

**SUPREME COURT OF INDIA**  
Tilak Marg, New Delhi - 110001  
**ADMN. MATERIALS (P&S) BRANCH**

F.No.149/SCI/(AM)  
Dated: 15.10.2020

**Last date of Tender : 06.11.2020 upto 3:00 P.M.**  
**Opening of Tender : 06.11.2020 upto 3:30 P.M.**

**NOTICE INVITING TENDER**  
**FOR PURCHASE OF 20 Nos. WHEELCHAIRS – CUM – STRETCHERS OF**  
**REPUTED BRANDS / MAKE**

Sealed tenders are invited from the reputed firms / manufacturers / retailers / authorised dealers as per Proformas attached herewith at Annexures – 'A' and 'B' for purchase of 20 Nos. Wheelchairs cum Stretchers of reputed brands / make for use in Court Rooms of The Supreme Court of India.

Interested parties, if so desire, may contact Branch Officer, Admn. Materials (P & S) telephonically at 011-23112257 or personally visit at Reception Counter No. 26 for any clarification on any working day between 10:30 A.M. and 4:00 P.M. (except Saturdays, Sundays & Holidays).

**TENDER**

1. The tenderers are required to quote their lowest rate in the enclosed Proforma mentioning the Specifications, Rate, Delivery Period, Warranty/Guarantee, Discount (if any) and percentage of GST. Tenders once submitted will not be allowed to be withdrawn till finalisation of the matter.
2. The tender may be sent in three separate sealed envelopes superscribing **(a)** Earnest Money for supply of Wheelchairs cum Stretchers, **(b)** Financial Bid for supply of Wheelchairs cum Stretchers and **(c)** Brochures, by post sufficiently early so as to reach the Registry within date and time or may be delivered personally to the undersigned. If tender is sent through Special 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 Reception Counter No. 26 for issuance of entry pass.

3. The tenderers are expected to examine all the instructions, Proformas' 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 tenderers' 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 a holiday by the Government of India, then the next working day of the Registry will be treated as due date of the tender.

#### **TERMS AND CONDITIONS OF TENDER**

5. The tenderers are required to quote their lowest rates for the items detailed in **Annexure - 'A'** enclosed herewith and the rates should be valid for a minimum period of 60 days from the date of opening of Tenders. The tenderers shall not be entitled during the said period of 60 days to revoke or cancel their tender or to vary the tender or any terms thereof.
6. The tenderers are required to send their tender along with a **Demand Draft of Rs. 24,000/- (Rupees Twenty Four Thousand only) drawn in favour of "The Registrar (Admn.), Supreme Court of India" payable at New Delhi as Earnest Money** by writing the name of the firm, telephone number and name of the item on the reverse side of the Demand Draft. If the firm is exempted from depositing the EMD, a Certificate to this effect has to be submitted along with the tender document.
7. Earnest Money Deposit of unsuccessful 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 cancelled cheque is required to facilitate refund of the EMD amount.
8. Hypothetical or conditional Tender shall 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, the tenderer may be debarred to participate in the tender process of the Supreme Court.

9. The Registry will deal with the tenderers directly and no middlemen / agents / commission agents etc. should be asked by the tenderers to represent their cause and they will not be entertained by the Registry.
10. Overwriting/over-typing or erasing of the figures which render it doubtful or ambiguous are not allowed and shall render the tender invalid.
11. The Registry will deal with the tenderers directly and the Registry is not bound to accept the lowest tender and reserves the rights to reject or accept any or all the tenders, partly or completely, at any time without assigning any reason thereof.
12. 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 tenders, partly or completely, at any time without assigning any reason thereof.
13. Each tenderer has to certify that all the terms and conditions are acceptable to him / her.
14. All the pages of quotation including the documents submitted therein must be duly signed and stamped failing which the offer shall be liable for rejection.
15. During the subsistence of contract, in case of breach of any condition or deficiency in service, the Registry shall have a right to terminate the contract and to entrust the work to another contractor. The loss, if any, sustained by the Registry on that account will be recovered from the tenderer.
16. The tenderer shall quote the rates both in figures and words with blue / black ball pen. In case of any discrepancy, the figures mentioned in words will be considered.

**TERMS AND CONDITIONS FOR SUCCESSFUL TENDER**

17. The successful tenderer shall have to give **performance security deposit @ 10% of the total tender** by way of Bank Guarantee drawn in favour of “The Registrar (Admn.), Supreme Court of India, New Delhi“ which will be refunded after two months of the successful completion of the contractual period or payment of the last bill, whichever is later.
18. The item should be supplied in original packing, which will be inspected by an Inspection Committee of Senior Officers of the Registry and in case the supply is not found in conformity with the approved specifications / sample, the entire supply will have to be replaced with the good quality exactly commensurate with approved specifications at the cost of the tenderer. The decision of the Inspection Committee in this regard shall be final. No payment will be made for supply rejected at the site of inspection.
19. The time is the essence of the tender. The supply of the item as per the required specifications shall require to be delivered strictly as per the schedule given by the successful tenderer and agreed upon by the Registry.
20. Even after awarding the contract, the Registry reserves the right to terminate the same at any time, if the services of the tenderer are not found satisfactory.
21. 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 blacklisted / banned / terminated on the account of poor performance.
22. The payment will be made after full supply is received and accepted as per approved specifications against one single supply order. No advance payment will be made in any case.
23. The successful tenderer will have to abide by the terms and conditions as may be fixed from time to time by the Registry.

24. There shall be no increase in rate contract period. All orders placed till last date of contract will have to be completed without fail.
25. Rates quoted shall include costs of commuting, delivery and no separate travelling charges shall be admissible
26. Successful Tenderer shall have to submit a sample of required item as per specifications mentioned in the tender document which will be inspected by a Committee of Officers. If required, a demonstration will be required at the site of supply.

**PENALTIES**

27. In case of non-supply or short supply of items by the tenderer, the Registry is required to make purchase from outside at higher rates, the loss, if any, sustained by the Registry would be recovered from the tenderer.
28. Irrespective of the fact as to whether or not the Registry makes purchases from outside, the Registry may impose penalties upto **1%** of total cost per week for delayed articles subject to maximum penalty of **10%** of the total Contract Value.
29. The Security Deposit shall stand forfeited in case of breach of any of the conditions mentioned herein or if the supply of the items is found unsatisfactory / not as per specifications.

**INVITATION OF TENDER**

Interested parties may submit their tenders in three separate sealed envelopes superscribing (a) Earnest Money for supply of Wheelchairs cum Stretchers, (b) Financial Bid for supply of Wheelchairs and Stretchers and (c) Brochures addressed by name to the undersigned, or may be handed over personally to **Registry's Reception Counter No. 17 / 26** near PRO office on or before **06.11.2020 upto 03:00 P.M.** which will be opened on the same day at **03:30 P.M.** 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 will not be entertained.**

In the first instance, envelopes containing Earnest Money and thereafter, envelopes containing Tender Document and Brochures will be opened.

Sd/-  
(Anil Kumar Sharma)  
Additional Registrar (AM)  
15.10.2020

Enclosures : Annexures 'A' and 'B'

**(Note :** During Dussehra holidays, the Registry will remain closed from 19.10.2020 to 24.10.2020)

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

F.No. 149/SCI/AM  
Dated: 15.10.2020

**PROFORMA TO BE FILLED BY THE TENDERERS WITH REFERENCE TO**  
**NOTICE INVITING TENDER FOR PURCHASE OF WHEELCHAIRS-CUM-**  
**STRETCHERS OF REPUTED BRANDS / MAKE**

- 1 Name of the tenderer with address :
- 2 Name of the Contact Person with Telephone No /Mobile No./Fax No/e-mail ID :
- 3 GST No. (attach a copy also) :
- 4 PAN No. (attach a copy also) :
- 5 Whether all the terms & conditions of NIT are agreeable :
- 6 FOR – Supreme Court Registry :
- 7 Company Brochures with specifications for the model : Submitted / Not Submitted
- 8 Rates of Wheelchairs-cum-Stretchers of reputed brands / make :-

S. No.	Make / Model	Unit Rate (Exclusive of Tax)	Discount Offered	GST (in Rs.)	Total (Rs.) (in figures)	Total (Rs.) (in words)	Warranty / Guarantee

- 9 Whether supplying to other institutions (Please attach the list of clientele) :

Dated : .....

SIGNATURE  
(WITH STAMP)

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**UNDERTAKING**

I/We undertake that ....(name of the Firm/Partners/Directors/Proprietor).....  
has not been blacklisted / banned / terminated by any Government Department / Public  
Sector Undertaking / Autonomous Body.

Date : .....

Place : .....

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