

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

Last date for submission of Tender is 05.01.2017 upto 03.00 p.m. F.No.116/WCP/16/SCI(AM)
New Delhi, dated the 19th December, 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 good quality in the size of 55 x 75 cms. of **120 GSM and above** for use in the Registry. The contract would be awarded to the lowest tenderer who has quoted the rates nearer to the above specifications. At present approximate requirement is for **70 Reams**, which may vary at the time of placing the Order.

Any inquiry regarding aforesaid matter can be made by contacting Branch Officer, Admn. Material (Purchase & Stores), Supreme court of India, Tilak Marg, New Delhi [Tel. No.23388745/23111403/23112257] or can personally visit at Registry's Reception Counter No.37 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.

A. TENDER

1. Three separate sealed envelopes should be used for submitting (a) Earnest Money, (b) Sample and (c) Tender Document superscribing **(a) Earnest Money for White Cartridge Paper, (b) Sample of White Cartridge Paper and (c) Tender Document for White Cartridge Paper** on the cover of respective envelopes.
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/TAX.
6. 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. Name of the firm, telephone number and name of the item may be written on the reverse side of the Demand Draft.
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, otherwise appropriate action as may be deemed fit by the Registry will be taken against that Tenderer, including forfeiture of Earnest Money.
9. 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.



10. The Earnest Money/ Security deposit shall stand forfeited in case of breach of any of the conditions mentioned herein and if the supply is found unsatisfactory.
11. 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.
12. The Registry, in its discretion, reserves the right to reject or accept any or all the tenders, wholly or partly, without assigning any reason therefore.
13. All the pages of quotations including the documents submitted therein must be duly signed and stamped failing which the offer shall be liable for rejection.
14. The Registry is not bound to accept the rates submitted by the lowest tenderer.

C. TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER

15. The successful tenderer shall have to give performance security deposit @ 10% of total amount of the Purchase Order (after adjusting the E.M.D. amount of Rs.3,000/- already deposited alongwith the Tender) 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 written request of the tenderer and after satisfactory supply of the material.
16. The material should be supplied in 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 sample/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 sample/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/samples shall required to be made **within 30 days** in the Registry (F.O.R. Destination) on receipt of the Purchase Order; otherwise the security Deposit may be forfeited alongwith 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.



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

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 E.M.D./Performance Security of the Tenderer.
20. Irrespective of the fact as to whether the Registry makes purchases from outside or not, 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 tender in three separate sealed envelopes one containing (i) Earnest Money, (ii) Sample and (iii) Tender Document superscribing (a) “**Earnest Money for the tender of White Cartridge Paper**” , (b) “**Sample of White Cartridge Paper**” and (c) “**Tender Document for White Cartridge Paper**” addressed by name to the undersigned or may be handed over personally to Registry's Reception Counter No.37 near PRO office on or before 05.01.2017 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 samples will be opened, and if samples of the tenderers are found to be as per requirement, then only the 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


(BASU DEV SHARMA)
ADDITIONAL REGISTRAR (AM)

Note : Registry will remain closed w.e.f. 25th December, 2016 to 1st January,2017 on account of Christmas/New Year Holidays.

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Last date for submission of

F.No.116/WCP/16/SCI(AM)

Tender is 05.01.2017 upto 03.00 p.m.

New Delhi, dated the 19th December, 2016**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. VAT Registration Number :
5. Details regarding White Cartridge Paper
(in the size of 55x75 cms. alongwith sample)
 - (a) Brand of White Cartridge Paper :
 - (b) Weight/GSM of Paper :
 - (c) Whether sample submitted or not :
(in separate cover)
 - (d) Whether earnest money submitted or not:
6. Details of Rates
 - (a) Cost of one Ream (500 sheets) :
 - (b) Percentage of VAT/Tax, if any :
 - GRAND TOTAL :
7. Discount on bulk purchase :
8. Delivery Schedule
 - (a) time to be taken for supply :
 - (b) F.O.R. Supreme Court Registry :

Dated:

SIGNATURE
(with stamp)