

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

F.No. 200/AM/SCI  
Dated: 02.12.2021

**Last date for submission of Tender : 23.12.2021 upto 3:00 PM  
at Counter No. 17 (R&I).**

**For any query please contact at Counter No. 26.**

**NOTICE INVITING TENDER**  
**FOR RATE CONTRACT FOR A PERIOD OF TWO YEARS TOWARDS**  
**PURCHASE OF NON-WOVEN CLOTHS (DISPOSABLE)**

Sealed tenders are invited from Delhi NCR based reputed firms / partners / directors / proprietors on the Proformas attached herewith as Annexures - 'A' and 'B' for awarding rate contract for supply of Non-Woven Cloths (Disposable) for use of Hon'ble Judges. The sizes required for the purpose are as follows :

S. No.	Particulars	Description of Supply	Size (in inches)	Avg. Monthly Qty. Required
1.	Chair	Back & Seat Rest	64 x 22	900 pcs
2.		Arm Rest (Left & Right)	20 x 10	900 sets
3.		Back & Seat Rest	17 x 63	625 pcs
4.		Arm Rest (Left & Right)	26 x 12	625 sets
5.	Sofa	Back & Seat Rest	62 x 63	300 pcs
6.		Arm Rest (Left & Right)	20 x 21	330 sets
7.	Table	Top	23 x 23	As per requirement

**Note : All the Non-Woven Cloths (Disposable) should have the pasting strip at the back**

Interested parties, if so desire, may contact Branch Officer, Admn. Materials (P & S) Branch at Telephone no. 011-23115941 or personally visit at Reception Counter No. 26 for any clarification on any working day between 10:30 A.M. and 4:00 P.M. (except Saturdays, Sundays & Holidays).

## **TENDER**

1. The tenderers are required to quote their lowest rate in the enclosed Proforma at Annexure - 'A' mentioning the Rate, Delivery Period, Warranty/Guarantee, Discount, if any, percentage of GST etc. Tenders once submitted will not be allowed to be withdrawn till finalisation of the matter.
2. The tender may be sent in three separate sealed envelopes containing and superscribing **(a)** "Bid Security Declaration in lieu of Earnest Money Deposit (EMD) for Rate Contract towards Purchase of Non-Woven Cloths (Disposable)", as per Proforma attached as Annexure – C. If the firm is already exempted from depositing the EMD/Bid-Security, a Certificate to this effect has to be submitted along with the tender document. **(b)** "Sample of Non-Woven Cloth (Disposable)", and **(c)** "Financial Bid for Rate Contract towards Purchase of Non-Woven Cloth (Disposable)", by post sufficiently early so as to reach the Registry within date and time or may be delivered at the Counter No. 17 (R&I).
3. The tenderers are expected to examine all the instructions, proformas, 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 a holiday, then next working day of the Registry will be treated as due date of submitting of the tender.
5. The sizes of Non-Woven Cloths (Disposable) have been mentioned at the first page and the supply should have the Pasting Strip at the back side of Non-Woven Cloths (Disposable).

## **TERMS AND CONDITIONS OF TENDER**

6. The tenderers are required to quote their lowest rates for the items detailed in **Annexure 'A'** enclosed herewith and the rates should be valid for a minimum period of 60 days from the date of opening of Tenders. The tenderers shall not be entitled during the said period of 60 days to revoke or cancel their tenders or to vary

the tenders or any terms thereof.

7. The tenderers are required to send their tenders along with a **Bid Security Declaration in lieu of Earnest Money Deposit (EMD) as per Annexure – C.**
8. 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.
9. The Registry will deal with the tenderers directly and no middlemen / agents / commission agents etc. should be asked by the tenderers to represent their cause and they will not be entertained by the Registry.
10. Overwriting/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 tenderers directly and the Registry is not bound to accept the lowest tender and reserves the rights to reject or accept any or all of the tenders, partly or completely, at any time without assigning any reason thereof.
12. The Registry, in its discretion, reserves the right to make any change, at any time, in the terms and conditions of the Notice Inviting Tender and reject or accept any or all of the tenders, partly or completely, at any time without assigning any reason thereof.
13. Each tenderer has to certify that all the terms and conditions are acceptable to him / her.
14. All the pages of quotation including the documents submitted therein must be duly signed and stamped failing which the offer shall be liable for rejection.
15. During the subsistence of contract, in case of breach of any condition or deficiency in service, the Registry shall have a right to terminate the contract and to entrust the work to another contractor. The loss, if any, sustained by the Registry on that account will be recovered from the tenderer.

16. The tenderer shall quote the rates both in figures and words with blue / black ball pen. In case of any discrepancy, the figures mentioned in words will be considered.
17. The tenderer should submit proof of his/her domicile in Delhi-NCR along with address of the office.

#### **TERMS AND CONDITIONS FOR SUCCESSFUL TENDER**

18. The successful tenderer shall have to deposit **performance security of Rs. 7,200/- (Seven Thousand and Two Hundred Only)** within one week from the receipt of Purchase Order by way of Bank Guarantee / Demand Draft 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.
19. The item should be as per specifications, which 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 / sample, 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. No payment will be made for supply rejected at the site of inspection.
20. The time is the essence of the tender. The supply of the item as per the required specifications shall require to be delivered strictly as per the schedule given by the successful tenderer and agreed upon by the Registry.
21. Even after awarding the contract, the Registry reserves the right to terminate the same at any time, if the services of the tenderer are not found satisfactory.
22. The tenderer shall give an undertaking (as per Annexure 'B') that the Firm/Partners/Director/Proprietor has not been blacklisted and their business dealings with Central/State Government / Public Sector Units / Autonomous Bodies have not been blacklisted / banned / terminated on the account of poor performance.
23. The payment will be made after full supply is received and accepted as per

approved specifications against single supply order. No advance payment will be made in any case.

24. The successful tenderer will have to abide by the terms and conditions as may be fixed from time to time by the Registry.
25. There shall be no increase in price during rate contract period. All orders placed till last date of contract will have to be completed without fail.
26. Rates quoted shall include costs of commuting, delivery and separate travelling charges shall not be admissible.

### **PENALTIES**

27. In case of non-supply or short supply of items by the tenderer, 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.
28. Irrespective of the fact as to whether or not the Registry makes purchases from outside, the Registry may impose penalties upto **1%** of total cost per week for delayed supplies subject to maximum penalty of **10%** of the total value of purchase order.
29. 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.

## INVITATION TO TENDER

Interested parties may submit their tenders in three separate sealed envelopes containing and superscribing **(a)** "Bid Security Declaration in lieu of Earnest Money Deposit (EMD) for Rate Contract towards Purchase of Non-Woven Cloths (Disposable)", as per Proforma attached as Annexure – C. If the firm is already exempted from depositing the EMD/Bid-Security, a Certificate to this effect has to be submitted along with the tender document **(b)** "Sample of Non-Woven Cloth (Disposable)", and **(c)** "Financial Bid for Rate Contract towards Purchase of Non-Woven Cloths (Disposable)" addressed by name to the undersigned, or may be handed over personally to **Registry's Reception Counter No. 17 (R&I)** on or before **23.12.2021 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 Bid Security Declaration Form will not be entertained.**

In the first instance, envelopes containing Bid Security Declaration Form and thereafter, envelopes containing Sample will be opened. At last, Financial Bids will be opened by the Tender Opening Committee. Financial Bids will not be opened if Tenderers fail to submit the Bid Security Declaration Form and Sample.

Sd/-  
(Anil Kumar Sharma)  
Additional Registrar (AM)  
02.12.2021

Encls : Annexures 'A', 'B', and 'C'

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

F.No. 200/AM/SCI

**PROFORMA**

**TO BE FILLED BY THE TENDERERS WITH REFERENCE TO NOTICE INVITING  
TENDER FOR RATE CONTRACT FOR A PERIOD OF TWO YEARS TOWARDS  
PURCHASE OF NON-WOVEN CLOTHS (DISPOSABLE)**

- 1 Name of the tenderer with address :
- 2 Name of the Contact Person with Telephone No /Mobile No./Fax No/e-mail ID :
- 3 GST No. (attach a copy also) :
- 4 PAN No. (attach a copy also) :
- 5 Whether all the terms & conditions of NIT are agreeable : Yes / No
- 6 Details of Rate and GST :

S. No.	Particulars	Description of Supply	Size (in inches)	Rate (in Rs.)	GST (in %)	Total Price (in figures)	Total Price (in words)
1.	Chair	Back & Seat Rest	64 x 22				
2.		Arm Rest (Left & Right)	20 x 10				
3.		Back & Seat Rest	17 x 63				
4.		Arm Rest (Left & Right)	26 x 12				
5.	Sofa	Back & Seat Rest	62 x 63				
6.		Arm Rest (Left & Right)	20 x 21				
7.	Table	Top	23 x 23				

- 8 FOR – Supreme Court Registry : Yes / No
- 9 Time for delivery of the materials :
- 10 Whether supplying to other institutions (Please attach the list of clientele) :

Dated : .....

SIGNATURE  
(WITH STAMP)

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

**Annexure - 'B'**

F.No. 200/AM/SCI

**UNDERTAKING**

I/We undertake that .....(Firm/Partners/Director/Proprietor)..... has not been blacklisted / banned by any Central / State Government / Public Sector Units / Autonomous Bodies.

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

Date : .....

Place : .....



**SUPREME COURT OF INDIA  
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F.No. 200/AM/SCI

**BID SECURITY DECLARATION IN LIEU OF  
EARNEST MONEY DEPOSIT (EMD)**

**(On Bidder's Letter Head)**

I/We, the authorized signatory of M/s. ....  
participating in the subject Tender No. F. No. 200/AM/SCI dated 02.12.2021 towards  
rate contract for purchase of Non-Woven Cloths (Disposable) for a period of Two  
Years, do hereby declare :-

- (i) That I/We have availed the benefit of waiver of EMD while submitting the offer against the subject Tender and no EMD is being deposited for the said tender.
- (ii) That in the event I/We withdraw / modify our Bid during the period of validity or I/We fail to execute formal contract agreement within the given timeline or I/We fail to submit the required Performance Security within the given timeline or I/We commit any breach of Tender Conditions / Contract which attracts penal action in that event I/We shall stand suspended from being eligible for bidding / award of all future contract(s) of Supreme Court of India for a period of one year from the date of committing such breach.

Signature and Seal of Authorized Signatory of Bidder

Name of the Authorized Signatory : .....

Date :