

SUPREME COURT OF INDIA
ADMN. MATERIAL BRANCH

Due Date of Tender : 19th September,2016

NO.F. GPNCWS/16/SCI(AM)

DATED : 30th August, 2016

NOTICE INVITING TENDER FOR SUPPLY OF NAVY BLUE TERRYWOOL CLOTH AND GREY TERRYWOOL CLOTH FOR WINTER SEASON

Sealed tenders are invited as per proforma enclosed (Annexure-I) for supply of following items :

1.	Navy Blue Terrywool Cloth (Blend PW 65/35)	4130mtrs. (3770 mtrs.in multiples of 5.80 mtrs. and 360 mtrs. in multiples of 3.60 mtrs.)
2.	Grey Terrywool Cloth (Blend PW 70/30)	411.80 mtrs(in multiples of 5.80 mtrs.)

However, the exact quantity of cloth may differ at the time of placing the order. Interested parties, if they so desire, may contact Branch Officer (P&S), Supreme Court of India, Tilak Marg, New Delhi [Tel. No.23388745/23112257/23111403] and personally at the 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 The tenderers are required to quote their lowest rates on the enclosed Proforma alongwith mentioning VAT, delivery period, discount, if any, etc. The tenderers are required to clearly mention about the replacement / guarantee / warranty;.

2 Three separate sealed envelopes for each item should be used for submitting (i) earnest money, (ii) tender document and (iii) sample of Fabric, superscribing -

- (i) Tender for supply of winter uniform of Non Clerical Employees
- (ii) Earnest Money
- (iii) Sample of Fabric

If all the three envelopes are kept inside a single envelope, it should be specifically written outside the envelope.

All the three envelopes must be submitted only on the enclosed performa. Every page must be signed and stamped by the authorized official of the quoting firm, failing which it is liable to be **rejected**.

3 The tender may be sent by post sufficiently early so as to reach the Registry

within time, or may be delivered to R&I Branch of the Registry through the Reception Office of the Supreme Court of India and 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 can show the same along-with his own identity proof to the Reception counter No. 37 at the time of opening of tender;

4. 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.

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 send their tenders alongwith demand draft of Rs. 20,000/- drawn in favour of "The Registrar (Admn.), Supreme Court of India, New Delhi" as earnest money, which will be refunded to the unsuccessful tenderers after the finalisation of tender by Speed Post / Regd. Post at their own risk. The name of the item, name of the firm and telephone number may be written on the reverse side of the Demand Draft.

7. The tenderers are required to quote their lowest rate and discount, if any, percentage of VAT, schedule of delivery as per Annexure -'A' enclosed.

8. The rates should be valid for a minimum period of 90 days from the date of opening of tender. The tenderer shall not be entitled during the said period of 90 days to revoke or cancel his 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 may be taken;

10. Over-writing/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 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. The tender form is not transferable and agency shall not be permitted to transfer their rights and obligations to any other person / organisation or otherwise.

12. The Registry, in its discretion, reserves the right to reject or accept any or all the tenders partly or completely, at any time without assigning any reason therefor.



13. The tenderer should quote rates both in figures and words.
14. All the pages of quotations including the documents submitted therewith must be duly signed and stamped failing which the offer shall be liable for rejection.

C. TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER

15. The successful tenderer shall have to deposit performance security @ 5% of total amount of the Supply Order, after adjusting already deposited earnest money as per clause 6, within a week from the receipt of the order. The security amount will be refunded 60 days after payment of the final bill on written request. Name of the firm, telephone number and name of the item may be written on the reverse side of the Demand Draft.
16. The material supplied will be inspected by the Inspection Committee and in case the supply is not found in conformity with the approved specifications/sample, the same will be liable to be rejected and the entire supply will have to be replaced with the quality exactly commensurate with the approved sample at the cost of the tenderer. The decision of the Inspection Committee in this regard shall be final.
17. The entire supply of the material shall be required to be made **within 75 days** on receipt of the supply order.
18. Payment will be made only after the full supply is received and accepted as per approved specifications/sample.

D - PENALTIES

19. The entire supply of the material shall be required to be made within stipulated time. The Registry reserve the right to impose penalty which may extend upto the forfeiture of Performance Security or any other action as may be deemed appropriate by the Registry.
20. Irrespective of the fact as to whether the Registry makes purchase from outside or not the Registry may impose penalty of **1% (one percent)** of total cost per week for delayed delivery, if the delay is due to willful latches or negligence of the tenderer and it causes financial loss or inconvenience to the Registry. Non-availability of raw material shall not be accepted as a ground for delay in supply of canvas bags and shall equally be penalised.
21. If the delivery is not made in time and the Registry is forced to make alternative arrangement to meet the emergent demand at higher rates, the loss sustained will be deducted from the bill or the security deposited may be forfeited alongwith any other action as may be deemed appropriate by the Registry.



E - INVITATION OF TENDER

Interested parties may send their sealed tenders in three separate sealed envelopes one containing (I) TENDER DOCUMENT, (II) EARNEST MONEY AND (III) SAMPLES OF FABRIC SUPERSCRIBING - (I) TENDER FOR SUPPLY OF WINTER UNIFORM OF NON CLERICAL EMPLOYEES (II) EARNEST MONEY AND (III) SAMPLE OF FABRIC; addressed by name to Shri Basu Dev Sharma, Addl. Registrar (AM), Admn. Material or may be handed over personally to Registry's Reception Counter No.37 near PRO office so as to reach on or before 19th September, 2016 upto 3.00 P.M. which may be opened on the same day at 3.30 P.M. in the Registry 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 the first instance, envelopes containing Earnest Money, will be opened and only thereafter, samples will be opened and if the samples of tenderers are found as per specifications laid down in the Tender Notice, only then the envelopes containing tender documents will be opened.

(BASU DEV SHARMA)
ADDL. REGISTRAR (AM) (AM)
30.08.16

Encl. Proforma

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

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NO.F. GPNCWS/16/SCI(AM)
DATED : 30th August, 2016

PROFORMA

NOTICE INVITING TENDER FOR SUPPLY OF NAVY BLUE TERRYWOOL CLOTH(BLEND PW 65/35) AND GREY TERRYWOOL CLOTH (BLEND PW 70/30) - FOR WINTER SEASON.

- 1 Name of the tenderer with address :
- 2 Name of the Contact Person with Telephone / Mobile No. / Fax No./ Email No. :
3. TAN No. and VAT Registration No. :
4. Details of Rates (per mtr. / per item) :

S.NO	PARTICULARS	RATE(IN RS.) P.M./PER ITEM	PERCENTAGE OF VAT, IF ANY	GUARANTEE/ WARRANTY OF FAST COLOUR	WIDTH OF CLOTH
1.	Navy Blue Terry wool Cloth				
2.	Grey Terrywool Cloth				

5. Discount on Bulk Purchase, if any :
6. Delivery Schedule :
(a) Time to be taken for total supply :
(b) FOR at Supreme Court Godown :
7. Period of validity of rates :
8. Whether all the terms & conditions of NIT is agreeable :

Date : _____

Signature
with Rubber Stamp

