

HIGH COURT OF MADHYA PRADESH: JABALPUR

// SHORT NOTICE INVITING E-TENDER //

e-Tenders are invited by the High Court of Madhya Pradesh for the “Purchase of vehicles of Make: Toyota, Model: Innova Hycross Hybrid ZX(7s) for the High Court of Madhya Pradesh” under the terms and conditions mentioned in the tender document. The last date of online tender submission is **12th August, 2025 before 06:00 P.M (mandatory)**. The sealed tender complete in all respect addressed to **“Registrar General, High Court of Madhya Pradesh, Jabalpur”** must be submitted before **05:00 P.M on 13th August, 2025 (mandatory)**. The technical bids of the tenders shall be opened on **14th August, 2025 at 12:30 P.M.** The detailed tender document is available in the official website of the High Court of Madhya Pradesh **www.mphc.gov.in** and Government e-procurement portal **www.mptenders.gov.in**.

**Sd/-
REGISTRAR GENERAL**

HIGH COURT OF MADHYA PRADESH: JABALPUR

// SHORT NOTICE INVITING E-TENDER //

Ref.No.Reg(IT)(SA)/2025/1275

Dated: 01/08/2025



Bid Document for

Tender for the “Purchase of vehicles of Make: Toyota, Model: Innova Hycross Hybrid ZX(7s) for the High Court of Madhya Pradesh, Jabalpur”

Note:-This document contains total **11 pages** including cover. No change and modification in the document by the bidder is permissible.

HIGH COURT OF MADHYA PRADESH: JABALPUR

CHAPTER – I

// SHORT NOTICE INVITING E-TENDER //

Ref.No.Reg(IT)(SA)/2025/1275

Dated: 01/08/2025

The Registrar General, on behalf of High Court of Madhya Pradesh invites sealed **e-tenders / online** tenders from original equipment manufacturers (OEM) or their authorized dealers or partners for the supply of vehicles of Make: Toyota, Model: Innova Hycross Hybrid ZX(7s) for the High Court of Madhya Pradesh, Jabalpur.

Estimated Cost (In Rs.)	Last Date / Time of online tender Submission	Last Date/ Time of tender submission in hardcopy	Date and Time of Opening of Technical Bid (online/ hardcopy)	Time of delivery
3.30 Cr.	12 th August, 2025 Before 06:00 P.M.	13 th August, 2025 Before 05:00 P.M.	14 th August, 2025 12:30 P.M.	Immediate

- 1. Tender documents may be viewed online by interested and eligible bidders from the websites <https://mptenders.gov.in> and <http://www.mphc.gov.in>.*
- 2. Bidders can submit its tender online at <https://mptenders.gov.in/> on or before the key dates given above. The Physical copy of the Technical Bid should also be submitted at the address below as mentioned above.*
- 3. All further notifications/amendments, if any shall be posted on <https://www.mptenders.gov.in> and www.mphc.gov.in only. No separate communication shall be made with individual Bidders.*

4. **The financial bids are to be submitted in only online mode and no hard sheet/ copy is to be submitted along with the bid.**

All other terms and conditions for submission of tender are contained in this document. If the date of submission/opening of the Bid is declared as holiday then the bids shall be submitted / opened on next working day.

The Registrar General, High Court of Madhya Pradesh, Jabalpur (M.P.) reserves the right to accept or reject any or all bids without assigning any reason thereof.

Address for communication:-

Registrar General,
High Court of Madhya Pradesh
Jabalpur (M.P.)
Email ID: - regithcjbptd@mp.gov.in
Landline: 0761-2623358

Place of submitting of bid: "Inward/Receipt Section, High Court of Madhya Pradesh, Jabalpur"

CHAPTER – II

Terms and Conditions for e-Tendering

- A.** For participation in e-tendering module, it is mandatory for prospective bidders to get registration on website **<https://mptenders.gov.in/>**. Therefore, it is advised to all prospective bidders to get registration by making on line registration fees payment at the earliest.
- B.** Tender documents may be viewed and downloaded from website **[https://mptenders.gov.in.](https://mptenders.gov.in/)**
- C.** Service and gateway charges shall be borne by the bidders.
- D.** Since the bidders are required to sign their bids online using class – III Digital Signature Certificate, they are advised to obtain the same at the earliest.
- E.** For further information regarding issue of Digital Signature Certificate, the bidders are requested to visit website **<https://mptenders.gov.in/>**. Please note that it may take up to 07 to 10 working days for issue of Digital Signature Certificate. Department will not be responsible for delay in issue of Digital Signature Certificate.
- F.** If bidder is going first time for e-tendering, then it is obligatory on the part of bidder to fulfill all formalities such as registration, obtaining Digital Signature Certificate etc. well in advance.
- G.** Bidders are requested to visit our e-tendering website regularly for any clarification and / or due date extension.
- H.** Bidder must positively complete online e-tendering procedure at **<https://mptenders.gov.in/>**.

- I. Department shall not be responsible in any way for delay /difficulties /inaccessibility of the downloading facility from the website for any reason whatever.
- J. For any type of clarification bidders can / visit **<https://mptenders.gov.in/>**. In case of any assistance please call Help desk numbers 0120-4200462, 0120-4001002. Support timings: Monday to Saturday from 10:00 AM to 07:00 PM.
- K. The bidder who so ever is submitting the tender by his Digital Signature Certificate shall invariably upload the scanned copy of the authority letter as well as submit the copy of same in physical form with the offer of particular tender.
- L. **In case of any technical issue at the time of filling of bid documents the High Court of Madhya Pradesh will not be responsible for any non-submission / late submission of bid documents.**

CHAPTER-III
Instructions to Bidders

1. The tender document will form an integral part to purchase of vehicles of Make: Toyota, Model: Innova Hycross Hybrid ZX(7s) for the High Court of Madhya Pradesh, Jabalpur.
2. The tender document can be directly downloaded from the website **www.mphc.gov.in** and Government e-procurement portal **www.mptenders.gov.in**. No editing, addition/deletion of the matter is permitted, if such action is observed at any stage, such tenders are liable for outright rejection and suitable legal action shall be taken against the bidder.
3. Only enclosed formats as provided in original should be used. All sheets need to be submitted after affixing seal of the Company and signature of the authorized signatory. Additional sheets, duly authenticated, may be attached to elucidated specifications or clarify the specific issues.
4. The prescribed tender document consisting of (i) Technical Bid sealed in a single envelope superscribing **“Bid for the supply of Purchase of vehicles of Make: Toyota, Model: Innova Hycross Hybrid ZX(7s) for the High Court of Madhya Pradesh, Jabalpur”**.
5. Tender document should be signed and stamped by the bidder on each page accepting the terms and conditions of the tender.
6. The vehicles can be supplied by the manufacturer directly or through their authorized dealer/authorized channel partners/distributors/service providers. However, Letter of authorization / certificate from the manufacturer/parent company to be enclosed.
7. The bidder shall quote the prices of vehicles including all taxes, levies or other transportation charges. No price revision/alternative will be allowed after the receipt of the bids.

8. All prices and other information in this regard having a bearing on the price shall be written both in figures and words in the prescribed offer form.
9. Any conditions/terms given in the bid by bidder shall not be binding on the High Court of M.P., Jabalpur. All the terms and conditions for the supply, delivery, payment, warranty, penalty etc. will be as given herein and no change in any term or condition by the vendors will be acceptable.
10. Canvassing in any form will be viewed seriously and if any Tenderer is found to be resorting to such practice, the Tender of such firm will be rejected.
11. The bidder should quote only for the specific make and model of the vehicles as mentioned in the bid document.
12. All columns of this bid should be filled. Any additional information should be enclosed separately and referred to in the relevant column of the bid form. All relevant vehicle literature should be enclosed with the bid document.
13. Alterations, if any, in the tender document should be attested properly duly signed by the authorized signatory after affixing seal by the bidder, failing which the tender may be rejected.
14. The Bid shall be valid for a period of 180 days from the date of bids opening.
15. Offers received through Fax/Telex/email or incomplete shall be rejected.
16. The Registrar General, High Court of Madhya Pradesh, Jabalpur shall have the right to accept or reject any or all bids in part or full, at its absolute discretion without assigning any reason, whatsoever or any notice.

CHAPTER-IV
CONDITIONS OF THE TENDER

1. Tenderer should have **experience of minimum 01 year in the sales** and service for vehicles of Make: Toyota.
2. The vehicles as per the make and model finalized by the High Court needs to be delivered at High Court of M.P., Jabalpur.
3. To assist the examination, evaluation and comparison of bids Registrar General, may at its discretion ask the bidder for clarification of its bid including price. Any of the bidders may be called for negotiations at the discretion of the Registrar General.
4. Tenderers should enclose copies of valid registration of GST., PAN details and other details as mentioned in the **bid document**.
5. In case of any discrepancy between the unit price and the total price, the unit price shall prevail and total price shall be corrected unless it is lower than the sum total of unit prices. If there is any variation between the amount written in figures and words, then the amount whichever is lower shall be taken into consideration.
6. Delivery period: Immediately after placing the purchase order.
7. Successful Tenderer will have to adhere to the delivery schedule strictly. The Registrar General, High Court of M.P., Jabalpur reserves the right to cancel the purchase order, if purchase order is not executed within the stipulated time and to place the order with the next successive bidder.
8. The supplier's request for payment shall be made in writing accompanied by relevant document such as proper invoice and successful delivery reports duly signed by Authorized Officer of the High Court of M.P., Jabalpur.
9. The Registrar General, High Court of M.P., Jabalpur reserve the Right to accept or reject any offers without assigning any reason thereof, and to amend the terms and conditions before award of the contract.
10. Any disputes arising out of this tender will be under the Jurisdiction of Court at Jabalpur only.

CHAPTER-V

Financial Bid (Price Schedule)

Prices should be quoted in Indian Rupees inclusive of all taxes, delivery charges, freight etc. Price should be quoted with standard warranty and support and should be on-site at High Court of M.P., Jabalpur.

Name of the Bidder: _____

Specify Make: _____ **Model:** _____

Item Description	Unit Price (In Rs.)	Excise /other Duty (In Rs.) as applicable	Sales / Service Tax (In Rs.) as applicable	Total cost of vehicle	Any special Discount to the High Court	Total Cost per Vehicle after offering Discount	Total No. of Vehicles to be purchased	Total bid price
1	2	3	4	5 = (2+3+4)	6	7 = (5 - 6)	8	9=7x8
Purchase of vehicles of Make: Toyota, Model: Innova Hycross Hybrid ZX(7s) Color: Perl White along with all standard accessories							11	
TOTAL VALUE In Rs.								

- Note:** 1. The quantity may increase as per requirement of the High Court of M.P., Jabalpur.
 2. The financial bids are to be submitted only online and no hard copy to be submitted along with the bid document.
 3. The manufacturing company should follow all standard environmental norms.

Total Bid Price In Rs. : _____
 In words : _____
 Signature of Bidder with seal : _____
 Name : _____
 Business address : _____
 Contact No. : _____
 Email : _____
 Place : _____
 Date : _____

Declaration by the Bidder:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained in the tender document and undertake myself/ourselves to strictly abide by them.

Signature of the Tenderer with Seal

TECHNICAL BID DETAILS
BIDDER DETAILS

Sl. No.	Description	Indicate also page number where attached
1.	Name, address & telephone number of the Firm.	
2.	Name, designation, address & telephone number of authorized person.	
3.	Please specify as to whether Tenderer is sole Proprietor /Partnership Firm /Private or Limited Company.	
4.	Name, address & telephone number of Directors /Partners, Fax No., e-mail address.	
5.	Copy of PAN card issued by Income Tax Department and Copy of previous 3 Financial Years Income Tax Return (2021-2022, 2022-2023 & 2023-2024).	
6.	GST Registration No. (Please attach).	
8.	Valid Original Equipment Manufacturer (OEM) Certificate / Dealer certificate /authorization of the vehicles to be supplied (Please attach copy)	
10.	Vehicle catalogues /brochures with details of specifications	
11.	Any special Offer along with the vehicle like what accessories shall be provided by the bidder	