

**SUPREME COURT OF INDIA**

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

F. No.102/PP/21/SCI(AM)

Dated: 17.02.2021

**Last date for submission of Tender: 10.03.2021 upto 03:00 p.m.****at Counter No. 17 (R&I)****For any query please contact at Counter No. 26****NOTICE INVITING TENDER**

**FOR SUPPLY OF A-4 SIZE PHOTOCOPIER PAPER, AZURELAID PAPER**  
**AND MAPLITHO PAPER**

Sealed tenders are invited from Delhi-NCR based reputed firms / manufacturers / retailers / authorised dealers for supply of A-4 Photocopier Paper, Azurelaid Paper and Maplitho Paper.

<b>S. N.</b>	<b>Name of the Paper</b>	<b>GSM and Brand Name</b>	<b>Quantity</b>
1.	A-4 size Photocopier Paper	<b>75 GSM</b> of "Copy Power" by Ballarpur Industries Limited or J.K. Copier Paper of J.K. Paper Ltd.	18000 reams
2.	Azurelaid Paper	<b>80 GSM</b> Three Aces Ledger Paper Brand manufactured by Ballarpur Industries Limited in the size of 43x69 cm weighing 11.9 kg (gross weight) approx. per ream.	200 reams
3	Maplitho Paper	<b>80 GSM</b> SS Maplitho Natural Shade Paper manufactured by Star Paper Mills Limited in the size of 51x66 cm weighing 13.5 kg approx. per ream.	3800 reams

The approximate quantity mentioned above in the table may vary at the time of placing the actual order. Interested parties, if they so desire, may contact Branch Officer, Admn. Materials (Purchase & Stores) at Telephone No. 011- 23112257 or personally visit at Registry's Reception Counter No. 26 near PRO Office for any clarification on any working day between 10:30 A.M. and 4:00. P.M. (except Saturdays, Sundays and Holidays).

### **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 Tenders once submitted will not be allowed to be withdrawn till finalization of the matter.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 supply of A-4 Photocopier Paper, Azurelaid Paper and Maplitho Paper**' (b) **Samples** (c) '**Tender for supply of A-4 Photocopier Paper, Azurelaid Paper and Maplitho Paper**' 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 send their tender alongwith a EMD of respective amount as mentioned against each type of paper as detailed below by way of Demand draft 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 on the reverse side of the Demand Draft. If the firm is exempted from depositing the EMD, a Certificate to this effect has to be submitted along with the tender document.

Type of Paper	Amount of EMD
A4 size photocopier paper	Rs. 60,000/-
Azurelaid Paper	Rs. 4,000/-
Maplitho Paper	Rs. 76,000/-
<b>Total</b>	<b>Rs. 1,40,000/-</b>

If any tenderer wants to quote rates for all the types of aforesaid papers, it has to deposit EMD of Rs. 1,40,000/- (Rupees One lakh and forty thousand only)

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 EMD amount.
8. Hypothetical/conditional tenders 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 of India.
9. The Registry will deal with the tenderer directly and no middlemen / agents / commission agents etc. should be asked by the tenderers to represent their cause and they shall 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.
10. The tenderer is required to quote its lowest rates on the **Annexure 'A'** enclosed herewith mentioning therein Brand of Paper, GSM of Paper, Name of Manufacturing Company, rates, delivery period, discount on bulk purchase and percentage of GST. **The Registry reserves the right to award the tender in favour of lowest tenderer of individual type of paper or for all types of paper.**
11. Tenderer is required to quote the rates only with respect to the aforesaid brands of all the three types of Papers. Tenders for any other brand of paper 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 in this regard.

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 @ 5% of total amount of the tender by way of Bank Guarantee/Demand Draft drawn in favour

of “The Registrar (Admn.) Supreme Court of India, New Delhi” within one week from the receipt of the 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 items should be supplied in original Mill packing which will be inspected by an Inspection Committee comprising of Senior Officers of the Registry and in case the supply is not found strictly in conformity with the approved sample/specifications and in case of A4 photocopier paper, if the same is not running at the speed of 120 copies per minute non- stop, the same will be liable to be rejected and the said entire supply will have to be replaced with the quality exactly commensurate with the approved sample/specifications at the cost of the tenderer. The decision of the Inspection 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 15 days** in the Registry (F.O.R. Destination) on receipt of the Purchase Order.
25. The payment will be made only after the full supply is received and accepted as per approved 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 travelling 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 (a) Earnest Money (b) Samples and (c) Tender Document superscribing **(a) Earnest Money for supply of A-4 Photocopier Paper, Azurelaid Paper and Maplitho Paper (b) Samples and (c) Tender Document for supply of A-4 Photocopier Paper, Azurelaid Paper and Maplitho Paper** on the cover of the respective envelopes addressed by name to the undersigned or may be handed over personally to **Registry's Reception Counter No. 17 (R&I)** on or before **10.03.2021 upto 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 without Earnest Money will not be entertained.** In the first instance, envelopes containing Earnest Money will be opened, thereafter, the envelopes containing Tenders will be opened.

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

Encl: Proformas (Annexures 'A' & 'B')

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

F. No. 102/PP/21/SCI(AM)

Dated: 17.02.2021

Last date for submission of Tender  
is 10<sup>th</sup> March, 2021 upto 03:00 p.m.

**PROFORMA TO BE FILLED BY THE TENDERER****WITH REFERENCE TO THE NOTICE INVITING TENDER FOR SUPPLY OF A-4  
SIZE PHOTOCOPIER PAPER, AZURELAID PAPER & MAPLITHO PAPER**

1. Name of the tenderer with address :
2. Name of the Contact Person :  
with Telephone No./Mobile No./ e-mail ID
3. Copy of GST Registration Number :
4. Details regarding all types of paper

S. N.	Name of the Paper with size	GSM and Brand Name	Rate per ream (without GST)	GST %	Rate per Ream (with GST)
1.	<b>A-4 size Photocopier Paper</b>				
2.	<b>Azurelaid Paper</b> in the size of 43x69 cm weighing 11.9 kg (gross weight) approx. per ream				
3	<b>Maplitho Paper</b> in the size of 51x66 cm weighing 13.5 kg per ream approx.				

5. Whether EMD enclosed :DD No. \_\_\_\_\_ Dt. \_\_\_\_\_
6. Whether all the terms & conditions of NIT are acceptable: \_\_\_\_\_
7. Discount on bulk purchase (if any) \_\_\_\_\_
8. F.O.R. Supreme Court Registry \_\_\_\_\_
9. Delivery Period \_\_\_\_\_

Signature with date and rubber  
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.