

SUPREME COURT OF INDIA
ADMN. MATERIALS (P & S)
Tilak Marg, New Delhi-110201

F.No.422/SI/20/SCI(AM)
Dated the 6th March, 2020

Last date for submission of Tender is
27 March, 2020 upto 03:00 p.m.

**NOTICE INVITING TENDER FOR SUPPLY OF "VARIOUS STATIONERY
ITEMS"**

Sealed tenders are invited, on the Proforma attached herewith for supply of various Stationery Items for the use of Supreme Court Registry. The quantity mentioned in the Proforma for each item is approximate and may vary at the time of placing the Order.

Any inquiry regarding aforesaid Stationery Items can be made by contacting Branch Officer, Admn. Materials (Purchase & Stores), Supreme Court of India, Tilak Marg, New Delhi [Telephone No.23112257] or can personally visit Registry's Reception Counter No. 42 near PRO Office for seeing the sample or for any clarification before quoting the rates on any working day between 10.30 A.M. to 4.00. P.M. except Saturday/ Sunday / Holiday.

A. TENDER

1. Three separate sealed envelopes should be used for submitting (a) Earnest Money, (b) Sample and (c) Tender Document superscribing **(a) Earnest Money for Stationery Items, (b) Sample of Stationery Items and (c) Tender Document of Stationery Items** on the cover of the respective envelope.
2. The tender may be sent by post sufficiently early so as to reach the Registry within time, or may be delivered to the undersigned. If tender is sent through Messenger, an authority letter from the tenderer with proof of identity may also be given to the Messenger so that he could show the same along with his own identity proof to the Reception Officer at Reception Counter No. 42 for issuance of Entry Pass.
3. The tenderer is expected to examine all the instructions, Proforma's terms & conditions and specifications in the tender documents. Failing to furnish all information required by the tender document in any respect will be at the tenderer's risk and may result in the rejection of the tender.
4. The tender must be received not later than the date & time specified for submitting the same. In case, the date of submitting the tender will be declared as holiday by the Govt. of India then next working day of the Registry will be treated as due date of Tender.

B. TERMS AND CONDITIONS OF TENDER

5. The tenderer is required to quote their lowest rates for all the Stationery Items or for individual items on the **Annexure 'A'** enclosed herewith alongwith samples of star marked items if they are quoting for the same mentioning therein Rates, delivery period, discount on bulk purchase and percentage of GST. The Registry reserves the right to confirm the tender in favour of tenderer of individual item or as a group of whole items.
6. The tenderer is required to send their tender alongwith a **Demand Draft** of ₹**20,000/- (Rupees twenty thousand only)** drawn in favour of "The Registrar (Admn.), Supreme Court of India" as **Earnest Money**, which will be refunded to unsuccessful tenderers on its written request after awarding of the contract to the successful tenderer. Name of the firm, telephone number and name of the item to be supplied may be written on the reverse side of the Demand Draft. No interest will be payable on EMD. **If EMD is exempted, Certificate has to be submitted alongwith the tender documents.**
7. EMD of tenderers shall be returned by way of RTGS/NEFT or cheque after the contract has been finally awarded to the successful tenderer. A Copy of cancelled cheque is required to facilitate refund of EMD amount.
8. The rates should be valid for a minimum period of 60 days from the date of opening of Tenders. The tenderer shall not be entitled during the said period of 60 days to revoke or cancel its tender or to vary the tender or any terms thereof.
9. Hypothetical or conditional tenders will not be entertained. Tender once submitted shall not be allowed to be withdrawn or altered, otherwise appropriate action as may be deemed fit by the Registry will be taken against that Tenderer, including forfeiture of Earnest Money. The tenderer shall be bound by the terms and conditions of the tender. If the tender is withdrawn or altered by the concerned party at any time after it is submitted, appropriate action may be taken.
10. The Registry will deal with the tenderer directly and no middle-men/ Agents/ Commission Agents etc. should be asked by the tenderer to represent their cause and they will not be entertained by the Registry. The tender form is not transferable and agency shall not be permitted to transfer their rights and obligations to any other person/ organization or otherwise.
11. The tenderer shall give an undertaking (as per Annexure 'B') that the firm/ Partners/ Director/ Proprietor has not been blacklisted and its business dealings with Central/State Government/Public Sector units/ Autonomous bodies have not been banned/ terminated on the account of poor performance.
12. The Earnest Money / Security deposit shall stand forfeited in case of breach of any of the conditions mentioned herein and if the supply is found unsatisfactory.

13. Over-writing/ over-typing or erasing of the figures which render the Tender doubtful or ambiguous are not allowed and shall render the tender invalid.
14. The Registry, in its discretion, reserves the right to reject or accept any or all the tenders, wholly or partly, without assigning any reason therefore at any stage of tendering process.
15. The tenderer shall quote rates both in figures and words.
16. All the pages of quotations including the documents submitted therein must be duly signed and stamped failing which the offer shall be liable for rejection.
17. The Registry is not bound to accept the rates submitted by the lowest tenderer or any other tenderer nor does it undertake to assign any reasons for its decision in this matter.
18. Each tenderer has to certify that all the terms and conditions are acceptable to him. The EMD shall stand forfeited in case of breach of any of the conditions.

C. TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER

19. The successful tenderer shall have to give performance security deposit @ 10% of unbranded items and 5% for branded items of total amount of the Purchase Order by way of Bank Guarantee/**Demand Draft drawn in favour of “The Registrar (Admn.) Supreme Court of India, within one week from the receipt of the Purchase Order. The Bank Guarantee will be released after 60 days from the payment of final bill on their written request and after satisfactory supply of the material.**
20. The material supplied will be inspected by an Inspection Committee comprising of Senior Officers of the Registry and in case the supply is not found strictly in conformity with the approved sample/ specifications, the same will liable to be rejected and the entire supply will have to be replaced with the quality exactly commensurate with the approved sample/specifications at the cost of the tenderer. The decision of the Inspection Committee in this regard shall be final.
21. The supply of the material as per the required specifications/ samples shall be required to be made **within 30 days** in the Registry (F.O.R. Destination) on receipt of the Purchase Order; otherwise the security Deposit may be forfeited alongwith any other action as may be deemed appropriate by the Registry. Non availability of raw material shall not be accepted as a ground for delay in supply and shall equally be penalised.
22. The payment will be made only after the full supply is received and

accepted as per approved sample/ specifications. No part payment or advance payment will be made.

D. PENALTIES

23. If delivery is not made in time and the Registry is required to make purchase from outside at higher rates, the loss sustained will be deducted from the E.M.D./ Performance Security of the Tenderer. or the tenderer will have to make payment of the loss caused to the Registry because of the price difference.
24. Irrespective of the fact as to whether **or not** the Registry makes purchases from outside, the Registry **may impose penalty upto 1 % per week subject to maximum of 10% of the total cost, for delayed delivery**, if the delay is due to wilful laches or negligence on the part of tenderer, and if it causes financial loss or inconvenience to the Registry.
25. The Earnest Money / Security deposit shall stand forfeited in case of breach of any of the conditions mentioned herein or if the supply is found unsatisfactory.

E. INVITATION OF TENDER

Interested parties may send their lowest sealed tender in three separate sealed envelopes containing (a) Earnest Money, (b) Samples and (c) Tender Document superscribing (a) **Earnest Money for "The Tender of Stationery Items"**, (b) **Samples for the Tender of Stationery Items"** and (c) **Tender Document of Stationery Items** on the cover of respective envelope addressed by name to the undersigned or may be handed over personally to Registry's Reception Counter No. 42 near PRO Office on or before 27 March, 2020 at 3.00 P.M. which will be opened at 3.30 P.M. on the same day by a Committee of Officers constituted for the purpose before the tenderers or their authorized representatives who may wish to remain present. The tenders received after due date and/or time and/or without Earnest Money and/ or without Samples will not be entertained. In the first instance, envelopes containing Earnest Money will be opened, thereafter, the envelopes containing Samples will be opened and if samples of the tenderers are found to be as per requirement, then only the envelopes containing Tenders Document will be opened.

Encl: Annexure 'A' & Annexure 'B'

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(B.L.N. Achary)
Addl. Registrar (AM)

*Note: The Registry will remain closed from 9th to 14th March, 2020 for Holi holidays.

ANNEXURE 'A'**SUPREME COURT OF INDIA
ADMN. MATERIALS (P & S)
Tilak Marg, New Delhi - 110201**F.No.422/SI/20/SCI(AM)
Dated the 6th March, 2020Last date for submission of Tender is
27 March, 2020 upto 03:00 p.m.**PROFORMA TO BE FILLED BY THE TENDERER
WITH REFERENCE TO THE NOTICE INVITING TENDER FOR
SUPPLY OF VARIOUS STATIONERY ITEMS**

1. Name of the Tenderer :
with Address
2. Name of the Contact Person :
with Telephone/Mobile No./Fax No./ e-mail ID
3. GST Registration Number :
(Copy to be attached)
4. PAN number :
(Copy to be attached)
5. Details regarding Brand, GST percentage and Rates

S. No.	Item	Quantity required to be Purchased	Brand Name	GST %	Rate in ₹	Shelf Life
*1.	*Blotting Paper in the size of 18"x22" and in the packing of 200 sheets of good quality.	2200 sheets				
2.	Cello Tape 1" Transparent FORMET/ APEX/ WONDER brand & 65 metre in Length.	1700 nos.				
3.	Cello Tape 2" Transparent FORMET/ APEX/ WONDER brand & 65 metres in Length.	1200 nos.				
4.	Cello Tape 2" Brown FORMET/APEX/WONDER brand & 65 metres in Length.	1500 nos.				
*5.	*Cello Tape Dispenser "Best" or equally good quality	70 nos.				
6.	Correction Pen Kores Smart	1100 nos.				

	correct white ink (7ml)				
*7.	*File Cover "Cobra" of good quality.	1300 nos.			
8.	File Cover "Lever Arch File No.45" of Neelgagan	250 nos.			
9.	Footrule-Iron (Elora) or King 30 cm	125 nos.			
10.	Gel Impact Pen 1.0 UM-153S	Black - 100 nos Red-50 nos.			
11.	Glue Stick Kores 15 gm of Red or Yellow packing.	1200 nos.			
12.	Gum Bottle 300 ml Hansa make	100 nos.			
13.	Heavy Duty Punching Machine 2320, Kangaro	25 nos.			
14.	Heavy Duty Stapler 1217 of Kangaro	30 nos.			
15.	Highlighter Luxor make (Gloliter)	Yellow- 900 nos. Pink- 400 nos. Green- 400 nos.			
*16.	*L-Shape Plastic Cause List Folder with Printing "SUPREME COURT OF INDIA" of good quality.	5500 nos.			
17.	Needle for Heavy Duty Punching Machine 2320 of Kangaro	130 nos.			
*18.	*Office Paste Tube small (20ml) of good quality.	200 tubes			
19.	Office Paste in the packing of 5 Ltr. Hansa make	55 cans			
*20.	*Paper Cutter 18mm Kangaro M18/ Kayo Ikon working cutter/ Nataraj Classic Cutter	900 nos.			
*21.	*Paper Weight (Glass) Round shape	80 nos.			
*22.	* Pen Rorito Jottek Feathersoft (Blue) or equally good quality with sample	2000 nos.			
23..	Pen Pilot V-5	Blue - 1250 nos. Black - 1250 nos. Red - 300 nos. Green-225 nos.			
24.	Pencil Black Lead "Nataraj-621"	7200 nos.			
25.	Pencil Mini Cutter of "Nataraj"	250 nos.			
26.	Pencil Eraser "Nataraj 621"	3000 nos.			
27.	Pencil Shorthand "Apsara" Steno	2200 nos.			
28.	Permanent Marker "Luxor -1222"	4200 nos.			

29.	Pin Cushion Magnetic Aircon, Kebica or equally good quality.	125 nos.				
*30.	*Plastic Folder A-4 size Transparent with Strip of good quality.	3400 nos.				
31.	Poker wooden handle "Trishul" or "National"	150 nos.				
32.	Post-it-prompt (3M) Tri Colour Paper	3500 packets				
33.	Punch Double Hole "Kangaro" DP-600	70 nos.				
34.	Punch Single Hole "Kangaro" FP-20	200 nos.				
*35.	*Rubber Band "Swastik" or "Sunny" or equally of good quality of 1" size in the packing of 100 Grams	10 kg.				
*36.	*Scissors in the size of 8.50" of good quality.	425 nos.				
37.	Sharpener "Nataraj 621"	1400 nos.				
38.	Sealing Wax 400 grams (10 stick in one packet) "Standard"	300 packets				
39.	Shorthand Note Book containing 200 pages of Lotus/ Neelgagan/ Swastik.	950 nos.				
40.	Slip Pad (33 No.) 80 Sheets (160 pages) of Neelgagan.	600 pads				
41.	Stamp Pad in small size i.e. of 70 x 110mm of "Supreme"	150 nos.				
42.	Stamp Pad in big size i.e. of 97 x 160mm of "Supreme"	50 nos.				
43.	Stamp Pad Ink "Supreme" 30 ml	320 nos.				
44.	Staple Pin HD-10 of Kores/ Kangaro	4600 packet				
45.	Staple Pin HD-23/13 of Kores/ Kangaro	80 packet				
46.	Staple Pin HD-23/17 of Kores/ Kangaro	50 packet				
47.	Staple Pin HD-24/6 of Kores/ Kangaro	2300 packet				
48.	Stapler HD-10 of Kangaro	650 nos.				
49.	Stapler HD-45 of Kangaro	260 nos.				
*50.	* Tag Green (made up of 16 thread), one bundle should contain 144 tags of 23" length with 1" Plastic tip at both the ends.	4500 bundle				
51.	U-Clip Fancy "Zen" (containing 50 Clips in one packet)	175 packet				
52.	U-Clip Ordinary "Bell" 30mm size	300 packet				
*53.	* Water Damper Kebica, Aircon	900 nos.				
54.	Worldone SF007 White Files	175 nos.				

55.	Yellow Note Pad (Self Sticking) of the size of 3"x3" containing 100 sheets of Butterfly/ Karani/ 3M	300 pads				
56.	Dak Pad of Neelgagan make	125 nos.				
57.	Citizen Paper Roll for Registex machine (75x70mm size in single ply)	700 nos.				
58.	Faber castell 1112 HB pencil	1450 nos.				
59.	Solo RF-101 A4 size plastic folder	350 nos.				
60.	Solo RF-111 FC Legal size plastic folder	50 nos.				
61.	3M Post-it flags in 5 colour (12.5 mm x 43.7 mm)	250 nos.				
62.	Hauser Cyclone Pens	1800 nos.				
*63.	*Paper bag small size (13" x 16"0)	500 nos.				
*64.	*Paper bag big size (11.5" x 19")	500 nos.				

Note : *Sample of all the star marked items (S. No.1, 5, 7, 16, 18, 20, 21, 22, 30, 35, 36, 50, 53, 63 and 64) are required to be furnished along with tender.

6. Whether EMD enclosed :DD No. _____ Dt. _____

7. Whether all the terms & conditions of NIT are acceptable: Yes /No : _____

8. Discount on bulk purchase, if any :

9. Delivery Schedule

Dated :

Signature
with stamp

ANNEXURE 'B'UNDERTAKING

I/ We undertake that (name of the company) has not been blacklisted/ banned by any Government Department/ Public Sector undertaking/ Autonomous Body.

Signature of the authorised
signatory of the firm/ company/
organisation/ Official Stamp/ Seal.

Date :

Place :