

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

Last date for submission of  
Tender is 25.07.2016

F.No.102/PP/16/SCI(AM)  
New Delhi, dated the 8<sup>th</sup> July, 2016

**LIMITED NOTICE INVITING TENDER**  
**FOR SUPPLY OF LEGAL/FS SIZE PHOTOCOPIER PAPER**

Sealed tenders are invited, on the Proforma enclosed herewith, for the supply of 75 GSM Legal/FS size Photocopier Paper of good quality and of good brand.

At present approximate requirement is for **500 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 sealed envelopes should be used for submitted superscribing (a) 'Sample' and (b) 'Tender for 75 GSM Legal/FS size Photocopier 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 alongwith 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 envelope shall bear the Tender name, Tender number and words 'Do not open before (due date and time)'.
5. 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**

6. The tenderers are required to quote their lowest rates and DGS&D rates, if available, on the Annexure 'A' enclosed herewith mentioning therein brand of paper, GSM of paper, size of paper, name of manufacturing company, delivery period, discount on bulk purchase and percentage of VAT.
7. The rates should be valid for a minimum period of 90 days from the date of opening of Tenders.
8. 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.
9. 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.
10. 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.
11. 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.
12. The tenderer shall quote the rate both in figures and in words.

### C. TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER

13. 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. 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.
14. The material should be supplied in original mill packing indicating company and brand name etc., 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. No payment will be made for supply rejected at the site of inspection.
15. 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.
16. The payment will be made only after the full supply is received and accepted as per approved specifications. No advance payment will be made in any case.

### D. PENALTIES

17. 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.
18. 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.
19. Registry reserves the right to blacklist a bidder for a suitable period in case he

fails to honour his bid without sufficient grounds.

**E. INVITATION OF TENDER**

Interested parties may send their two separate sealed envelopes one containing (i) "SAMPLE FOR THE TENDER OF 75 GSM LEGAL/FS SIZE PHOTOCOPIER PAPER" and (ii) "TENDER DOCUMENT FOR 75 GSM LEGAL/FS SIZE PHOTOCOPIER PAPER" respectively addressed by name to Shri Basu Dev 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 **25.07.2016** 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 will not be entertained. 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: Annexure 'A'

Sd/-  
(BASU DEV SHARMA)  
ADDITIONAL REGISTRAR (AM)

'Annexure - A'**SUPREME COURT OF INDIA**  
**ADMN. MATERIALS (P&S)**

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F.No.102/PP/16/SCI(AM)  
New Delhi, dated the 8<sup>th</sup> July, 2016

**PROFORMA**  
**TO BE FILLED BY THE TENDERER IN RESPECT OF NOTICE INVITING TENDER**  
**FOR SUPPLY OF 75 GSM LEGAL/FS SIZE PHOTOCOPIER PAPER**

1. Name of the tenderer :  
with address
2. Name of the Contact Person/Proprietor/Partner/Director  
with Telephone/Mobile No./Fax No./e-mail ID/Website :
3. Traders Identification Number :
4. Copy of CST/VAT Registration Certificate :
5. Details regarding 75 GSM Legal/FS size Paper
  - (a) Brand of Paper :
  - (b) GSM of Paper :
  - (c) Size of Paper :
  - (d) Name of Manufacturing Company :
  - (e) Whether sample of paper enclosed :
6. Details of Rates
  - (a) Cost of one Ream :
  - (b) VAT, if any :
  - GRAND TOTAL :
7. PAN No. :
8. Discount on bulk purchase :

- 9. F.O.R. Supreme Court Godown :
  
- 10. Delivery Schedule :
  
- 11. Copy of the valid certificate of registration  
DGS&D specifying the details of the item  
and price under the rate contract agreement  
with DGS&D, if any :
  
- 12. Declaration regarding black listing or otherwise :
  
- 13. Whether original copy of authorisation from  
manufacturer against this tender with valid  
date filed, in case the firm is not a  
manufacturer of the item :
  
- 14. Whether Tender document (all pages)  
duly signed, stamped and legible. :
  
- 15. Any other information document, please specify;

I/We certify that the information furnished above is true and correct. The terms and conditions are acceptable to us.

Dated:

AUTHORISED SIGNATORY OF THE FIRM  
Name(s) and address of the firm  
(with stamp)