

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

F.No. 237/AM/SCI
Dated: 20.03.2023

**Last date for submission of Tender : 11.04.2023 upto 3:00 PM
at Counter No. 17 (R&I).**

Date and time of opening of Tender : 11.04.2023 at 4:00 PM

NOTICE INVITING TENDER
FOR AWARDING RATE CONTRACT FOR PURCHASE OF VARIOUS
FURNITURE ITEMS FOR A PERIOD OF 2 YEARS

Sealed tenders are invited from Delhi / NCR based reputed firms / manufacturers / retailers / authorised dealers on the Proformas attached herewith as Annexures - 'A' & 'B' respectively for awarding of rate contract for purchase of various furniture items for a period of two years for use in the Supreme Court Registry and at the Residential Offices of Hon'ble Judges as per following specifications of customized and branded items :

TABLE - A

For Customised Items (can also be referred at Annexure – A, Page Nos. 9-11) :

S. No.	Category	Name of Item	Specification	Expected Requirement during the contractual period	EMD (in Rs.)
1	Desking	Officers' Table	Wooden Officer's Table made up of laminated board (1" thickness) of the size of 5' (L) x 2 1/2' (W) x 2 1/2' (H) having fixed drawer unit on right side (three drawers of equal size (15" width) with facility of lock and mouse tray on topmost drawer) with a provision for keeping keyboard. Exposed edges of top of table to be sealed with banding tape. Table to be provided along-with a separate Steel Side Rack with sliding door of the size of 28" x 36" x 18". Provision of fixed Foot Board (Footrest) (7"W).	54	34,000/-
2		Office Table	Ordinary Office Table made up of laminated board (1" thickness) of the size of 4' (L) x 2 1/2' (W) x 2 1/2' (H) having fixed drawer unit on right side (three drawers of equal size (15" width) with facility of lock and mouse tray on topmost drawer) with a provision for keeping keyboard. Exposed edges of top of table to be sealed with banding tape. Provision of fixed Foot Board (Footrest)(7" W).	54	
3		Computer Table	Size 4.6' (L) x 2.3' (W) x 2.4' (H) (1" thickness of Board) having three drawers with lock facility, steel legs and provision to keep UPS and key Board.	34	
4		Mini Computer Table (with keyboard tray)	1) Size – 2.5' (L) x 2' (W) x 2.5' (H) 2) Laminated board of 1" thickness 3) Keyboard Tray 4) provision of keeping CPU / UPS / Printer at the bottom 5) Exposed edges of the table top to be covered	118	
5		Mini Computer Table (with drawer and without keyboard tray)	1) Size – 2.5' (L) x 2' (W) x 2.5' (H) 2) Laminated board of 1" thickness 3) Drawer in place of Keyboard Tray 4) provision of keeping CPU / UPS / Printer at the bottom 5) Exposed edges of the table top to be covered		
6		Stools – 12x15x15	Iron Legs comprising the stool height of 12" and Wooden Top of laminated board of 1" thickness in the size of 15" x 15"	300	
7		Stools – 18x15x15	Iron Legs comprising the stool height of 18" and Wooden Top of laminated board of 1" thickness in the size of 15" x 15"		
8		Stools – 24x15x15	Iron Legs comprising the stool height of 24" and Wooden Top of laminated board of 1" thickness in the size of 15" x 15"		

S. No.	Category	Name of Item	Specification	Expected Requirement during the contractual period	EMD (in Rs.)
9		Semi-Circle Table	semi-circular office table having top of size 2100 mm x 1050mm x 750mm, having 2 boxes with 4 drawers on either side. Top of the table made of 19 mm thick comm. board with laminate, 6 mm teak veneer of approved shade, boxes made of 19 mm teak board on the inside and front of the drawer, outer side made of 3 mm teak ply on teak wood frame work. Front of the table between the boxes, closed with teak wood louvers. Side rack to match the above table of size 900mm x 450mm in arch shape. Top of the rack made of 19mm comm. Board with laminate, 6 mm teak veneer an'd one shelf and bottom made of 19 mm comm. board complete with polish and as per the design of the table already approved in Judges Chambers of Supreme Court	6	
10	Seating	Wooden Tub Chair / Visitor Chair	Chair of approved brown color fabric, made up of good quality teak wood having Wooden Frame of 2' x 1.25', Seat in size of 19" x 20", legs of atleast 1" thickness, Seat Cushion (Polyurethane foam, moulded with density 40 mm) of atleast 3" thickness, having spring washer with bolt for fixing arm partition with wooden frame in virtually invisible manner & heavy duty L-shape strip at all joints.	160	9,000/-
11	Storage	Chest of Drawer	Size : Top 38"x19" with Moulding Height 42", Drawer : 5" height panel 2 drawers, drawer Height 8", 02 Wooden doors height : 24", oriental legs 4" teak wood, made with ¾" board covered with 4mm. Teak ply, designing of moulding ¾" teak wood, drawers site pannel ¾" board with telescoping channel, bottom 6mm ply providing 01 lock with melamine polish, teak board door of chest of drawer. One lock at the centre of middle shelf may be provided. One more catcher at the bottom (left side) may be provided. Removable shelf inside the shelf may be filled with putty and be polished properly. Handle of the shelves should be of brass.	20	5,000/-

TABLE - B

For Branded Items (can also be referred at Annexure – A, Page Nos. 12-13) :

S. No.	Category	Name of Item	Specification	Expected Requirement during the contractual period	EMD (in Rs.)
1	Seating	Metallic Bench Black – 3 seater	Any Reputed Brand	70	8,000/-
2		Steel Bench (without cushion) – 3 seater	Any Reputed Brand		
3		Steel Bench (with cushion) – 3 seater	Any Reputed Brand		
4		Executive Chairs for Officers of the Registry	Blue Color High Back Revolving Chair of Any Reputed Brand	54	
5		Computer Chairs for the staff of the Registry	Red Color Mid Back Revolving Chair of Any Reputed Brand	140	
6	Storage	Steel Almirah (without locker)	Any Reputed Brand in the size of 78"x36"x18" making five compartments	15	16,000/-
7		Steel Almirah (without locker and with hanging rod)	Any Reputed Brand in the size of 78"x36"x18" with atleast two shelves and provision of one hanging rod		
8		Steel Wardrobe (with locker and hanging rod)	Any Reputed Brand in the size of 78"x36"x18" having one locker, provision of one hanging rod and one tie bar	15	
9		Vertical Filing Cabinet 4 drawer	Godrej – 4 DR VFC 1320mm(h) x 470mm(w) x 620mm(d)	20	
10		Vertical Filing Cabinet 2 drawer	Godrej – 2 DR VFC 710mm(h) x 470mm(w) x 620mm(d)	5	
11		Electronic Safety Box	Godrej – 15L safe	15	
12	Miscellaneous	Aluminum Ladder (Single Leg)	Any Reputed Brand	60	4,000/-
13		Aluminum Ladder (Double Leg)	Any Reputed Brand		
14		Aluminum Ladder (Telescopic)	Any Reputed Brand		

Please note that the quantities mentioned in the Tables A and B above are only indicative and tentative. These do not indicate the exact requirement and is subject to change as per the actual requirement of the Registry.

Interested parties, if so desire, may contact Branch Officer, Admn. Materials (P & S) Branch at Telephone No. 011-23115941 or personally visit the Reception Counter established at Gate No. 01 of Additional Building Complex, Supreme Court of India for any query / 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 Rates for items in Table A (for customised items)** whereas **Highest Discount Percentage on prevailing MRP for items in Table B (for branded items)** in the enclosed Proforma at Annexure - 'A' mentioning the Rate / Percentage of Discount, 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 Tender process.
2. 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 has not been blacklisted / banned / terminated on the account of poor performance.
3. The tender should be sent in two separate sealed envelopes by post sufficiently early so as to reach the Registry within the stipulated date and time or may be delivered at Counter No. 17 (R&I) and must be superscribing :
 - 1)“Earnest Money Deposit for Rate Contract for Purchase of Various Furniture Items for a period of Two Years”,
 - 2)“Financial Bid for Rate Contract for Purchase of Various Furniture Items for a period of Two Years”
4. The tenderers are expected to examine all the instructions, proformas, terms & conditions and specifications in the tender documents. Failing to furnish all information sought for in 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 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

6. The tenderers are required to quote their lowest rates for the items as per Table A and highest discount percentage for the items as per Table B 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 submit their tenders along with the Earnest Money Deposit by way of Demand Draft as per Table A and B at above.

The EMD for customized category (Table – A) will be as follows :

Desking	- Rs. 34,000/-
Seating	- Rs. 9,000/-
Storage	- Rs. 5,000/-
Total	- Rs. 48,000/-

The EMD for branded category (Table – B) will be as follows :

Seating	- Rs. 8,000/-
Storage	- Rs. 16,000/-
Miscellaneous	- Rs. 4,000/-
Total	- Rs. 28,000/-

The total EMD amount for both the categories will be Rs. 76,000/-.

The Tenderers may submit the EMD as per the category, if applying for selected number of items as per the above mentioned details or in full, if applying for all of the items mentioned in the Tender Document. If the firm is already exempted from depositing the EMD/Bid-Security, a Certificate to this effect has to be submitted along with the tender document.

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 is not bound to accept the lowest tender and reserves the right 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 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 to the extent of maximum upto Rs. 1,14,000/-**. The amount of performance security so to be deposited by the successful tenderer(s) will be intimated by the Registry in the Rate Contract letter. The said performance security amount has to be deposited by the successful tenderer(s) within one week from the receipt of the Rate Contract letter of the Registry. The said performance security is to be deposited by way of Bank Guarantee / Demand Draft drawn in favour of “The Registrar (Admn.), Supreme Court of India, New Delhi”. The security amount will be released after 60 days from the date of final bill payment or after satisfactory supply of the material, whichever is later.
19. The successful tenderer shall have to submit the samples of all the customized items as per Table A whereas the samples of the branded items as per Table B may be required to be submitted as per the directions of Competent Authority. In case the sample does not match with the specifications or the material seems to be of inferior quality, the sample will be rejected. The Registry reserves the right to take appropriate step thereafter. The approved sample will be returned after 60 days of final bill payment during the rate contract or after the end of the warranty period, whichever is later.
20. The item supplied will be inspected by an Inspection Committee and in case the supply is not found to be in conformity with the approved specifications / sample, the entire supply will have to be replaced with 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.
21. The time is the essence of the tender. The supply of the item as per the required specifications shall be required 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 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. Rates quoted shall include costs of commuting and delivery and no separate travelling charges shall be admissible.

PENALTIES

26. 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.
27. 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.
28. 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 through post in two separate sealed envelope addressed by name to Mr. Anil Kumar Sharma, Additional Registrar, or may be handed over personally to him superscribing :

- 1) “Earnest Money Deposit for Rate Contract for Purchase of Various Furniture Items for a period of Two Years”,
- 2) “Financial Bid for Rate Contract for Purchase of Various Furniture Items for a period of Two Years”

or the Tender may be delivered at **Registry’s Reception Counter No. 17 (R&I)** on or before **11.04.2023 upto 03:00 P.M.** which will be opened on the same day (**11.04.2023**) at **04:00 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 shall not be entertained.**

In the first instance, envelopes containing Earnest Money Deposit will be opened. Financial Bids of only those tenderers will be opened only if they submit the Earnest Money Deposit.

SD/-
(Anil Kumar Sharma)
Additional Registrar (AM)
20.03.2023

Encls : Annexures ‘A’ and ‘B’

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

F.No. 237/AM/SCI

Dated: 20.03.2023

PROFORMA TO BE FILLED BY THE TENDERERS WITH REFERENCE TO
NOTICE INVITING TENDER FOR RATE CONTRACT FOR PURCHASE OF
VARIOUS FURNITURE ITEMS FOR A PERIOD OF TWO YEARS

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

(6) Lowest Rates of Customized Items as per Table A at Page Nos. 1-2 of the Tender :-

S. No.	Name of the Item	Specification	Unit Rate (Exclusive of Tax)	GST (in Rs.)	Total (Rs.) (in figures)	Total (Rs.) (in words)	Warranty / Guarantee
1.	Officer's Table	Wooden Officer's Table made up of laminated board (1" thickness) of the size of 5' (L) x 2 1/2' (W) x 2 1/2' (H) having fixed drawer unit on right side (three drawers of equal size (15" width) with facility of lock and mouse tray on topmost drawer) with a provision for keeping keyboard. Exposed edges of top of table to be sealed with banding tape. Table to be provided along-with a separate Steel Side Rack with sliding door of the size of 28" x 36" x 18". Provision of fixed Foot Board (Footrest) (7"W).					
2.	Office Table	Ordinary Office Table made up of laminated board (1" thickness) of the size of 4' (L) x 2 1/2' (W) x 2 1/2' (H) having fixed drawer unit on right side (three drawers of equal size (15" width) with facility of lock and mouse tray on topmost drawer) with a provision for keeping keyboard. Exposed edges of top of table to be sealed with banding tape. Provision of fixed Foot Board (Footrest)					

		(7" W).					
3.	Computer Table	Size 4.6' (L) x 2.3' (W) x 2.4' (H) (1" thickness of Board) having three drawers with lock facility, steel legs and provision to keep UPS and key Board.					
4.	Mini Computer Table (with keyboard tray)	1) Size – 2.5' (L) x 2' (W) x 2.5' (H) 2) Laminated board of 1" thickness 3) Keyboard Tray 4) provision of keeping CPU / UPS / Printer at the bottom 5) Exposed edges of the table top to be covered					
5.	Mini Computer Table (without keyboard tray)	1) Size – 2.5' (L) x 2' (W) x 2.5' (H) 2) Laminated board of 1" thickness 3) Drawer in place of Keyboard Tray 4) provision of keeping CPU / UPS / Printer at the bottom 5) Exposed edges of the table top to be covered					
6.	Stools – 12x15x15	Iron Legs comprising the stool height of 12" and Wooden Top of laminated board of 1" thickness in the size of 15" x 15"					
7.	Stools – 18x15x15	Iron Legs comprising the stool height of 18" and Wooden Top of laminated board of 1" thickness in the size of 15" x 15"					
8.	Stools – 24x15x15	Iron Legs comprising the stool height of 24" and Wooden Top of laminated board of 1" thickness in the size of 15" x 15"					
9.	Semi-Circle Table	semi-circular office table having top of size 2100 mm x 1050mm x 750mm, having 2 boxes with 4 drawers on either side. Top of the table made of 19 mm thick comm. board with laminate, 6 mm teak veneer of approved shade, boxes made of 19 mm teak board on the inside and front of the drawer, outer side made of 3 mm teak ply on teak wood frame work. Front of the table between the boxes, closed with teak wood louvers. Side rack to match the above table of size 900mm x 450mm in arch					

		shape. Top of the rack made of 19mm com. Board with laminate, 6 mm teak veneer and one shelf and bottom made of 19 mm com. board complete with polish and as per the design of the table already approved in Judges Chambers of Supreme Court					
10.	Wooden Tub Chair / Visitor Chair	Chair of approved brown color fabric, made up of good quality teak wood having Wooden Frame of 2' x 1.25', Seat in size of 19" x 20", legs of atleast 1" thickness, Seat Cushion (Polyurethane foam, moulded with density 40 mm) of atleast 3" thickness, having spring washer with bolt for fixing arm partition with wooden frame in virtually invisible manner & heavy duty L-shape strip at all joints.					
11.	Chest of Drawer	Size : Top 38"x19" with Moulding Height 42", Drawer : 5" height panel 2 drawers, drawer Height 8", 02 Wooden doors height : 24", oriental legs 4" teak wood, made with ¾" board covered with 4mm. Teak ply, designing of moulding ¾" teak wood, drawers site pannel ¾" board with telescopy channel, bottom 6mm ply providing 01 lock with melamine polish, teak board door of chest of drawer. One lock at the centre of middle shelf may be provided. One more catcher at the bottom (left side) may be provided. Removable shelf inside the shelf may be filled with putty and be polished properly. Handle of the shelves should be of brass.					

....contd./-

(7) Highes Percentage of Discount for the items as per Table B at Page No. 2 of the Tender :-

S. No.	Name of the Item	Brand	Make / Model	Colored Image / Brochure of relevant item with specification annexed (Y / N)	Present MRP of the item (in Rs.)	% of Discount Offered in figures	% of Discount Offered in words	% of GST	Warranty / Guarantee
1.	Metallic Bench Black – 3 seater								
2.	Steel Bench (without cushion) – 3 seater								
3.	Steel Bench (with cushion) – 3 seater								
4.	Executive Chairs for Officers - Blue Color High Back Revolving Chair								
5.	Computer Chairs for the Staff - Red Color Mid Back Revolving Chair								
6.	Steel Almirah without locker in the size of 78"x36"x18" making five compartments								
7.	Steel Almirah without locker and with hanging rod in the size of 78"x36"x18" with at least two shelves and provision of one hanging rod								
8.	Steel Wardrobe with locker and hanging rod in the size of 78"x36"x18" having one locker, provision of one hanging rod and one tie bar								
9.	Vertical Filing Cabinet 4 drawer - Godrej 4 DR VFC 1320 mm(H) x 470 mm(w) x 620 mm(d)								
10.	Vertical Filing Cabinet 2 drawer - Godrej 2 DR VFC 710 mm(H) x 470 mm(w) x 620 mm(d)								
11.	Electronic Safety Box - Godrej – 15 Litres								

12.	Aluminum Ladder (Single Leg) 5 feet								
	6 feet								
	7 feet								
	8 feet								
	9 feet								
	10 feet								
	11 feet								
	12 feet								
13.	Aluminum Ladder (Double Leg) 5 feet								
	6 feet								
	7 feet								
	8 feet								
	9 feet								
	10 feet								
	11 feet								
	12 feet								
14.	Aluminum Ladder (Telescopic) 5 feet								
	6 feet								
	7 feet								
	8 feet								
	9 feet								
	10 feet								
	11 feet								
	12 feet								

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)

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

Annexure - 'B'

F.No. 237/AM/SCI
Dated: 20.03.2023

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 :