

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

F. No. 200/TI/22/SCI(AM)  
New Delhi, dated the 07-07-2022

**Last date for submission of Tender: 28.07.2022 upto 03:00 p.m.**  
**at Counter No. 17 (R&I)**

**NOTICE INVITING TENDER**

**FOR SUPPLY OF VARIOUS TOILETRY AND MISCELLANEOUS ITEMS**

Sealed tenders are invited from Delhi-NCR based reputed firms / manufacturers / retailers / authorised dealers, as per the Proforma attached herewith at Annexure 'A', for the supply of various **Toiletry and Miscellaneous Items** for the use in the Supreme Court Registry. The approximate quantity is mentioned in the proforma for each item and may vary at the time of placing the actual order.

Interested parties, if so desire, may contact Branch Officer, Admn. Materials (Purchase & Stores) at Telephone Nos. 011-23115941 or personally visit at Registry's Reception Counter of the Main Building near PRO Office for any clarification before quoting the rates on any working day between 10.30 A.M. to 4.00. P.M. (except Saturdays, Sundays and Holidays).

**TERMS AND CONDITIONS**

**A. TENDER**

1. The tenderer has to submit the samples of unbranded items in Table S-II as mentioned in Annexure 'A'.
2. The tenderer is required to quote its lowest rates as per Annexure-'A' and as per the measurement of units asked for, mentioning the GST percentage against each item. Tenders once submitted shall not be allowed to be withdrawn till finalization of the matter.
3. The tender may be sent in three separate sealed envelopes superscribing **(a) Earnest Money for the Tender for Supply of various Toiletry and Miscellaneous Items, (b) Samples of items (only for unbranded items) and (c) Financial Bid for Supply of various Toiletry and Miscellaneous Items**, 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) personally.

4. The tenderers are expected to examine all the instructions, terms & conditions and specifications as mentioned in the tender documents. Failing to furnish all information required as per the tender document in any respect will be at the tenderer's risk and may result in 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 is declared as a Holiday, then the next working day of the Registry will be treated as due date for submission of the Tender.

### **B. TERMS AND CONDITIONS OF TENDER**

6. The rates should be valid for a minimum period of 90 days from the date of opening of tenders. The tenderer shall not be entitled during the said period of 90 days to revoke or cancel its tender or to vary the tender or any terms thereof.
7. The tenderers are required to quote their lowest rates for all the items or for individual items along with samples of unbranded items (as per table S-II), if they are quoting for the same, as per the enclosed Proforma marked as Annexure 'A' mentioning discount, if any, percentage of GST etc. **Tenderer quoting lower rates item-wise will be evaluated and aggregate of all the items may not be considered.**
8. The tenderers are required to send their tender along with Demand Draft of respective amount as per details given hereinbelow, drawn in favour of “The Registrar (Admn.), Supreme Court of India” as Earnest Money (Name of the firm, telephone number and name of the item may be written on the reverse of the Demand Draft). No interest will be payable on EMD. If the firm is exempted from depositing the EMD, a certificate to this effect has to be submitted along with the tender document.

S.No.	No. of Items	Amount of EMD
1	If tenderer is quoting for one fourth or less than one fourth of the total items	Rs. 5000/-
2	If tenderer is quoting for more than one fourth and less than half or half of the total items	Rs. 10,000/-
3	If tenderer is quoting for more than half or for all the items	Rs. 20,000/-

**The EMD should be submitted with a covering letter mentioning therein the amount of EMD along with the number of items for which the tenderer is participating in compliance of the terms & conditions of tender, failing which the tender may not be considered.**

9. Earnest Money Deposit of unsuccessful tenderers would be returned by way of RTGS/NEFT or cheque after the contract has been finally awarded to the successful tenderer. A copy of cancelled cheque is required to facilitate refund of EMD amount.
10. 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, the tenderer may be debarred to participate in the tender process of the Supreme Court of India.
11. **Tenderers are required to quote the rates only with respect to the brand (if any) of the items mentioned in the Proforma. Tenders for any other brand of items shall not be considered at all. No claim in this regard shall be entertained by the Registry and the decision of the Registry shall be final.**
12. 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 the agency shall not be permitted to transfer their rights and obligations to any other person/ organization or otherwise.
13. The tenderer shall quote rates both in figures and in words with blue/black ball pen. In case of any discrepancy, the figures mentioned in words will be considered.
14. The Registry, in its discretion, reserves the right to reject or accept any or all the tenders, wholly or partly, without assigning any reason thereof.
15. Over-writing, over-typing or erasing of the figures which render it doubtful or ambiguous are not allowed and shall render the tender invalid.
16. All the pages of tender quotation including the documents submitted therein must be duly signed and stamped failing which the offer shall be liable for rejection.
17. The Registry is not bound to accept the rates submitted by the lowest tenderer.
18. The tenderer shall give an undertaking (as per Annexure 'B') that the Firm/ Partners/ Director/ 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.

19. The Earnest Money / Performance Security deposit shall stand forfeited in case of breach of any of the conditions mentioned herein and if the supply is found unsatisfactory.
20. Each tenderer has to certify that all the terms and conditions are acceptable to him/her.
21. The tenderer should submit proof of his/her domicile in Delhi-NCR along with address of the office.

**C. TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER**

22. The tenderer should specifically state whether rates are inclusive of GST (as applicable and if it is not, it will be deemed that rates are inclusive of GST).
23. The successful tenderer shall have to give **Performance Security Deposit @ 3% of the total amount of the Purchase Order**, by way of Demand Draft / Bank Guarantee drawn in favour of “ The Registrar (Admn.), Supreme Court of India”, within one week from the receipt of Purchase Order. The Bank Guarantee/Demand Draft will be released after 60 days from the date of final bill payment and after satisfactory supply of the items.
24. The material supplied will be inspected by an Inspection Committee comprising of Senior Officers of the Registry and in case the final supply is not found in conformity with the approved specifications/ samples, the same will be liable to be rejected and entire supply will have to be replaced with the quality exactly commensurate with the approved specifications/samples at the cost of the tenderer. The decision of the Committee in this regard shall be final.
25. The time is the essence of the tender. The supply of the items as per the required specifications shall be required to be made **within 30 days** in the Registry (F.O.R.Destination) on receipt of Purchase Order; otherwise the Security Deposit may be forfeited along with 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.
26. The payment will be made only after full supply is received and accepted as per approved samples/specifications. No part payment or advance payment will be made.
27. The successful tenderer will have to abide by the terms and conditions as may be fixed from time to time by the Registry.

28. Rates quoted shall include costs of commuting, delivery and no separate traveling charges shall be admissible.

#### **D. PENALTIES**

29. If delivery is not made within the specified date and time and the Registry is required to make purchase from other dealer(s), the tenderer will be liable to make good the loss in case of higher payments as compared to approved rates and the difference will be deducted from the performance security deposited by the tenderer. The Registry reserves the right to recover loss upto the amount of Performance Security in case the quality is low or in case of deficiency of service.
30. Irrespective of the fact as to whether or not the Registry makes purchases from outside, the Registry may impose penalty upto 1% per week subject to maximum penalty of 10% of the total cost for delayed delivery.
31. The Earnest Money / Performance Security deposit shall stand forfeited in case of breach of any of the conditions mentioned herein and if the supply of the items is found unsatisfactory.

#### **E. INVITATION OF TENDER**

Interested parties may send their lowest sealed tender in three separate sealed envelopes containing (i) Earnest Money, (ii) Samples of unbranded Items and (iii) Financial Bid superscribing **(a) Earnest Money for the Tender for supply of various Toiletry and Miscellaneous Items, (b) Samples of Items (only for unbranded items) and (c) Financial Bid for supply of various Toiletry and Miscellaneous Items** addressed by name to the undersigned, or may be handed over personally to Registry's Reception Counter No. 17 (R&I) Office on or before **28.07.2022 at 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 authorized representative(s) who may wish to remain present. **The tenders received after due date and time and/or without Earnest Money and/or without Samples, shall not be entertained.** In the first instance, envelopes containing Earnest Money will be opened, and thereafter envelopes containing Samples and then Tender Documents will be opened.

Sd/-

(Anil Kumar Sharma)  
Additional Registrar (AM)

Annexure 'A'**SUPREME COURT OF INDIA  
ADMN. MATERIALS (P&S)**F. No. 200/TI/22/SCI(AM)  
New Delhi, dated the 07-07-2022Last date for Submission of Tender is  
28.07.2022 upto 03:00 PM**PROFORMA****TO BE FILLED BY THE TENDERER WITH REFERENCE TO****NOTICE INVITING TENDER****FOR SUPPLY OF VARIOUS TOILETRY AND MISCELLANEOUS ITEMS**

1. Name of the Tenderer with Address :
2. Name of the Contact Person :  
with Telephone/Mobile No./e-mail ID
3. GST Registration Number :  
(Copy to be attached)
4. Details regarding Items :

**Table : S-I**

S. No.	Items	Qty. Proposed to be Purchased	Rate in (Rs.) per unit (Without GST) In figures	Rate in (Rs.) per unit (Without GST) In Words	GST %
1.	Harpic 500 ml.	2700 nos.			
2.	Colin Spray 500 ml.	2600 nos.			
3.	Brasso 500 ml.	300 nos.			
4.	Dettol Liquid Hand wash Bottle 200 ml. / 250 ml. (Available variant) Sensitive / Skincare	2200 nos.			
5.	Refill of Dettol Hand wash 900 ml. Sensitive / Skincare	400 nos.			

S. No.	Items	Qty. Proposed to be Purchased	Rate in (Rs.) per unit (Without GST) In figures	Rate in (Rs.) per unit (Without GST) In Words	GST %
6.	Homacol Liquid Soap a) 5 L Can b) 20 L Can (Commercial)	2800 ltrs.			
7.	Lifebouy Total Soap (125 gms)	2000 nos.			
8.	Surf Excel Bar 90 gms. or approx equivalent available volume	900 nos.			
9.	All out Machine with Refill	150 nos.			
10.	All out Refill of <b>60 Nights</b> 45ml.	1550 nos.			
11.	Naphthalene Balls (1 Kg. pack) manufactured by M/s Bengal Chemicals & Pharmaceuticals Ltd. (ISI Mark)	110 nos.			
12.	Phenyl 5 L Can manufactured by M/s Bengal Chemicals & Pharmaceuticals Ltd. (ISI Mark)	100 Cans			
13.	Cleanzo White phenyle 5 ltr. Can manufactured by Divya Soaps Pvt. Ltd.	1550 Cans			
14.	Dustbins (open) 12” size Unilite Brand	450 nos.			
15.	Paddle Bins (12 L). Unilite Brand	75 nos.			
16.	Dustbins in big size with lid swing (60 L) Unilite Brand	150 nos.			
17.	Plastic Buckets (16 L) Unilite Brand	175 nos.			
18.	Plastic Mugs (1.5 L)	100 nos.			

S. No.	Items	Qty. Proposed to be Purchased	Rate in (Rs.) per unit (Without GST) In figures	Rate in (Rs.) per unit (Without GST) In Words	GST %
	Unilite Brand				
19.	Plastic Jugs with Lid (2 L) Unilite Brand	225 nos.			
20.	Odonil Stick 100 Grams	2500 nos.			
21.	Room Fresheners "Premium make" Assorted Fragrances 125 gms	2150 nos.			
22.	Godrej Aer Pocket (10 gms.)	700 nos.			
23.	Clix Powder 1Kg. Pack	1100 nos.			
24.	Toilet Paper Roll 'Wintex Excel' make Two Ply 200 sheets	3400 nos.			
25.	AAA Battery Cells (Everready Brand)	3200 nos.			
26.	AA Battery Cells (Everready Brand)	5500 nos.			
27.	Candles of good quality Prabhat Brand 400 gms.	750 nos. (125 packets of 6 pieces in each packet)			
28.	Agarbatti Hem Company Gulab Flavour 100 gms.	225 packet			
29.	Plastic Water Pipe 0.5 inch 30 mtr. roll	25 Rolls			
30.	Match Sticks 'Ship' Brand	1150 nos.			
31.	Plastic Bottles (Fridge) 1litre Pearlpet	35 sets (6 in each)			
32.	Refill of Ambi Pur Car Perfume 7.5 ml.	200 nos.			



S. No.	Items	Qty. Proposed to be Purchased	Rate in (Rs.) per unit (Without GST) In figures	Rate in (Rs.) per unit (Without GST) In Words	GST %
33.	Ambi Pur Car Perfume Machine with Refill	50 nos.			
34.	Hand Sanitizer 500 ml. 3 M Brand	500 nos.			
35.	Dettol Hand Sanitizer 200 ml.	1000 nos.			
36.	Dettol Hand Sanitizer 50 ml.	600 nos.			
37.	Disinfectant Savlon Spray 170 gms.	2000 nos.			
38.	Khatnil Spray 1 Litre	800 nos.			
39.	InstaAct 250 ml.	As per requirement			
40.	Facemask Comfit 3D manufactured by M/s Romsons	As per requirement			

**Table : S-II**

S. No.	Items	Qty. Proposed to be Purchased	Rate in (Rs.) per unit (Without GST) In figures	Rate in (Rs.) per unit (Without GST) In Words	GST %
41.	Brooms (Phool)	1250 nos.			
42.	Brooms (Stick with guli)	900 nos.			
43.	Wipers with rod	450 nos.			
44.	Toilet Brush	210 nos.			
45.	Gunny bags in the size of 3 ft. x 4ft.	As per requirement			
46.	Bamboo Stick	250 nos.			
47.	Garbage Bags Small /Medium/ Large /Jumbo (1 kg pack)	400 Kgs.			

S. No.	Items	Qty. Proposed to be Purchased	Rate in (Rs.) per unit (Without GST) In figures	Rate in (Rs.) per unit (Without GST) In Words	GST %
48.	Floor swabs in the size of 34" x 34" with +/-5 % variation	300 dozen			
49.	Tissue Paper Napkin (30 x 30cm) 2 Ply of Good Quality (Pack of 50)	6000 nos.			
50.	Tissue Paper Napkin box of good quality or Wintex Brand	1220 nos.			
51.	Glass Tumbler	2800 nos.			
52.	Plastic Sutli (Roll of 500 gms.)	175 Rolls			
53.	Khadi Duster in the size of 34" x 34" with +/-5 % variation	1150 Dozen			
54.	Cotton Tape of good quality having width not less than 15 mm with +/- 2% variation	3500 Kgs.			
55.	Hand Sanitizer 5 Ltr Cane of good quality / Brand approved by Govt. of India and its agencies	500 Cans			
56.	Empty Spray Bottles (Plastic) 500 ml.	150 nos.			
57.	Surgical / Latex Gloves of good quality	As per requirement			
58.	Face Shield of Good quality (acrylic)	As per requirement			
59.	Pen Sanitizer Savlon / or any other brand of good quality	As per requirement			
60.	3 Ply Face Mask of good quality	3 Lakh nos. approx			
61.	Face masks N95 of good quality/Brand	As per requirement			

S. No.	Items	Qty. Proposed to be Purchased	Rate in (Rs.) per unit (Without GST) In figures	Rate in (Rs.) per unit (Without GST) In Words	GST %
	approved by Govt. of India and its agencies				
62.	Plastic Hand Gloves	As per requirement			
63.	Markin Cloth of good quality of 44" width	600 mtrs.			
64.	Corrugated Boxes in the size 13.5(length)x 10(breadth)x 14 (height)	As per requirement			
65.	Corrugated Boxes in the size 13.5(length)x 10(breadth)x 10 (height)	As per requirement			
66.	Disposable Glasses/ Paper Cups	20000 nos.			

**Note :** Sample of S.no. 54- Cotton Tape may be submitted in form of roll. Tenderers should also mention the exact volume of the item if the same is not mentioned in table above or is different from the volume mentioned in the table above.

**Note :** Samples of all the unbranded items as per Table S-II are to be furnished along with the tender.

5. Whether all the terms & conditions of NIT are acceptable: Yes /No : \_\_\_\_\_
6. Whether EMD enclosed; Yes/No, If Yes :DD No. \_\_\_\_\_ Dt. \_\_\_\_\_
7. Whether Samples of all unbranded items submitted :
8. Discount on bulk purchase (if any) :
9. Delivery Schedule
  - (a) Time to be taken for supply :
  - (b) F.O.R. Supreme Court Stationery Godown :

Dated:

Signature with stamp  
of the Tenderer

**ANNEXURE 'B'**

**UNDERTAKING**

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

Date:

Place:

Signature  
of the authorised signatory of the  
Firm/Company/Organisation  
with Official Stamp/Seal.