

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

F. No. 200/TI/21/SCI(AM)
New Delhi, dated the 07-07-2021

Last date for submission of Tender: 29.07.2021 upto 03:00 p.m.

at Counter No. 17 (R&I)

For any query please contact at Counter No. 41

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 of 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. 011-23112257 / 011-23115941 or personally visit at Registry's Reception Counter No. 41 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 is required to quote its lowest rates as per Annexure-'A' enclosed herewith. Tenders once submitted will not be allowed to be withdrawn till finalization of the matter.
2. 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** and (c) **Tender Document 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).
3. The tenderers are expected to go thoroughly 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.

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 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

5. 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.
6. The tenderers are required to quote their lowest rates for all the items or for individual items along with samples of star marked unbranded items, 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.**
7. The tenderers are required to send their tender along with a 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 side 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 no. of items for which the tenderer is participating in compliance of the terms & conditions of tender, failing which the tender may not be considered.

8. 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.

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, the tenderer may be debarred to participate in the tender process of the Supreme Court of India.
- 10. 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.**
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/ organization or otherwise.
12. 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.
13. 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.
14. Over-writing, over-typing or erasing of the figures which render it doubtful or ambiguous are not allowed and shall render the tender invalid.
15. 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.
16. The Registry is not bound to accept the rates submitted by the lowest tenderer.
17. 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.
18. 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.
19. Each tenderer has to certify that all the terms and conditions are acceptable to him/her.

20. 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

21. 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.
22. 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.
23. 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.
24. The time is the essence of the tender. The supply of the item 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.
25. 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.
26. The successful tenderer will have to abide by the terms and conditions as may be fixed from time to time by the Registry.
27. Rates quoted shall include costs of commuting, delivery and no separate traveling charges shall be admissible.

D. PENALTIES

28. If delivery is not made within the specified date and time and the Registry is required to make purchase from other dealer(s) and the tenderer will be liable to make good the loss in case of higher payments as compared to approved rates 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.
29. Irrespective of the fact as to whether or not the Registry makes purchase from outside, the Registry may impose penalty upto 1% per week subject to maximum penalty of 10% of the total cost for delayed delivery.
30. 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) Tender Document superscribing **(a) Earnest Money for the Tender for supply of various Toiletry and Miscellaneous Items, (b) Samples of Items and (c) Tender Document 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 **29.07.2021 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 representatives who may wish to remain present. **The tenders received after due date and time and/or without Earnest Money and/or without Samples, will 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)

Encls.: Annexures A and B

Annexure 'A'**SUPREME COURT OF INDIA**
ADMN. MATERIALS (P&S)F. No. 200/TI/21/SCI(AM)
New Delhi, dated the 07-07-2021Last date for Submission of Tender is
29.07.2021 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 :

S. No.	Name of the Items	Quantity proposed to be purchased	Rate in (Rs.) (Without GST)	GST %
01	Harpic 500 ml.	2000 nos.		
02	Colin Spray 500 ml.	1700 nos.		
03	Brasso 500 ml.	250 nos.		
04	Brooms (Phool)*	1000 nos.		
05	Brooms (Stick with guli)*	800 nos.		
06	Dettol Liquid Hand wash Bottle 200 ml. /250 ml. (Available variant) Sensitive / Skincare	1000 nos.		
07	Refill of Dettol Hand wash 900 ml. Sensitive / Skincare	500 nos.		
08	Lifebouy Total (125 gms)	3000 nos.		
09	Lux (100 gms.)	200 nos.		

S. No.	Name of the Items	Quantity proposed to be purchased	Rate in (Rs.) (Without GST)	GST %
10	Surf Excel Bar (100gms. Or 95 gms.)	600 nos.		
11	Wipers with rod*	600 nos.		
12	All out Machine with Refill	450 nos.		
13	All out Refill of 60 Nights 45ml.	2250 nos.		
14	Naphthalene Balls (1 Kg. pack) manufactured by M/s Bengal Chemicals & Pharmaceuticals Ltd. (ISI Mark)	180 nos.		
15	Toilet Brush*	400 nos.		
16	Dustbins (open) 12" size Unilite Brand	50 nos.		
17	Dustbins in big size with lid swing (60 L) Unilite Brand	50 nos.		
18	Plastic Buckets (16 L) Unilite Brand	100 nos.		
19	Gunny bags in the size of 3 ft. x 4ft.*	500 nos.		
20	Odonil Stick 100 Grams	2300 nos.		
21	Room Fresheners "Premium make" Assorted Fragrances 125 gms	1000 nos.		
22	Clix Powder 1Kg. Pack	850 nos.		
23	Toilet Paper Roll 'Wintex Excel' make Two Ply 200 sheets	3000 nos.		
24	Phenyl 5 L Can manufactured by M/s Bengal Chemicals & Pharmaceuticals Ltd. (ISI Mark)	300 Cans		
25	Tissue Paper Napkin (30 x 30cm) 2 Ply of Good Quality * (Pack of 50)	4000 nos.		
26	Refill of Ambi Pur Car Perfume 7.5 ml.	120 nos.		

S. No.	Name of the Items	Quantity proposed to be purchased	Rate in (Rs.) (Without GST)	GST %
27	Ambi Pur Car Perfume Machine with Refill	20 nos.		
28	Glass Tumbler*	1000 nos.		
29	AAA Battery Cells (Everready Brand)	2000 nos.		
30	AA Battery Cells (Everready Brand)	3500 nos.		
31	Bamboo Stick*	250 nos.		
32	Candles of good quality Prabhat Brand 400 gms.	200 packets		
33	Plastic Sutli*	175 Rolls		
34	Agarbatti Hem Company Gulab Flavour 100 gms.	50 packets		
35	Garbage Bags* Small /Medium/ Large /Jumbo	200 packets		
36	Match Sticks 'Ship' Brand	700 nos. or 70 packets (10 match box in each)		
37	Khadi Duster in the size of 34" x 34" with +/-5 % variation*	1500 dozen		
38	Floor swabs in the size of 34" x 34" with +/-5 % variation*	220 dozen		
39	Cotton Tape of good quality having width not less than 15 mm with +/- 2% variation in the form of Rolls*	1800 Kgs.		
40	Plastic Bottles(Fridge) 1litre Pearlpet	5 sets (6 in each set)		
41	Tat (Hessian Cloth) in the size of 44" width*	120 yards		
42	Empty Spray Bottles (Plastic) 500 ml.*	100 nos.		
43	Disinfectant Savlon Spray 170 gms.	800 nos.		

S. No.	Name of the Items	Quantity proposed to be purchased	Rate in (Rs.) (Without GST)	GST %
44	Surgical / Latex Gloves of good quality*	As per requirement		
45	PPE kits approved by Govt. of India and its agencies*	As per requirement		
46	Face Shield of Good quality (acrylic)*	As per requirement		

Note : Samples of all the star marked items (S. Nos. 4 , 5, 11, 15, 19, 25, 28, 31, 33, 35, 37, 38, 39, 41, 42, 44, 45, 46) are required to be furnished along with tender. Sample of Item No. 39 may be submitted in form of roll.

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.