

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

F.No.200/SCI/(AM)
Dated: 09.12.2020

**Last date for submission of Tender : 04.01.2021 upto 3:00 PM
at Counter No. 17 (R&I).**

For any query please contact at Counter No. 26.

NOTICE INVITING TENDER
FOR PURCHASE OF NON-WOVEN CLOTH (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 purchase of Non-Woven Cloth (Disposable) for Hon'ble Judges of the Supreme Court of India for sizes as mentioned in the below table :-

S. No.	Particular	Description of Supply	Size in Inches	Monthly Requirement
1.	Chair	Back & Seat Rest	85 x 22	900 Pcs
2.	Chair	Back & Seat Rest	89 x 26	30 Pcs
3.	Chair	Back & Seat Rest	64 x 22	900 Pcs
4.	Chair	Arm Rest (Left & Right)	20 x 10	900 Pcs
5.	Chair	Back & Seat Rest	17 x 63	600 Pcs
6.	Chair	Arm Rest (Left & Right)	26 x 12	600 Pcs
7.	Chair	Back & Seat Rest	17 x 63	50 Pcs
8.	Chair	Arm Rest (Left & Right)	26 x 12	50 Pcs
9.	Sofa	Back & Seat Rest	62 x 63	50 Pcs
10.	Sofa	Arm Rest (Left & Right)	20 x 21	50 Pcs
11.	Sofa	Arm Rest (Left & Right)	22 x 18	30 Pcs
12.	Sofa	Arm Rest (Left & Right)	22 x 16	30 Pcs
13.	Sofa	Arm Rest (Left & Right)	22 x 16	30 Pcs

14.	Sofa	Arm Rest (Left & Right)	22 x 18	30 Pcs
15.	Sofa	Back & Seat Rest	63 x 61	30 Pcs
16.	Sofa	Back & Seat Rest	63 x 78	30 Pcs
17.	Sofa	Back & Seat Rest	63 x 55	30 Pcs
18.	Sofa	Back & Seat Rest	63 x 16	30 Pcs
19.	Sofa	Back & Seat Rest	63 x 15	30 Pcs
20.	Sofa	Back & Seat Rest	75 x 17	30 Pcs
21.	Table	Top	23 x 23	30 Pcs

Interested parties, if so desire, may contact Branch Officer, Admn. Materials (P & S) Branch at telephone no. 011-23112257 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 its 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 Tenders once submitted will not be allowed to be withdrawn till finalisation of the matter.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 superscribing (a) Earnest Money for supply of Non-Woven Cloth (Disposable), (b) Financial Bid for supply Non-Woven Cloth (Disposable) and (c) Sample of Non-Woven Cloth, 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.

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 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.
6. The tenderers are required to send their tenders along with a **Demand Draft of Rs. 6,000/- (Rupees Six Thousand only) drawn in favour of "The Registrar (Admn.), Supreme Court of India" payable at New Delhi as Earnest Money**, by writing the name of the firm, telephone number and name of the item on the reverse side of the Demand Draft. If a firm is exempted from depositing the EMD, a Certificate to this effect has to be submitted along with the tender document.
7. 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 the EMD amount.
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 @ 10% of purchase order** 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 supplied in original packing, 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 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 no separate travelling charges shall be admissible
27. Successful Tenderer shall have to submit a sample of required item as per specifications mentioned in the tender document which will be inspected by a Committee of Officers. If required, a demonstration will be required at the site of supply.

PENALTIES

28. 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.
29. 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 Contract Value.
30. 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 OF TENDER

Interested parties may submit their tenders in three separate sealed envelopes superscribing (a) Earnest Money for supply of Non-Woven Cloth (Disposable), (b) Financial Bid for supply Non-Woven Cloth (Disposable) and (c) Sample of Non-Woven Cloth addressed by name to the undersigned, or may be handed over personally to **Registry's Reception Counter No. 17 (R&I)** on or before **04.01.2021 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 Earnest Money will not be entertained.**

In the first instance, envelopes containing Earnest Money and thereafter, envelopes containing Sample will be opened. Financial Bids of only those tenderers will be opened, whose samples will be approved by the Technical / Tender Opening Committee.

Sd/-
(Anil Kumar Sharma)
Additional Registrar (AM)
09.12.2020

Enclosures : Annexures 'A' and 'B'

(Note : The Registry will remain closed from 25.12.2020 to 01.01.2021 for Christmas & New Year Holidays)

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

F.No. 200/SCI/AM

Dated: 09.12.2020

**PROFORMA TO BE FILLED BY THE TENDERERS WITH REFERENCE TO
NOTICE INVITING TENDER FOR PURCHASE OF NON-WOVEN CLOTH
(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 Details of Rate and GST

S. No.	Particulars	Description of Supply	Area	Size in Inches	Unit	Price (per unit)	GST (in Rs.)	Total Price (in figures)	Total Price (in words)
1	Chair	Back & Seat Rest	Court Room	85 x 22	900 Pcs				
2	Chair	Back & Seat Rest	Court Room	89 x 26	30 Pcs				
3	Chair	Back & Seat Rest	Court Room	64 x 22	900 Pcs				
4	Chair	Arm Rest (Left & Right)	Court Room	20 x 10	900 Pcs				
5	Chair	Back & Seat Rest	Common Room	17 x 63	600 Pcs				
6	Chair	Arm Rest (Left & Right)	Common Room	26 x 12	600 Pcs				
7	Chair	Back & Seat Rest	Assembly Hall	17 x 63	50 Pcs				
8	Chair	Arm Rest (Left & Right)	Assembly Hall	26 x 12	50 Pcs				
9	Sofa	Back & Seat Rest	Assembly Hall	62 x 63	50 Pcs				
10	Sofa	Arm Rest (Left & Right)	Assembly Hall	20 x 21	50 Pcs				
11	Sofa	Arm Rest (Left & Right)	CJI Residence	22 x 18	30 Pcs				
12	Sofa	Arm Rest (Left & Right)	CJI Residence	22 x 16	30 Pcs				
13	Sofa	Arm Rest (Left & Right)	CJI Residence	22 x 16	30 Pcs				
14	Sofa	Arm Rest (Left & Right)	CJI Residence	22 x 18	30 Pcs				
15	Sofa	Back & Seat Rest	CJI Residence	63 x 61	30 Pcs				
16	Sofa	Back & Seat Rest	CJI Residence	63 x 78	30 Pcs				
17	Sofa	Back & Seat Rest	CJI Residence	63 x 55	30 Pcs				
18	Sofa	Back & Seat Rest	CJI Residence	63 x 16	30 Pcs				
19	Sofa	Back & Seat Rest	CJI Residence	63 x 15	30 Pcs				
20	Sofa	Back & Seat Rest	CJI Residence	75 x 17	30 Pcs				
21	Table	Top	Common Room	23 x 23	30 Pcs				

- 4 Discount Offered :
- 5 Warranty / Guarantee :
- 6 FOR – Supreme Court Registry : Yes / No
- 7 Whether rates are inclusive of GST : Yes / No
- 8 Time for delivery of the materials :
- 9 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/SCI/AM
Dated: 09.12.2020

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 :