

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

F.No.422/SI/16/SCI(AM)

Dated the 20th March, 2016

Last date for submission of
Tender is 11.04.2016 upto 03:00 p.m.

NOTICE INVITING TENDER FOR SUPPLY OF
VARIOUS STATIONERY ITEMS

Sealed tenders are invited, on the Proforma attached herewith for the supply of various **Stationery Items** for the use of Supreme Court Registry. The quantity mentioned in the Proforma for each item is approximate and may vary at the time of placing the Order.

Interested parties, if they so desire, may contact Mrs. Anuradha Sharma, 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 sealed envelopes should be used for submitting (a) Earnest Money, (b) Sample and (c) Tender Document superscribing (a) **Earnest Money for Stationery Items**, (b) **Sample of Stationery Items** and (c) **Tender Document of Stationery Items** on the cover of the 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/she could show the same along with his/her own identity proof to the Reception Officer at Reception Counter No.37 for issuance of Entry Pass.
3. The tenderers are expected to examine all the instructions, Proforma's 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 tenderer's 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 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 for all the Stationery Items or for individual items alongwith samples of star marked items if they are quoting for the same on the Proforma enclosed herewith mentioning therein discount, if any, delivery period and percentage of VAT. The Registry reserves the right to confirm the tender in favour of lowest tenderer of individual item or as a group or whole items.
6. The tenderers are required to send their tender alongwith a Demand Draft of Rs.20,000/- (Rupees Twenty 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 tendered item may be written on the reverse side of the Demand Draft.
7. The rates should be valid for a minimum period of 90 days from the date of opening of Tenders.
8. 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 as deemed fit may be taken against that Tenderer.
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/ Earnest Money 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% for unbranded items and 5% for branded items of total amount of the Purchase Order after adjusting the amount of Rs.20,000/- (Rupees Twenty 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, 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 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 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 three separate sealed envelopes containing (i) Earnest Money, (ii) Sample and (iii) Tender Document superscribing (a) **“EARNEST MONEY FOR THE TENDER OF STATIONERY ITEMS”**, (b) **“SAMPLE FOR THE TENDER OF STATIONERY ITEMS”** and (c) **“TENDER DOCUMENT OF STATIONERY ITEMS”** addressed by name to Mr. Rakesh Sharma, Deputy Registrar/PRO Supreme Court of India, New Delhi, so as to reach on or before 11.04.2016 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, will be opened and only thereafter, the envelopes containing samples will be opened, and if samples of the tenderers are found to be as per requirement, only then the envelopes containing Tenders will be opened.

Sd/-

Encl: Proforma

(RAKESH SHARMA)
DEPUTY REGISTRAR/PR

Note : Registry will remain close w.e.f. 21st March to 26th March, 2016 on account of Holi Vacations.

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PROFORMA

TO BE FILLED BY THE TENDERER WITH REFERENCE TO THE NOTICE
INVITING TENDER FOR SUPPLY OF VARIOUS STATIONERY ITEMS

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 Brand, VAT Percentage and Rates -

S. No.	Item	Quantity required to be Purchased	Brand Name	VAT %	Rate in Rs.	Shelf Life
1.	Awl Pin make "Bell"	500 packets				
2.	*Blotting Paper in the size of 18"x22" and in the packing of 200 sheets of good quality.	3000 sheets				
3.	Cello Tape 1" Transparent FORMET/ APEX/ WONDER brand & 65 metre in Length.	600 nos.				
4.	Cello Tape 2" Transparent FORMET/ APEX/ WONDER brand & 65 metres in Length.	1000 nos.				

5.	Cello Tape 2" Brown FORMET/APEX/WONDER brand & 65 metres in Length.	1000 nos.				
6.	*L-Shape Plastic Cause List Folder with Printing "SUPREME COURT OF INDIA" of good quality.	500 nos.				
7.	"DO IT" Office File Item No.220 of Neelgagan	400 nos.				
8.	File Cover "Lever Arch File No.45" of Neelgagan	300 nos.				
9.	Glue Stick Kores 15 gm of Red or Yellow packing.	1200 nos.				
10.	Heavy Duty Punching Machine 2320, Kangaro	15 nos.				
11.	Highlighter Luxor make (Glo-liter)	Yellow-1100 Pink-100 Green-100 nos.				
12.	Needle for Heavy Duty Punching Machine 2320 of Kangaro	300 nos.				
13.	*Office Paste Tube small of good quality.	500 nos.				
14.	Gum Bottle 300 ml Hansa make	300 Bottles				
15.	Office Paste in the packing of 5 Ltr. Hansa make	100 Cans				
16.	*Paper Cutter Kangaro/ Ikon (small)	800 nos.				
17.	*Paper Weight (Glass) Round shape	100 nos.				
18.	Pen ADD Gel Achiever	Blue-50 Black-50 nos.				

19.	Pen Reynold Jetter CHROME-X (Blue)	1600 nos.				
20.	Pen Pilot V-5	Blue-1500 Black-1000 Red-400 Green-400				
21.	Pencil Black Lead "Natraj-621"	8,000 nos.				
22.	*Pencil Mini Cutter of Good Quality	500 nos.				
23.	Pencil Eraser "Natraj 621"	3000 nos.				
24.	Checking Pencil Red & Blue of Natraj	1000 nos.				
25.	Pencil Shorthand "Apsara" Steno	250 packets				
26.	Permanent Marker "Luxor -1222"	2700 nos.				
27.	* Pin Cushion Magnetic Aircon, Kebica or equally good quality.	150 nos.				
28.	*Plastic Folder A-4 size Transparent with Strip of good quality.	500 nos.				
29.	Post-it-prompt (3m) Tri Colour Paper	3000 packets				
30.	Punch Double Hole "Kangaro" DP 600	15 nos.				
31.	Punch Single Hole "Kangaro" FP-20	100 nos.				
32.	*Rubber Band "Swastik" or "Sunny" or equally of good quality of 1" size in the packing of 100 Grams	20 Kg.				
33.	*Scissors in the size of 8.5" of good quality.	350 nos.				
34.	Sealing Wax 400 grams	220 packets				

	(10 stick in one packet) "Standard"				
35.	Shorthand Note Book containing 200 pages of Lotus/ Neelgagan/ Swastik.	500 nos.			
36.	Slip Pad (33 No.) 80 Sheets (160 pages) of Neelgagan.	600 nos.			
37.	Slip Pad (44 No.) 80 Sheets (160 pages) of Neelgagan.	700 nos.			
38.	Slip Pad (55 No.) 80 Sheets (160 pages) of Neelgagan.	600 nos.			
39.	Stamp Pad in small size i.e. of 70 x 110mm of "Supreme"	350 nos.			
40.	Stamp Pad in big size i.e. of 97 x 160mm of "Supreme"	50 nos.			
41.	Stamp Pad Ink "Supreme"	50 nos.			
42.	Staple Pin HD-10 of Kores/ Kangaro	5000 packets			
43.	Staple Pin HD-23/13 of Kores/ Kangaro	30 packets			
44.	Staple Pin HD-24/6 of Kores/ Kangaro	2200 packets			
45.	Stapler HD-10 of Kangaro	600 nos.			
46.	Stapler HD-45 of Kangaro	150 nos.			
47.	*Sharpners of good quality	1400 nos.			
48.	* Tag Green (made up of 16 thread), one bundle should contain	3000 bundles			

	144 tags of 23" length with 1" metallic tip at both the ends.					
49.	U-Clip Fancy "Zen"	50 packets				
50.	*Water Dumper Kebica, Aircon or equally good quality.	1600 nos.				
51.	*Correction Pen Kores CKS (Non CFC) 10 ml.	1200 nos.				
52.	*Yellow Note Pad (Self Sticking) of the size of 3"x3" containing 100 sheets	100 Pads				
53.	Gel Impact Pen 1.0 UM-153S	Blue-60 Black-50 Red-50 Green-50 nos.				
54.	Worldone SF007 White Files	150 nos.				

5. Discount to be allowed on bulk purchase :
6. F.O.R. Supreme Court Godown :
7. Delivery Schedule :

Dated :

Signature with stamp
of the Dealer