

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

Last date for submission of
Tender is 19.08.2020 upto 03:00 PM

F.No. 1/Electrical items/2020/SCI(AM)
Dated: 24.07.2020

**NOTICE INVITING TENDER TOWARDS RATE CONTRACT FOR PURCHASE OF
ELECTRICAL ITEMS FOR A PERIOD OF ONE YEAR**

Sealed tenders are invited from the **reputed firms/ manufacturers/ retailers/ authorised dealers** as per Proformas attached herewith at Annexure-'A', for awarding rate contract towards supply of following **Electrical Items of superior quality**, on requirement basis for a period of one year.

S.N o.	Items	Tentative quantity of item to be procured
1.	Microwave Oven (Convection type 30 Ltr. Capacity)	30-34
2.	Mini Fridge (90 to 110 Ltrs. Capacity)	30-34
3.	Pedestal Fan (400 mm with Heavy Base) with remote & without remote	30-34
4.	Desert Cooler -Size – 26x26x34 -Tank Capacity – 40 Ltrs -Make of Fan- ISI Mark -Pump- Submersible -Gauge- 22 to be used for making tank and body.	10-20
5.	Remote Bells (minimum range 100 Mtrs)	50-60
6.	Extension Board 5/6 amp (with maximum sockets)	95-120
7.	Extension Board 15/16 amp (with maximum sockets)	30-70
8.	Oil Based Heater (11 fins)	45
9.	Oil Based Heater (13 fins)	5
10.	Double Rod Heater	30
11.	Heat Convector/Blower	40

Interested parties, if so desire for any clarification, may contact Branch Officer, Admn. Materials telephonically or personally at Reception Counter No. 42 on any working day between 10.30 A.M. to 04.30 P.M. (except Saturday, Sunday and Holiday) on Telephone No. 011-23112257.

A. TENDER

1. The tenderer is required to quote its lowest rates as per **Annexure-'A'** enclosed herewith. Brochures showing technical specification may also be attached for technical evaluation. Tenders once submitted will not be allowed to be withdrawn till finalization of the matter.

2. The tender may be sent in sealed envelope superscribing (a) 'Earnest Money for Supply of Electrical Items' (b) 'Brochures' (c) 'Tender for supply of various Electrical Items' by post sufficiently early so as to reach the Registry within date and time or may be delivered to the undersigned. If tender is sent through Special 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 Counter No. 42 for issuance of entry pass.
3. The tenderer is 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 every respect will be at the tenderers risk and may result in 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 working day of the Registry 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 for the items on the **Annexure -A** enclosed herewith. The rates should be valid for a period of one year from the date of awarding the tender. The tenderer shall not be entitled during the said period to revoke or cancel its tender or to vary the tender or any terms thereof.
6. The tenderers are required to send their tender along with a **Demand Draft of Rs. 27,000/- (Rupees Twenty 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 the firm is exempted from depositing the EMD, a Certificate to this effect has to be submitted alongwith the tender document.
7. Earnest Money Deposit of tenderers would be returned by way of RTGS/NEFT or cheque after the contract has been finally awarded to the successful tenders. A copy of cancel cheque is required to facilitate refund of EMD amount.

8. Hypothetical or conditional tenders will not be entertained and will be treated as invalid. Tender once submitted shall not be allowed to be withdrawn or altered. If the tender is withdrawn or altered by concerned party at any time after it is submitted, the tender may be debarred to participate in the tender process of Supreme Court.
9. The Registry will deal with the tenderer directly and no Middle-men/ Agents/ Commission Agents etc. should be asked by the tenderers to represent their cause and they will not be entertained by the Registry.
10. Over-writing/ 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 will deal with the tenderer directly and Registry is not bound to accept the lowest tender and reserves the rights to reject or accept any or all the tenderers, partly or completely, at any time without assigning any reason therefore.
12. The Registry, in its discretion, reserved the right to make any change, at any time, in the terms and conditions of the Notice Inviting Tender and accept or reject any or all tenderers, 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.
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 conditions or deficiency in service, the Registry have a right to terminate the contract and to entrust the work to another contractor. The loss, if any, sustained by the Registry on the account will be recovered from the tenderer.
16. The tenderer shall quote rates both in figures and words.
17. It is not binding to accept the lowest tender.

C. TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER

18. The successful tenderer shall have to give performance security deposit @ 5% of the total tender by way of Bank Guarantee drawn in favour of 'The Registrar (Admn), Supreme Court of India, New Delhi' which will be refunded after two months of the successful completion of the contractual period or payment of the last bill, whichever is later.

19. The item should be supplied in original packing, which 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 specifications, the same will be rejected and the entire supply will have to be replaced with the quality exactly commensurate with the 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.

20. The supply of the material as per the required specifications shall require to be **delivered within two days, and in emergency the supply has to be made on the same day also at the cost of dealer**, on receipt of the Purchase Order. In case supply is not made within the stipulated time and the Registry is forced to make alternative arrangement to meet the emergent demand at higher rates, tenderer will be liable to make good the loss due to difference which the Registry may directly deduct from the Bill/Security Deposit.

21. 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.

22. The tenderers 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 banned/terminated on the account of poor performance.

23. The payment will be made only after the full supply is received and accepted as per approved specifications against one 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. There shall be no increase in rates during the contract period. All orders placed till last date of contract will have to be completed without fail.

26. Rates quoted shall include costs of commuting, delivery and no separate travelling charges shall be admissible.

D. PENALTIES

27. In case of non-supply or short supply of material by the tenderer, 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.

28. Irrespective of the fact as to whether or not the Registry makes purchases from outside, the Registry may impose penalty upto 1% per day subject to maximum penalty of 10% of the total cost for delayed delivery, if delay is due to willful laches or negligence of the tenderer and it causes financial loss or inconvenience to the Registry.

29. The Security Deposit shall stand forfeited in case of breach of any of the conditions mentioned herein and if the supply of the item is found unsatisfactory/not as per specifications.

E. INVITATION OF TENDER

Interested parties may send their tenders in three sealed envelopes containing (a) 'Earnest Money for Supply of Electrical Items' (b) 'Brochures' (c) 'Tender for supply of Electrical Items' respectively addressed by name to the undersigned or may be handed over personally to Registry's Reception Counter No.42 near PRO office on or before **19.08.2020 at 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 without Earnest Money will not be entertained. In the first instance, envelopes containing Earnest Money, will be opened. Thereafter, the envelope containing tender documents will be opened.

(MADHU ARORA)
ADDITIONAL REGISTRAR (AM)

Encl : Proforma (Annexures 'A' and 'B')

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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 :
6. FOR- Supreme Court Registry :
7. Company broucher with technical specifications for the model : Submitted / Not Submitted
8. Rates of Electrical Items of superior quality:-

S. No.	Item	Make/ Brand	Unit Rate (Exclusive of Tax)	% of GST	Warranty
1.	Microwave Oven (Convection type 30 Ltr. Capacity)				
2.	Mini Fridge (90 to 110 Ltrs. Capacity)				
3.	Pedestal Fan (400 mm with Heavy Base) with remote & without remote				
4.	Desert Cooler -Size – 26x26x34 -Tank Capacity – 40 Ltrs -Make of Fan- ISI Mark -Pump- Submersible -Gauge- 22 to be used for making tank and body.				
5.	Remote Bells (Minimum range 100 Mtrs)				
6.	Extension Board 5/6 amp (with maximum sockets)				
7.	Extension Board 15/16 amp (with maximum sockets)				

S. No.	Item	Make/ Brand	Unit Rate (Exclusive of Tax)	% of GST	Warranty
8.	Oil Based Heater (11 fins)				
9.	Oil Based Heater (13 fins)				
10.	Double Rod Heater				
11.	Heat Blower/Convactor				

**Signature with date and rubber
stamp of the tenderer**

UNDERTAKING

I/We undertake that (Name of the Proprietor/Firm/Company) has not been blacklisted/banned by any Government Department/Public Sector undertaking/Autonomous Body.

Signature of the authorized signatory of the the
Firm/Company/Organization
Stamp/Seal