

SUPREME COURT OF INDIA
ADMN. MATERIALS (P&S)

F. No. 200/TI/20/SCI(AM)
New Delhi, dated the 11th July, 2020

Last date for Submission of Tender is
04.08.2020 upto 03:00 PM

NOTICE INVITING TENDER
FOR SUPPLY OF VARIOUS TOILETRY AND CONSUMABLE ITEMS

Sealed tenders are invited, as per the Proforma attached herewith at Annexure A, for the supply of various **Toiletry and Consumable 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 purchase order.

Interested parties, if so desire, may contact Branch Officer, Admn. Materials (Purchase & Stores), 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.

TERMS AND CONDITIONS

A. TENDER

1. Three separate sealed envelopes should be used for submitting (i) Earnest Money, (ii) Samples of unbranded Toiletry Items and (iii) Tender Document superscribing **(a) Earnest Money for the Tender of Toiletry and Consumable Items, (b) Samples of Toiletry and Consumable Items and (c) Tender Document for Toiletry and Consumable Items** on the cover of the respective envelope.
2. 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 / she could show the same along with his / her own identity proof to the Reception Officer at Counter No. 42 for issuance of entry pass at the time of opening of tender.
3. The tenderers are 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 tenderers are required to quote their lowest rates for all the Toiletry and consumable items or for individual items alongwith samples of star marked unbranded items, if they are quoting for the same, as per the enclosed Proforma marked as Annexure 'A' mentioning discount, if any, percentage of GST etc. **Tenderer quoting lower rates item-wise will be evaluated and aggregate of all the items may not be considered.**

6. The Tenderers are required to send their tender alongwith a Demand Draft of Rs.20,000/- (Rupees Twenty thousand only) drawn in favour of “The Registrar (Admn.), Supreme Court of India” as Earnest Money (Name of the firm, telephone number and name of the item 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 would be returned by way of RTGS/NEFT or cheque after the contract has been finally awarded to the successful tenderer. A Copy of cancel cheque is required to facilitate refund of EMD amount.

8. The rates should be valid for a period of 60 days from the date of Opening of Tender Documents. 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. If the tender is withdrawn or altered by the concerned party at any time after it is submitted, appropriate action will be taken which may include confiscation of EMD or/and also debarring the tenderer for future participation.

10. Tenderers are required to quote the rates only with respect to the brand of the items mentioned in the proforma. Tenders for any other brand of toiletry items shall not be considered at all. No claim in this regard shall be entertained by the Registry and the decision of the Registry shall be final.

11. 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.
12. The tenderer shall give an undertaking (as per Annexure B) that the firm/Partners/Director/Proprietor has not been blacklisted and their business dealings with Central/ State Government/ Public Sector units/ Autonomous bodies have not been banned/terminated on the account of poor performance.
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 make any change, at any time, in the terms and conditions of the Notice Inviting Tender and reject or accept any or all the tenders, wholly or partly, without assigning any reason thereof.
15. All the pages of quotations including the documents submitted therewith must be duly numbered, signed and stamped failing which the offer shall be liable for rejection.
16. 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.
17. 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

18. The successful tenderer shall have to give Performance Security Deposit @ 5% of the total amount of the Purchase Order for branded items and @ 10% of the total amount of the Purchase Order for unbranded items, by way of Demand Draft drawn in favour of “ The Registrar (Admn), Supreme Court of India, within one week from the receipt of purchase order. The Bank Guarantee will be released after two months of the satisfactory supply of the material and after payment of the final bill.
19. The material supplied will be inspected by an Inspection Committee comprising of Senior Officers of the Registry and in case the final supply is not found in conformity with the approved specifications/ samples, the same will be liable to be rejected and entire supply

will have to be replaced with the quality exactly commensurate with the approved specifications/samples at the cost of the tenderer. The decision of the Committee in this regard shall be final.

20. 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 Purchase Order; otherwise the Security Deposit may be forfeited along with 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.

21. The payment will be made only after full supply is received and accepted as per approved samples/specifications. No part payment or advance payment will be made.

D. PENALTIES

22. 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.

23. Irrespective of the fact as to whether or not the Registry makes the purchase from outside, the Registry may impose penalty of 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 of the tenderer and it causes financial loss or inconvenience to the Registry.

24. 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 (i) Earnest Money, (ii) Samples of unbranded Toiletry Items and (iii) Tender Document superscribing **(a) Earnest Money for the Tender of Toiletry Items, (b) Samples of Toiletry Items and (c) Tender Document for Toiletry Items** 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 **04.08.2020 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 Samples, will not be entertained. In the first instance, envelopes containing Earnest Money will be opened, and thereafter envelopes containing Samples and then Tender Documents will be opened.

Sd/-
(Madhu Arora)
Addl. Registrar (AM)

Encl.: **Annexure A and B**

Annexure 'A'**SUPREME COURT OF INDIA**
ADMN. MATERIALS (P&S)F. No. 200/TI/20/SCI(AM)
New Delhi, dated the 11th July, 2020Last date for Submission of Tender is
04.08.2020 upto 03:00 PM**PROFORMA****TO BE FILLED BY THE TENDERER WITH REFERENCE TO**
NOTICE INVITING TENDER
FOR SUPPLY OF VARIOUS TOILETRY AND CONSUMABLE 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 Toiletry Items :

| S. No. | Name of the Items | Quantity proposed to be purchased | Rate in (Rs.) (Without GST) | GST % |
|---------------|---|--|------------------------------------|--------------|
| 01 | Harpic 500 ml. | 2200 nos. | | |
| 02 | Colin Spray 500 ml. | 1800 nos. | | |
| 03 | Brasso 500 ml. | 100 nos. | | |
| 04 | Washing Soda "Light Soda Ash" manufactured by M/s Tata Chemicals Ltd. | 150 Kgs. | | |
| 05 | Brooms (Phool)* | 1200 nos. | | |
| 06 | Brooms (Stick with guli)* | 800 nos. | | |
| 07 | Homacol 5L Can / Liquid soap 5 L Can | 150 Cans | | |

| S. No. | Name of the Items | Quantity proposed to be purchased | Rate in (Rs.) (Without GST) | GST % |
|--------|--|-----------------------------------|-----------------------------|-------|
| 08 | Dettol Liquid Hand wash Bottle 200 ml. Sensitive / Skincare | 1800 nos. | | |
| 09 | Refill of Dettol Hand wash 175 ml. Sensitive / Skincare / Original | 900 nos. | | |
| 10 | Refill of Dettol Hand wash 1 L Sensitive / Skincare / Original | 500 nos. | | |
| 11 | Lifebouy Total (125 gms) | 4000 nos. | | |
| 12 | Lux (100 gms.) | 200 nos. | | |
| 13 | Surf Excel Bar (100gms. Or 95 gms.) | 600 nos. | | |
| 14 | Wipers with rod* | 400 nos. | | |
| 15 | All out Machine with Refill | 400 nos. | | |
| 16 | All out Refill of 60 Nights 45ml. | 1800 nos. | | |
| 17 | Naphthalene Balls (1 Kg. pack) manufactured by M/s Bengal Chemicals & Pharmaceuticals Ltd. (ISI Mark) | 100 nos. | | |
| 18 | Toilet Brush* | 300 nos. | | |
| 19 | Dustbins (open) 12" size Unilite Brand | 400 nos. | | |
| 20 | Paddle Bins (12 L). Unilite Brand | 100 nos. | | |
| 21 | Dustbins in big size with lid swing (60 L) Unilite Brand | 100 nos. | | |
| 22 | Plastic Buckets (16 L) Unilite Brand | 100 nos. | | |
| 23 | Plastic Mugs (1.5 L) Unilite Brand | 100 nos. | | |
| 24 | Plastic Jugs with Lid (2 L) Unilite Brand | 50 nos. | | |
| 25 | Gunny bags in the size of 3 ft. x 4ft.* | 100 nos. | | |

| S. No. | Name of the Items | Quantity proposed to be purchased | Rate in (Rs.) (Without GST) | GST % |
|--------|---|-----------------------------------|-----------------------------|-------|
| 26 | Odonil Stick 100 Grams | 1800 nos. | | |
| 27 | Room Fresheners "Premium make" Assorted Fragrances 125 gms | 1000 nos. | | |
| 28 | Vim Powder / Clix Powder 1Kg. Pack | 1500 nos. | | |
| 29 | Toilet Paper Roll 'Wintex Excel' make Two Ply 200 sheets | 2500 nos. | | |
| 30 | Cleanzo 5Ltr. Can | 1200 nos. | | |
| 31 | Phenyl 5 L Can manufactured by M/s Bengal Chemicals & Pharmaceuticals Ltd. (ISI Mark) | 100 Cans | | |
| 32 | Paper Napkin (30 x 30cm) 2 Ply of Good Quality * (Pack of 50) | 4000 nos. | | |
| 33 | Cotton Hand Gloves of good quality Black/Blue Color* | 600 pairs | | |
| 34 | Plastic Hand Gloves* | 1,00,000 pairs | | |
| 35 | Refill of Ambi Pur Car Perfume 7.5 ml. | 50 nos. | | |
| 36 | Godrej Aer Pocket | 250 nos. | | |
| 37 | Glass Tumbler | 1200 nos. | | |
| 38 | AAA Battery Cells (Everready Brand) | 1200 nos. | | |
| 39 | AA Battery Cells (Everready Brand) | 1800 nos. | | |
| 40 | Tissue Paper Box Wintex Brand | 300 nos. | | |
| 41 | Bamboo Stick* | 200 nos. | | |
| 42 | Candles of good quality* | 150 packets | | |
| 43 | Tumbler Cover / Coaster* | 120 sets | | |
| 44 | Plastic Sutli* | 120 rolls | | |

| S. No. | Name of the Items | Quantity proposed to be purchased | Rate in (Rs.) (Without GST) | GST % |
|--------|--|------------------------------------|-----------------------------|-------|
| 45 | Agarbatti Hem Company Gulab Flavour | 200 nos. or 34 packets (6 in each) | | |
| 46 | Garbage Bags* Small /Medium/ Large /Jumbo | 200 packets of different sizes | | |
| 47 | Plastic Water Pipe 0.5 inch 30mtr. roll | 50 Rolls | | |
| 48 | Protection Mask KN 95 of good quality* | 1000 nos. | | |

Note :Samples of all the star marked items (S. No. 5,6,14,18,25,32,33,34,41,42,43,44,46,48) are required to be furnished alongwith tender.

6. Whether all the terms & conditions of NIT are acceptable: Yes /No :_____
7. Whether EMD enclosed; Yes/No, If Yes :DD No._____ Dt._____
8. Whether Samples of all unbranded items submitted :
9. Discount on bulk purchase (if any) :
10. Delivery Schedule
 - (a) Time to be taken for supply :
 - (b) F.O.R. Supreme Court Stationery Godown :

Dated:

Signature with stamp
of the Tenderer

Annexure 'B'

UNDERTAKING

I/We undertake that (Name of the Proprietor / Firm/ 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: