

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

F.No.121/SE/15/SCI(AM)

Dated the 14th December, 2015

Last date for submission of
Tender is 04.01.2016 upto 03:00 p.m.

NOTICE INVITING TENDER
FOR SUPPLY OF SERVICE ENVELOPES

Sealed tenders are invited, on the Proforma attached herewith for the supply of well-pasted and well-finished good quality **brown colour SERVICE ENVELOPES** of the following sizes, prepared from **80 GSM Craft Paper of 'Star' brand with printing 'SUPREME COURT OF INDIA, NEW DELHI'** on left bottom corner of each envelope, for use in the Registry -

<i>Sl. No.</i>	<i>Description</i>	<i>Approx. quantity required</i>
1.	Service Envelope S.E.-5 (9"x4")	75,000 Nos.
2.	Service Envelope S.E.-6 (11"x5")	1,00,000 Nos.
3.	Service Envelope 7-A (12"x10") Pasted with jaconet cloth having warp and weft (Taana & Baana) of 36x36 in per square inch.) : <u>as per our size</u>	50,000 Nos.
4.	Service Envelope 8-A (16"x12") Pasted with jaconet cloth having warp and weft (Taana & Baana) of 36x36 in per square inch.	1,50,000 Nos.

The said quantity may vary at the time of placing the order. Interested parties, if they so desire, may contact Shri T. D. Pant, Branch Officer [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 envelopes should be used for submitting (I) Tender Document, (II) Earnest Money and (III) Samples superscribing (a) Tender for Service Envelopes, (b) Earnest Money for Service Envelopes and (c) Samples of Service Envelopes etc. on the cover of respective envelope.
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.
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 every respect will be at the bidder's risk and may result in 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 Tender.

B. TERMS AND CONDITIONS OF TENDER

5. The tenderers are required to quote their lowest rates and DGS&D rates, if available, on the Proforma attached herewith alongwith samples of 80 GSM 'STAR' brand Craft Paper and separate samples of Jaconet Cloth mentioning delivery period, discount on bulk purchase, if any and percentage of VAT.
6. The rates should be valid for a minimum period of 90 days from the date of opening of Tenders.
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 any tenderer at any time after it is submitted, appropriate action may be taken.
8. The tenderers are required to send their tender alongwith a Demand Draft of Rs.15,000/- (Rupees Fifteen thousand only) drawn in favour of "The Registrar (Admn.), Supreme Court of India" payable at New Delhi at EARNEST MONEY which will be refunded to the unsuccessful tenderers on their written request after awarding of the contract to the successful bidder. Name of the firm, telephone no. and name of the item may be written on the reverse side of the Demand Draft. In case supplier/dealer is registered with DGS&D/ NSIC, photocopy of such certificate is to be required.
9. 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 transferable and agency shall not be permitted to transfer their rights and obligations to any other person/organisation or otherwise.
10. The Security deposit shall stand forfeited in case of breach of any of the conditions mentioned herein and if the supply is found unsatisfactory.

11. 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.
12. The Registry, in its discretion, reserves the right to reject or accept any or all the tenders, wholly or partly, without assigning any reason therefor.
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 after adjusting the amount of Rs.15,000/- (Rupees Fifteen thousand only) already deposited with the tender as Earnest Money, within one week from the receipt of the Purchase Order. The security deposit will be refunded after 60 days from the payment of final bill on their written request and after satisfactory supply of the material.
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 (including proper Gumming/Pasting) on defective envelopes, in addition to the cost of corrected envelopes, 50 (Fifty) paise for each defective envelope will be deducted from the bill and such envelopes will not be returned, and/or the entire supply will have to be replaced with the quality exactly commensurate with the approved sample 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** from the date of 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. No part payment or advance payment will be made.

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/Bill of the Tenderer.
20. Irrespective of the fact as to whether or not the Registry makes purchases from outside, 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 tender in three separate sealed envelopes superscribing (a) Tender for Service Envelopes, (b) Earnest Money for Service Envelopes and (c) Sample of Service Envelopes, respectively addressed by name to Mr. Rakesh Sharma, Deputy Registrar/PR, so as to reach the Registry on or before **04.01.2016 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 and thereafter, envelopes containing Samples will be opened and followed by the envelopes containing tenders will be opened.

Encl: Proforma

Sd/-
(RAKESH SHARMA)
DEPUTY REGISTRAR/PR

Note : Registry will remain close w.e.f. 25.12.2015 to 01.01.2016 on account of Christmas and New Year Holidays.

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Last date for submission of
Tender is 04.01.2016 upto 03:00 p.m.

Dated the 14th December, 2015**PROFORMA****TO BE FILLED BY THE TENDERER WITH REFERENCE TO THE NOTICE INVITING****TENDER FOR SUPPLY OF SERVICE ENVELOPES**

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 Service Envelopes Samples :
 - (a) Whether Craft Paper of 'Star' brand 80 GSM submitted:
 - (b) Whether Warp & Weft (Taana & Baana) of Jaconet Cloth in at least 36x36 in per square inch submitted :
5. Details of Rates:

S. No.	Description of Service Envelope	Rate per 1000 envelopes with printing in Rs.	VAT, if any
1.	Service Envelope No.5 (9"x4")		
2.	Service Envelope No.6 (11"x5")		
3.	Service Envelope No.7A (12"x10") Pasted with jaconet cloth having warp and weft (Taana & Baana) of 36x36 in per square inch.)		

S. No.	Description of Service Envelope	Rate per 1000 envelopes with printing in Rs.	VAT, if any
4.	Service Envelope No.8A (16"x12") Pasted with jaconet cloth having warp and weft (Taana & Baana) of 36x36 in per square inch.		

6. Discount on bulk purchase :

7. F.O.R. Supreme Court Godown :

8. Delivery Schedule :

Dated :

(Signature)
with Stamp