

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

F.No.71-A/SCI/(AM)  
Dated: 19.02.2022

**Last date for submission of Tender : 11.03.2022 upto 3:00 PM  
at Counter No. 17 (R&I).**

**For any query please contact at Counter No. 26.**

**NOTICE INVITING TENDER**  
**FOR RATE CONTRACT FOR A PERIOD OF TWO YEARS**  
**TOWARDS PURCHASE OF TWO SEATER SOFAS AND 3+1+1 NAGFANI**  
**SOFA SETS (without the cost of fabric)**

Sealed tenders are invited from Delhi / NCR based reputed firms / partners / directors / proprietors on the Proformas attached herewith as Annexures - 'A' and 'B' for awarding rate contract for supply of Two Seater Sofas and 3+1+1 Nagfani Sofa Sets. During the awarding period of rate contract, around 25 Nos. Two Seater Sofas and 05 Nos. of 3+1+1 Nagfani Sofa Sets (without the cost of fabric) may be required. However, quantity may vary from time to time.

Interested parties, if so desire, may contact Branch Officer, Admn. Materials (P & S) Branch at telephone no. 011-23115941 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 their 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 Tenders once submitted will not be allowed to be withdrawn till finalisation of the matter.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 two separate sealed envelopes superscribing (a) Earnest Money for Rate Contract towards Purchase of Two Seater Sofas and 3+1+1 Nagfani Sofa Sets, (b) Financial Bid for Rate Contract towards Purchase of Two Seater Sofas and 3+1+1 Nagfani Sofa Sets, 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 the next working day of the Registry will be treated as due date of submitting of the tender.
5. The style of required Two Seater Sofas may be referred to images annexed at Annexure - 'C' and for 3+1+1 Nagfani Sofa Sets images annexed at Annexure - 'D'.

### **TERMS AND CONDITIONS OF TENDER**

6. 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.
7. The tenderers are required to send their tenders along with a **Demand Draft of Rs. 7,000/- (Rupees Seven 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.

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 the EMD amount.
9. 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.
10. 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.
11. Overwriting/over-typing or erasing of the figures which render it doubtful or ambiguous are not allowed and shall render the tender invalid.
12. 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.
13. 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.
14. Each tenderer has to certify that all the terms and conditions are acceptable to him / her.
15. 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.
16. 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.

17. 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.
18. The tenderer should submit proof of his/her domicile in Delhi-NCR along with address of the office.

### **TERMS AND CONDITIONS FOR SUCCESSFUL TENDER**

19. The successful tenderer shall have to deposit **performance security of Rs. 10,600/- (Rupees Ten Thousand and Six Hundred Only)** within one week from the receipt of Rate Contract Letter / 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.
20. The item should be as per specifications, 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 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 price during rate contract period. All orders placed till last date of contract will have to be completed without fail.
27. Rates quoted shall include costs of commuting, delivery and no separate travelling charges shall be admissible
- 28. Successful Tenderer shall have to submit a sample of required sofas which will be inspected by a Committee of Officers. Further, at the time of submission of sample and thereafter supply at each occasion, a Certificate stating that “the material supplied meets all the specifications as per Tender Document”. The samples will be returned after successful completion of Rate Contract period.**
- 29. Tenderers are required to quote their rates without the cost of fabric. However, the fabric may be provided by the Registry for putting it on the Sofa (Set) without any extra cost.**

#### **PENALTIES**

30. In case of non-supply or short supply of items by the tenderer, if 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.
31. 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 value of purchase order.
32. 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 two separate sealed envelopes superscribing (a) Earnest Money for Rate Contract towards Purchase of Two Seater Sofas and 3+1+1 Nagfani Sofa Sets, (b) Financial Bid for Rate Contract towards Purchase of Two Seater Sofas and 3+1+1 Nagfani Sofa Sets addressed by name to the undersigned, or may be handed over personally to **Registry's Reception Counter No. 17 (R&I)** on or before **11.03.2022 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 / without Certificate of Exemption of EMD shall not be entertained.**

In the first instance, envelopes containing Earnest Money and thereafter, envelopes containing Financial Bids will be opened by the Tender Opening Committee. Financial Bids will not be opened if Tenderers fail to submit the EMD.

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

Encls : Annexures 'A', 'B', 'C' and 'D'

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

F.No. 71-A/SCI/AM

Dated: 19.02.2022

**PROFORMA TO BE FILLED BY THE TENDERERS WITH REFERENCE TO**  
**NOTICE INVITING TENDER FOR RATE CONTRACT FOR A PERIOD OF**  
**TWO YEARS TOWARDS PURCHASE OF TWO SEATER SOFAS AND 3+1+1**  
**NAGFANI SOFA SETS (without the cost of fabric)**

- 1 Name of the tenderer with address :
- 2 Name of the Contact Person with Telephone No /Mobile No./Fax No/e-mail ID :
- 3 GST No. (attach a copy also) :
- 4 PAN No. (attach a copy also) :
- 5 Specification of Two Seater Sofas and 3+1+1 Nagfani Sofa Sets :-

<b>S. No.</b>	<b>Particulars</b>	<b>Specifications</b>
1.	Depth of Seat Two Seater Sofa : 3+1+1 Nagfani Sofa Sets :	23 inches 22 inches
2.	Width of Seat Two Seater Sofa : 3 Seater Nagfani Sofa : 1 Seater Nagfani Sofa :	21 inches 21 inches 21 inches
3.	Thickness of Seat Two Seater Sofa : 3+1+1 Nagfani Sofa Sets :	4 inches 5 inches
4.	Height of Seat from floor Two Seater Sofa : 3+1+1 Nagfani Sofa Sets :	18 inches 18 inches
5.	Height of Back from floor Two Seater Sofa : 3+1+1 Nagfani Sofa Sets :	31 inches 36 inches
6.	Height of Arm Rest from Seat Two Seater Sofa : 3+1+1 Nagfani Sofa Sets :	6 inches (front) and 10 inches (back) 6 inches
7.	Height of Arm Rest from floor Two Seater Sofa : 3+1+1 Nagfani Sofa Sets :	24 inches (front) and 28 inches (back) 24 inches
8.	Density and Quality of Foam Used	Seat : Double plate pencil hole with ISI mark Foam : Unifoam of 23 mm (density – 40) Feather make
9.	Wood :	Sangwan Wood (For Nagfani Sofa)

6 Whether all the terms & conditions of NIT are agreeable : Yes / No

7 Rates of Two Seater Sofas :-

Unit Rate (Exclusive of Tax)	Discount Offered	GST (in %age)	GST (in Rs.)	Total (Rs.) (in figures)	Total (Rs.) (in words)	Warranty / Guarantee

8 Rates of 3+1+1 Nagfani Sofa Sets :-

Unit Rate (Exclusive of Tax)	Discount Offered	GST (in %age)	GST (in Rs.)	Total (Rs.) (in figures)	Total (Rs.) (in words)	Warranty / Guarantee

8 FOR – Supreme Court Registry : Yes / No

9 Time for delivery of the materials :

10 Whether supplying to other institutions :  
(Please attach the list of clientele)

Dated : .....

SIGNATURE  
(WITH STAMP)



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**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 : .....



**FRONT**



**FROM RIGHT SIDE**



**FROM LEFT SIDE**



**BACK**



**3 SEATER NAGFANI SOFAS**



**SINGLE SEATER  
NAGFANI SOFA**



**CARVING AT TOP**



**CARVING AT SIDE**



**CARVING AT BOTTOM  
OF SINGLE SEATER  
NAGFANI SOFA**



**SIMILAR CARVING AT  
BOTTOM OF THREE  
SEATER NAGFANI  
SOFA**