

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

1. F.No.145/SCI/(AM)

Dated: 30.01.2020

Last date of Tender : 20.02.2020 upto 3:00 P.M.

Opening of Tender : 20.02.2020 upto 3:30 P.M.

NOTICE INVITING TENDER
FOR PURCHASE OF CHAIRS AND TABLES (CAMBRIDGE &
CHERRYMODEL) OF SUPREME BRAND IN WENGE COLOUR

Sealed tenders are invited for purchase of 150 Nos. Cambridge Chairs and 30 Nos. Cherry Tables of Wenge Colour manufactured by Supreme Furniture.

Interested parties, if so desire, may contact Branch Officer, Admn. Material (P & S) telephonically or personally visit at Reception Counter No. 42 for any clarification on any working day between 10:30 A.M. and 4:00 P.M. (except Saturdays, Sundays & Holidays) on Telephone No. 011-23112257.

1. TENDER

1. The tenderer is required to quote its lowest rate in the enclosed Proforma mentioning the Rate, Delivery Period, Warranty/Guarantee, Discount, if any, 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 Tenders once submitted will not be allowed to be withdrawn till finalisation of the matter.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 two separate sealed envelopes superscribing (a) Earnest Money for supply of 150 Nos. Cambridge Chairs and 30 Nos. Cherry Tables of Wenge Colour of Supreme Brand and (b) Financial Bid for supply of 150 Nos. Cambridge Chairs and 30 Nos. Cherry Tables of Wenge Colour of Supreme Brand by post sufficiently early so as to reach the Registry within date and time or may be delivered 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 alongwith his/her own identity proof to the Reception Officer at Reception Counter No. 42 for issuance of entry pass.

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

2. 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 rate should be valid for minimum period of 60 days from the date of opening of Tenders. The tenderer shall not be entitled during the said period of 60 days to revoke or cancel its 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. 7,000/- (Rupees Seven 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 tenderes 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.
7. 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.
8. The Registry will deal with the tenderer directly and no middlemen/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/organization or otherwise.

9. Overwriting/over-typing or erasing of the figures which render it doubtful or ambiguous are not allowed and shall render the tender invalid.
10. The Registry will deal with the tenderer directly and 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.
11. The Registry, in its discretion, reserves the right to reject or accept any or all tenders, partly or completely, at any time without assigning any reason thereof.
12. Each tenderer has to certify that all the terms and conditions are acceptable to him.

3. TERMS AND CONDITIONS FOR SUCCESSFUL TENDER

13. The successful tenderer shall have to deposit **performance security @ 5% of purchase order** after adjusting the amount of Rs. 7,000/- (Seven Thousand only) already deposited with the tender as earnest money, within one week from the receipt of Purchase Order by way of Bank Guarantee drawn in favour of “The Registrar (Admn), Supreme Court of India, New Delhi“. The Bank Guarantee will be released after 60 days from the date of final bill payment and after satisfactory supply of the material, whichever is later.
14. The Tenderers should specifically state whether rates are inclusive of GST as applicable, if not, it will be deemed that rates are inclusive of GST.
15. The time is the essence of the tender. The supply of said chairs and tables shall required to be made strictly as per schedule given by the successful tenderer and agreed upon by the Registry. In case supply is not made within the stipulated time and the Registry is forced to make alternative arrangement to meet the emergent demand at higher rates, tenderer will be liable to make good the loss due to difference which the Registry may directly deduct from Bill/Security Deposit.

16. The payment will be made after full supply is received and accepted as per approved specifications.
17. The tenderer shall give an undertaking (as per Annexure 'B') that the firm/Partners/Directors/Proprietor has not been blacklisted and its business dealings with Central/State Government / Public Sector Units / Autonomous bodies have not been banned / terminated on the account of poor performance.
20. The successful tenderer will have to abide by the terms and conditions as may be fixed from time to time by the Registry.
19. The material supplied 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, 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.

4. PENALTIES

20. If delivery is not made in given time and 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.
21. Irrespective of the fact as to whether or not the Registry makes purchases from outside, the Registry may impose penalties upto **1% per week of Order Value, subject to maximum penalty of 10%** for delayed delivery, if delay is due to willful laches or negligence of the tenderer and it causes financial loss or inconvenience to the Registry.
22. 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.

5. INVITATION OF TENDER

Interested parties may submit their tenders in two sealed envelopes one containing (i) Tender Documents and (ii) Earnest Money superscribing (a) Tender for supply of **Cambridge Chairs and Cherry Tables of Wenge Colour of Supreme Brand** and (b) Earnest Money for supply of **Cambridge Chairs and Cherry Tables of Wenge Colour of Supreme Brand** addressed by name to the undersigned, or may be handed over personally to **Registry's Reception Counter No. 42** near PRO office on or before **20.02.2020 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 will be opened. If 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 to the tenderers.

SD/-

(B.L.N. Achary)

Additional Registrar (AM)

30-01-2020

Enclosure : Annexures 'A' and 'B'

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

F.No. 145/SCI/AM
Dated: 30.01.2020

PROFORMA TO BE FILLED BY THE TENDERS WITH REFERENCE TO NOTICE
INVITING TENDER FOR PURCHASE OF CAMBRIDGE CHAIR AND CHERRY

TABLE OF SUPREME BRAND

- 1 Name of the tenderer with address :
- 2 Name of the Contact Person with Telephone No /Mobile No./Fax No/e-mail ID :
- 3 Details of Rate and GST
(a) Cambridge Chair of Wenge Colour :
(b) Cherry Table of Wenge Colour :
- 4 Discount allowed :
- 5 Warranty / Guarantee :
- 6 FOR – Supreme Court Registry :

Dated :

SIGNATURE
(WITH STAMP)

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

F.No. 145/SCI/AM
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UNDERTAKING

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

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

Date :

Place :