



### **INSTRUCTIONS TO BIDDERS**

1. Your rates should have breakup of sales tax, excise duty & octroi charges on free delivery basis at MGL stores. P&F and freight to included in the basic rate.
2. Rate should be given according to the unit and no other alternative will be considered. FOR city Gate Station, Opp. Anik Bus Depot, Evarard Nagar, Sion (East), Mumbai – 22.
3. If you are unable to offer, please return this tender to this office suitably endorsed to keep your name enlisted in our vendor database.
4. Your offer should be delivered to this office in sealed cover by 15.00 hrs on due date of opening of quotation. The offer should be submitted in duplicate. The tender document with each page duly signed as a token of acceptance should be submitted alongwith the offer.
5. The validity for the offer should be upto **90 days** in respect of this tender. In the absence of period of validity being mentioned in your offer, it will be assumed that your offer conforms to the validity asked for in this inquiry.
6. The estimated quantities are liable to change.
7. The order may be split amongst more than one bidder at the discretion of MGL.
8. **Bidding System:-**  
Two Bid: Bids are to be submitted in two-bid system. In “**Two Bid System**” offers are to be sealed to be submitted in triple sealed covers. The first inner cover will contain **Techno-Commercial Bid** having all details but with price column blanked out. This cover will clearly be super scribed with “Techno-Commercial Bid” along with tender number and item description. The second sealed inner cover will contain only the price schedule duly filled in and signed and will be clearly super scribed with “Price Bid” along with tender number. These two covers shall be put into outer cover and sealed. **The outer cover should duly bear the tender number and date of closing/opening prominently underlined along with the address of this office.**
9. *Bidders quoting for the first time should give details about their company, their line of business , documents like annual report, balance sheets, copies of purchase order received from client for similar nature of work. Certificate of completion of the works satisfactorily from the clients etc., to enable us to judge*

*your capability. Also submit list of tools, machinery available with you or can be mobilized by you in short notice, the list of technical manpower employed by you. You should also submit a sample for each duly tagged and packed with a identity mark on the sample. Even though the sample may be approved you may only considered for a trial order only. Sample only (if required).*

10. *In case of unregistered dealer the bid shall be loaded by the equivalent amount of Sales Tax for evaluation of the bid.*
11. **Please note that `C' Form shall be issued by MGL.**
12. Bids made by agents/ representatives will not be considered.
13. MGL reserves the right to reject any / all bids received without having to assign any reason thereof.
14. MGL has to finalize its purchases within a limited time schedule. Therefore, it may not be feasible in all cases for MGL to seek clarifications in respect of incomplete offers. Prospective bidders are advised to ensure that their bids are complete in all respects and confirm to our terms & conditions and Bid Evaluation Criteria of the tender. Bid not send as per MGL's requirement may be rejected without seeking any clarification.
15. The bid package is non-transferable.
16. Bid package documents shall remain the property of the Company.
17. The Company shall not be responsible for any costs or expenses incurred in connection for the preparation and delivery of the tender or for any other expenses incurred in connection with such bidding.
18. The Company may reject, accept or prefer any tenders without assigning any reason whatsoever.
19. The bidder shall quote a firm price and they shall be bound to keep this price firm without any escalation for any reason. Whatsoever until they complete the supply against this tender.
20. No advance payment will be made by MGL. Bidder asking for advance payment will be rejected.
21. Each tender shall be signed by a duly authorized officer & incase of a Corporation / Companies shall be sealed with the Corporation seal or otherwise appropriately executed under seal.