

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

F.No.187/SCI/(AM)

Dated: 19.01.2021

Last date for submission of Tender: 09.02.2021 upto 3:00 PM

at Counter No. 17 (R&I).

For any query please contact at Counter No. 26.

NOTICE INVITING TENDER

**FOR CONTRACT TOWARDS SUPPLY OF PADLOCKS OF 65 mm, 50 mm
and 30 mm of HARRISON BRAND ON REQUIREMENT BASIS**

Sealed tenders are invited from Delhi-NCR based reputed firms / manufacturers / retailers / authorised dealers for supply of Padlocks of **65 mm, 50 mm and 30 mm of Harrison Brand**. On an average requirement basis, we may need around **150** 65 mm, **1110** 50 mm and **300** 30 mm Locks during the period of rate contract of Three (03) years.

Interested parties, if they so desire, may contact the Branch Officer, Admn. Materials (P & S) 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 tenderer is required to quote its **Maximum Percentage of Discount on Prevailing Maximum Retail Price for Three (03) Years** in the enclosed Proforma mentioning the Maximum Discount, Delivery Period, Warranty/Guarantee if any Tenders once submitted will not be allowed to be withdrawn till finalisation of the matter.
2. The quantity mentioned above is just an estimate based on consumption pattern of last year and actual quantity being procured during the period of contract may be different from above.

3. The tender may be delivered in three separate sealed envelopes superscribing (a) **Earnest Money** for supply of Padlocks of 65 mm, 50 mm and 30 mm of Harrison Brand on requirement basis (b) **Financial Bid** for supply of Padlocks of 65 mm, 50 mm and 30 mm of Harrison Brand on requirement basis and (b) **Sample** of Padlocks of 65 mm, 50 mm and 30 mm of Harrison Brand on requirement basis, by post sufficiently early so as to reach the Registry within date and time or may be delivered personally to the undersigned. If tender is sent through special messenger, an authority letter from the tenderer with proof of identity may also be given to the Messenger.
4. The tenderer is 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.
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 declared as holiday, then next working day of the Registry will be treated as due date of tender.

TERMS AND CONDITIONS OF TENDER

6. The tenderers are required to quote their **Maximum Percentage of Discount on Prevailing Maximum Retail Price for Three (03) Years** for the items detailed in **Annexure 'A'** enclosed herewith and the discount should be valid for minimum period of **60** days from the date of opening of Tenders. The tenderer shall not be entitled during the said period of **60** days to revoke or cancel its tender or to vary the tender or any terms thereof.
7. The tenderers are required to send their tender along with a **Demand Draft of Rs. 6,500/- (Rupees Six Thousand Five Hundred only) drawn in favour of "The Registrar (Admn.), Supreme Court of India" payable at New Delhi as Earnest Money**, which will be refunded to the unsuccessful tenderes on their written request after awarding of the contract. Name of the firm, telephone number and name of the item may be written on the reverse side of the Demand Draft.

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 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.
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 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 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 discount 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.
18. The tenderer has to certify that all the terms and conditions are acceptable to him / her.

TERMS AND CONDITIONS FOR SUCCESSFUL TENDER

19. The successful tenderer shall have to deposit **performance security @ Rs. 14,000/-** (Rupees Fourteen Thousand only) drawn in favour of **“The Registrar (Admn), Supreme Court of India, New Delhi“** after adjusting the amount of Rs. 6,500/- (Rupees Six Thousand Five Hundred only) already deposited with the tender as earnest money, within one week from the receipt of Purchase Order by way of Bank Guarantee 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.
20. 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.
21. 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.
22. 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.
23. 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.

24. The payment will be made after full supply is received and accepted as per approved specifications against one single supply order. No advance payment will be made in any case.
25. The successful tenderer will have to abide by the terms and conditions as may be fixed from time to time by the Registry.
26. There shall be no increase in contract period. All orders placed till last date of contract will have to be completed without fail.
27. Discount quoted shall include costs of commuting, delivery and no separate travelling charges shall be admissible.
28. Sample submitted as per specifications mentioned in the tender document by the successful tenderer will be inspected by a Committee of Officers, however, If required, a demonstration will be required at the site of supply.

PENALTIES

29. 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.
30. Irrespective of the fact as to whether or not the Registry makes purchases from outside, the Registry may impose penalties upto **1%** of total prevailing MRP per week for delayed articles subject to maximum penalty of **10%** of the total Contract Value.
31. 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 sealed envelope, containing Tender Document, superscribing on the envelopes for supply of **Padlocks of 65 mm and 50 mm and 30 mm** addressed by name to the undersigned, or may be handed over personally to **Registry's Reception Counter No. 17** near PRO office on or before **09.02.2021 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 or time will not be entertained.**

In the first instance, envelopes containing Earnest Money Diposit & thereafter envelopes containing Samples will be opened. Financial Bids of only those tenderes will be opened whose samples will be approved by the Tender Opening Committee.

SD/-

(Anil Kumar Sharma)
Additional Registrar (AM)
19.01.2021

Encls : Annexures 'A' and 'B'

Annexure 'A'

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

F.No. 187/SCI/AM

Dated: 19.01.2021

**PROFORMA TO BE FILLED BY THE TENDERS WITH REFERENCE TO NOTICE
INVITING TENDER FOR CONTRACT TOWARDS SUPPLY OF PADLOCKS OF
65 mm, 50 mm and 30 mm of HARRISON BRAND ON REQUIREMENT BASIS**

1. Name of the tenderer with address :
2. Name of the Contact Person with :
Telephone No. :
Mobile No. :
Fax No. :
E-mail ID :
3. Maximum Discount allowed :
(a) 50 mm (Per Unit Price) :
(b) 65 mm (Per Unit Price) :
(c) 30 mm (Per Unit Price) :
4. Warranty / Guarantee :
5. FOR – Supreme Court Registry : Yes / No
6. Whether all terms & conditions
of NIT are agreeable : Yes / No

Dated :

**SIGNATURE
(WITH STAMP)**

Annexure 'B'

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

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Dated: 19.01.2021

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 :