

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

Last date for submission of
Tender is 07.06.2016

F.No.116/WCP/16/SCI(AM)
New Delhi, dated the 24th May, 2016

NOTICE INVITING TENDER
FOR SUPPLY OF WHITE CARTRIDGE PAPER

Sealed tenders are invited, on the Proforma enclosed herewith, for the supply of White Cartridge Paper of 'SUNLIT' brand in the size of 55 x 75 cms. weighing 25.8 Kgs. (Gross Weight) and 25.6 Kgs. (Net Weight) per ream of 125 GSM being manufactured by Ballarpur Industries Limited for use in the Registry.

At present approximate requirement is for **70 Reams**, which may vary at the time of placing the Order. Interested parties, if they so desire, may contact Branch Officer [Tel. No.23388745/23111403/23112257] and can personally visit Reception Counter No.37 near PRO Office on any working day between 10.30 A.M. to 4.00 P.M. except Saturday/Sunday for any clarification, before quoting the rates.

A. TENDER

1. Two separate envelopes should be used for submitting (i) Tender Document and (ii) Earnest Money superscribing (a) Tender for White Cartridge Paper and (b) Earnest Money for the tender of White Cartridge Paper on the cover of 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.37 for issuance of Entry Pass.

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 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 day will be treated as due date of Tender.

B. TERMS AND CONDITIONS OF TENDER

5. The tenderers are required to quote their lowest rates and DGS&D rates, if available, on the Proforma enclosed herewith mentioning therein brand of paper, GSM of paper, name of manufacturing company, delivery period, discount on bulk purchase and percentage of VAT.
6. The Tenderers are required to quote the rates only with respect to the aforesaid brand of Cartridge Paper. Tender for any other brand of Paper 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 in this regard.
7. The tenderers are required to send their tender alongwith a Demand Draft of Rs.3000/- (Rupees Three thousand only) drawn in favour of 'The Registrar (Admn.), Supreme Court of India, payable at New Delhi as Earnest Money which will be refunded to the unsuccessful tenderers on their written request after awarding of the contract. Name of the firm, telephone number and name of the item may be written on the reverse side of the Demand Draft.
8. The rates should be valid for a minimum period of 90 days from the date of opening of Tenders.
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 may be taken.

10. The Registry will deal with the tenderer directly and no middlemen/agents/Commission Agents etc. should be asked by the tenderer to represent their cause and they will not be entertained by the Registry.
11. The Security deposit shall stand forfeited in case of breach of any of the conditions mentioned herein and if the supply is found unsatisfactory.
12. 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.
13. The Registry, in its discretion, reserves the right to reject or accept any or all the tenders, wholly or partly, without assigning any reason therefor.
14. The tenderer shall quote the rate both in figures and in words.

C. TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER

15. The successful tenderer shall have to give performance security deposit @ 5% of total amount of the Purchase Order within one week from the receipt of the Purchase Order after adjusting the amount of Rs.3000/- (Rupees Three thousand only) already deposited with the tender as Earnest Money. The security deposit will be refunded after 60 days from the payment of final bill on their written request and after satisfactory supply of the material.
16. The material should be supplied in original mill packing, which 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 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 specifications at the cost of the tenderer. The decision of the Inspection Committee in this regard shall be final.
17. The supply of the material as per the required specifications shall required to be made **within 30 days** on receipt of the Purchase Order. Non-availability of raw material shall not be accepted as a ground for delay in supply and shall equally be penalised.

18. The payment will be made only after the full supply is received and accepted as per approved specifications.

D. PENALTIES

19. 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 Performance Security of the Tenderer.
20. Irrespective of the fact as to whether or not the Registry makes purchases from outside, the Registry may impose penalty upto 1 % per week of total cost of delayed articles, if the delay is due to willful laches or negligence on the part of tenderer, and if it causes financial loss or inconvenience to the Registry.

E. INVITATION OF TENDER

Interested parties may send their sealed Earnest Money envelope and Tender Document envelope addressed by name to Shri Basudev Sharma, Additional Registrar, Supreme Court of India, New Delhi or may be handed over personally to Registry's Reception Counter No.37 near PRO office on or before **07.06.2016 upto 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 authorised representatives who may wish to remain present. The tenders received after due date and/or time and without Earnest Money will not be entertained. In the first instance, envelopes containing Earnest Money, will be opened, thereafter, Envelopes containing Tender Document will be opened. In case, less than three tenders are received, due to inadequate competition, the same may not be opened and more tenders may be called and will be opened later on at the place, date and time to be notified in due course.

Encl: Proforma

(BASUDEV SHARMA)
ADDITIONAL REGISTRAR (AM)

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PROFORMA
TO BE FILLED BY THE TENDERER IN RESPECT OF NOTICE INVITING TENDER
FOR SUPPLY OF WHITE CARTRIDGE PAPER

1. Name of the tenderer :
with address
2. Name of the Contact Person :
with Telephone/Mobile No./Fax No./e-mail ID
3. Traders Identification Number :
4. Details regarding White Cartridge Paper
(in the size of 55x75 cms.)
(a) Brand of White Cartridge Paper :
(b) Weight/GSM of Paper :
5. Details of Rates
(a) Cost of one Ream (500 sheets) :
(b) VAT, if any :
GRAND TOTAL :
6. Discount on bulk purchase :
7. F.O.R. Supreme Court Godown :
8. Delivery Schedule :

Dated:

SIGNATURE
(with stamp)