

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

F. No. 133/CT/15/SCI(AM)

Dated the 30.09.2015

Last date for submission of
Tender is 26.10.2015 upto 03:00 p.m.

NOTICE INVITING TENDER FOR SUPPLY OF
COTTON TAPE

Sealed tenders are invited, on the Proforma attached herewith for the supply of Cotton Tape of good quality having width not less than 15mm with +/- 2% variation for use in the Registry.

The contract would be awarded to the lowest tenderer who has quoted the rates nearer to the above specifications.

At present approximate requirement is for 4000 Kg. in the form of Rolls but the quantity may vary at the time of placing the order. Interested parties, if they so desire, may contact the Shri T. D. Pant, Branch Officer (P&S), Supreme Court of India, Tilak Marg, New Delhi [Tel. No.23388745 / 23112257 / 23111403] and can personally visit at Reception Counter No.37 near PRO (Office) on any working day between 10.30 A.M. to 4.00 P.M. except Saturday/Sunday for any clarification, before quoting the rates.

A. TENDER

1. Three separate sealed envelopes should be used for submitting (a) Earnest Money, (b) Sample and (c) Tender Document superscribing **(a) Earnest Money for Cotton Tape, (b) Sample of Cotton Tape and (c) Tender Document of Cotton Tape** on the cover of the respective envelopes.
2. The tender may be sent by post sufficiently early so as to reach the Registry within time, or may be delivered to the undersigned. If tender is sent through Messenger, an authority letter from the tenderer with proof of identity may also be given to the Messenger so that he could show the same along with his own identity proof to the Reception Officer at Reception Counter No.37 for issuance of Entry Pass.

3. The bidder is expected to examine all the instructions, Proforma's terms & conditions and specifications in the bidding documents. Failing to furnish all information required by the bidding document in any respect will be at the bidder's risk and may result in the rejection of the bid.
4. The bid 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 by the Govt. of India then next day will be treated as due date of the tender.

B. TERMS AND CONDITIONS OF TENDER

5. The tenderers are required to quote their lowest rate on the Proforma enclosed herewith **alongwith atleast one Roll of Cotton Tape as sample**, mentioning therein discount, if any, delivery period and percentage of VAT.
6. The rates should be valid for a minimum period of 90 days from the date of opening of Tenders. The tender shall not be entitled during the said period of 90 days to revoke or cancel his tender or to vary the tender or any terms thereof.
7. Hypothetical or conditional tenders will 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, appropriate action may be taken.
8. The Registry will deal with the tenderer directly and no middle-men/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 transferrable and agency shall not be permitted to transfer their rights and obligations to any other person/organisation or otherwise.
9. The Earnest Money/ Security deposit shall stand forfeited in case of breach of any of the conditions mentioned herein and if the supply is found unsatisfactory.
10. Over-writing/over-typing or erasing of the figures which render the Tender doubtful or ambiguous are not allowed and shall render the tender invalid.
11. The Registry, in its discretion, reserves the right to reject or accept any or all the tenders, wholly or partly, without assigning any reason therefore at any stage of tendering process.

12. The tenderers are required to send their tender alongwith a Demand Draft of **Rs.8000/- (Rupees Eight thousand only)** drawn in favour of "The Registrar (Admn.), Supreme Court of India" as Earnest Money, which will be refunded to the unsuccessful tenderers on their written request. Name of the firm, telephone number and name of the item may be written on the reverse side of the Demand Draft.
13. The tenderer shall quote rates both in figures and words.
14. All the pages of quotations including the documents submitted therein must be duly signed and stamped failing which the offer shall be liable for rejection.

C. TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER

15. The successful tenderer shall have to give performance security deposit @ 10% of total amount of the Purchase Order. The security deposit will be refunded after 60 days from the payment of final bill on their written request.
16. The material supplied 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, the same will liable to be rejected and the 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.
17. The supply of the material as per the required specifications/samples shall required to be made **within 30 days** on receipt of the Purchase Order otherwise the security Deposit may be forfeited alongwith any other action as may deem appropriate by the Registry. Non availability of raw material shall not be accepted as a ground for delay in supply and shall equally be penalised.
18. The payment will be made only after the full supply is received and accepted as per approved sample/specifications.

D. PENALTIES

19. If delivery is not made in time and the Registry is required to make purchase from outside at higher rates, the loss sustained will be deducted from the Performance Security of the Tenderer.
20. Irrespective of the fact as to whether the Registry makes purchases from outside or not, the Registry may impose penalty upto 1 % per week of total

cost of delayed articles, if the delay is due to willful laches or negligence on the part of tenderer, and if it causes financial loss or inconvenience to the Registry.

E. INVITATION OF TENDER

Interested parties may send their three separate sealed envelopes one containing (i) Earnest Money, (ii) Sample and (iii) Tender Document superscribing (a) "EARNEST MONEY FOR COTTON TAPE", (b) "SAMPLE OF COTTON TAPE" and (c) "TENDER DOCUMENT OF COTTON TAPE" addressed by name to Mr. Rakesh Sharma, Deputy Registrar (PR) Supreme Court of India, New Delhi, so as to reach on or before dated 26-10-2015 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 authorised representatives who may wish to remain present. The tenders received after due date and/or time and/or without earnest Money and/or without samples will not be entertained. In the first instance, envelopes containing Earnest Money, will be opened, thereafter, the Envelopes containing samples will be opened, and if samples of the tenderers are found to be as per requirement, then only the Envelopes containing Tenders will be opened.

Encl: Proforma

Sd/-
(RAKESH SHARMA)
DEPUTY REGISTRAR/PR
30.09.2015

Note : Registry will remain close w.e.f. 19th to 24th October, 2015 due to Dussehra Holidays.

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PROFORMA

**TO BE FILLED BY THE TENDERER WITH REFERENCE TO THE
NOTICE INVITING TENDER FOR SUPPLY OF COTTON TAPE**

1. Name of the tenderer :
with address
2. Name of the Contact Person :
with Telephone/Mobile No./Fax No./e-mail ID
3. Traders Identification Number :
4. Details regarding Cotton Tape
(a) Width of the Cotton Tape :

(b) Whether sample submitted or not :
(in separate cover)
(c) Whether earnest money submitted or not :
5. Details of Rates

(a) Cost of one Kg. :

(b) Percentage of VAT, if any :
6. Discount on bulk purchase :
7. F.O.R. Supreme Court Godown :
8. Delivery Schedule :

Signature
with stamp

Dated :