contract applicable to the tender. There are no deviations from the terms and conditions of the tender.

We hereby certify the person signing the tender is the authorized by the bidder to sign the tender.

Bid Security in the form of a Bank Guarantee(s)/ Bank Draft(s) issued by (bank), valid for three months, for an amount of Rupees 1,00,000/- is enclosed in the cover containing Techno-commercial Bid in the name of the Principal District and Sessions Judge, Bhojpur at Ara.

We do hereby undertake, that, until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and notification of award of contract, shall constitute a binding contract between us.

**Signature of Bidder (with official seal)**

**Date** .....

**Name** .....

**Designation** .....

**Address** .....

**Telephone** .....

**Fax** .....

**E-mail address** .....

## Appendix-2
## Bidder profile

**Tender Referece No.:**

| Sr. No. | Details | Page No. | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| 1. | Name of the Entity | | | | | | | | |
| 2. | Registered Office address<br>Telephone Number<br>Fax Number<br>e-mail | | | | | | | | |
| 3. | Correspondence/ contact address | | | | | | | | |
| 4. | Details of Contact person<br>(Name, designation, address etc.)<br>Telephone Number<br>Fax Number<br>e-mail | | | | | | | | |
| 5. | Is the entity a registered company? If yes, submit Documentary proof.<br>Year and Place of the establishment of the Company. | | | | | | | | |
| 6. | Former name of the company, if any. | | | | | | | | |
| 7. | Is the entity<br>i. Government/ Public Sector Undertaking propriety firm | | | | | | | | |

| | | |
|---|---|---|
| | ii. partnership firm (if yes, give partnership deed)<br>iii. limited company or limited corporation<br>iv. member of a group of companies (if yes, give name and address, and description of other companies)<br>v. subsidiary of a large corporation (if yes give the name and address of the parent organization) If the company is subsidiary, state what involvement if any, will the parent company have in the project. | |
| 8. | Is the entity registered with GST department? If yes, submit valid GST registration certificate. | |
| 9. | What type best describes your firm?<br>• Manufacturer<br>• Supplier<br>• System Integrator<br>• Consultant<br>• Service Provider (pl. specify details)<br>• Software Development<br>• Total solution provider (Design, Supply, Integration, O&M)<br>• IT Company | |
| 10. | Number of Offices / Project Locations | |
| 11. | Is the entity registered with central purchase organization/State purchase organization, National Small<br>Industries Corporation (NSIC) or the concern | |

| | | |
|---|---|---|
| | Department? If yes, Submit proper Certificate. | |
| 12. | Is your organization ISO 9001: 2008 certified? If so, attach<br>copies of the certificates. | |
| 13. | List the major clients with whom your organization has been/is currently associated. | |
| 21. | Have you ever been denied tendering facilities or blacklisted by any Government/Department/ Public sector Undertaking? (Give details) | |

**Signature of Bidder (with official seal)**

**Date** .....
**Name** .....
**Designation** .....
**Address** .....
**Telephone** .....
**Fax** .....
**E-mail address** .....

## Appendix- 3

***Financial Information Summary***

**Tender Reference No.:**

| Sr. No. | Name of the Bidder | Turn Over (Rs. Crores) | Total of 3 Financial Years | | | |
|---|---|---|---|---|---|---|
| | | | 2022-23 | 2023-24 | 2024-25 | |
| | | | | | | |

**Note : Please enclose balance sheet and profile & Loss statement signed and verified by the Chartered Accountant.**

**Signature of Bidder (with official seal)**

**Date** .....

**Name** .....

**Designation** .....

**Address** .....

**Telephone** .....

**Fax** .....

**E-mail address** .....

## Appendix-4
## Bid letter (Financial)

Date:
To,

< Address of the tenderer>

**Tender Reference No.**:
Sir,
We hereby declare that

I. We are the OEM Manufacturer or its authorized distributor/ dealers with OEM Manufacturer Certificate/ Authorization of the hardware equipment proposed in our solution.

II. That we / our principals (manufacturer) are equipped with adequate maintenance and service facilities within India for supporting the offered equipment. Our maintenance and service facilities are open for inspection by representatives of CivilCourt, Bhojpur. We do hereby undertake that, in the event of acceptance of our bid, the supply of equipment and commencement of services shall be made as stipulated in the schedule of delivery forming a part of the attached Techno-commercial bid.

We enclose herewith the complete Techno-commercial bid as required by you. This includes:

1. This bid letter
2. Price Bid
3. Un-priced Bill of Material

We agree to keep our offer valid for a period of 21 days from the last date of submission of Techno-commercial bid.

**Signature of Bidder (with official seal)**

**Date** .....
**Name** .....
**Designation** .....
**Address** .....
**Telephone** .....
**Fax** .....
**E-mail address** .....

## Appendix -5
## Price Bid Sheet

**Tender Reference No.:**

| **Generator 82.5 KVA.** | | | | | | |
|---|---|---|---|---|---|---|
| Sr. No. | Item | Specification | Requirement | Unit Price | Taxes | Total |
| 1. | **Generator 82.5 KVA**along with necessary services | As mentioned in Section 4 of this document | 1unit | | | |
| Total Cost | | | | | | |

**Amount in word, per Generator 82.5 KVA :-Rupees**

**BIDDER Signature :**
**Name:** .....
**Designation :** .....
**Address :** .....
**Date :** .....
**Seal :** .....

**By Order**
**Chairman Purchase Committee**
**Civil Court Bhojpur at Ara**