

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

F. No. 422/SI/2022/SCI(AM)  
New Delhi, dated the 26.05.2022

**Last date for submission of Tender: 16.06.2022 upto 03:00 p.m.**  
**at Counter No. 17 (R&I)**

**NOTICE INVITING TENDER**  
**FOR SUPPLY OF VARIOUS STATIONERY ITEMS**

Sealed tenders are invited from Delhi-NCR based reputed firms / manufacturers / retailers / authorised dealers, as per the Proforma attached herewith at Annexure A, for the supply of **various Stationery Items** for the use of Supreme Court Registry. The approximate quantity as mentioned in the Proforma for each item may vary at the time of placing the actual order.

Interested parties, if so desire, may contact Branch Officer, Admn. Materials (Purchase & Stores) at Telephone Nos. 011-23115941 or personally visit at Registry's Reception Counter of the Main Building for any clarification before quoting the rates on any working day between 10.30 A.M. and 4.00. P.M. (except Saturdays, Sundays and Holidays).

**TENDER**

1. The tenderer has to submit the samples of unbranded items in Table S-II as mentioned in Annexure 'A'.
2. The tenderer is required to quote its lowest rates as per Annexure-'A' enclosed herewith and as per the measurement of units asked for, mentioning the GST percentage against each item. Tenders once submitted will not be allowed to be withdrawn till finalization of the matter.

: 2 :

3. The tender may be sent in three separate sealed envelopes superscribing **(a) Earnest Money for Supply of various Stationery Items, (b) Samples of unbranded items and (c) Financial Bid for Supply of various Stationery Items**, by post sufficiently early so as to reach the Registry within date and time or may be delivered at the Counter No. 17 (R&I) personally.
4. The tenderers are expected to examine all the instructions, terms & conditions and specifications as mentioned in the tender documents. Failing to furnish all information required as per the tender document in any respect will be at the tenderer's risk and may result in 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 is declared as Holiday, then the next working day of the Registry will be treated as due date for submission of the Tender.

#### **TERMS AND CONDITIONS OF TENDER**

6. The rates should be valid for a minimum period of 90 days from the date of opening of tenders. The tenderer shall not be entitled during the said period of 90 days to revoke or cancel its tender or to vary the tender or any terms thereof.
7. The tenderers are required to quote their lowest rates for all the items or for individual items along with samples of star marked unbranded items, if they are quoting for the same, as per the enclosed Proforma marked as Annexure 'A' mentioning discount, if any, percentage of GST etc. Tenderer quoting lower rates item-wise will be evaluated and aggregate of all the items may not be considered.
8. The tenderers are required to send their tender along with **Demand Draft of Rs. 20,000/- (net) (Rupees Twenty Thousand only)** 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 of the firm 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 along with the tender document. No interest will be payable on EMD. Empanelled dealers are not required to submit the EMD.

: 3 :

9. Earnest Money Deposit of the unsuccessful tenderers would be returned by way of RTGS/ NEFT or cheque after the contract has been finally awarded to the successful tenderer. A copy of cancelled cheque is required to facilitate refund of EMD amount.
10. 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, the tenderer may be debarred to participate in the tender process of the Supreme Court of India.
11. Tenderers are required to quote the rates only with respect to the brand (if any) of the items mentioned in the Proforma. Tenders for any other brand of items shall not be considered at all. No claim in this regard shall be entertained by the Registry and the decision of the Registry shall be final.
12. The Registry will deal with the tenderer directly and no middlemen/ 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 the agency shall not be permitted to transfer their rights and obligations to any other person/ organization or otherwise.
13. The tenderer shall quote rates both in figures and in words with blue/black ball pen. In case of any discrepancy, the figures mentioned in words will be considered.
14. The Registry, in its discretion, reserves the right to reject or accept any or all the tenders, wholly or partly, without assigning any reason thereof.
15. In the first instance, envelopes containing samples will be opened and evaluated and financial bid of only those vendors will be opened, whose samples are found to be as per requirement after evaluation by the Registry. Decision of the Registry in this regard shall be final.
16. Over-writing, over-typing or erasing of the figures which render it doubtful or ambiguous are not allowed and shall render the tender invalid.

: 4 :

17. All the pages of tender quotation including the documents submitted therein must be duly signed and stamped failing which the offer shall be liable for rejection.
18. The Registry is not bound to accept the rates submitted by the lowest tenderer.
19. The tenderer shall give an undertaking (as per Annexure 'B') that the Firm/ Partners/ Director/ Proprietor has not been blacklisted and its business dealings with Central/ State Government/ Public Sector Units/ Autonomous bodies have not been banned/ terminated on account of poor performance.
20. The Performance Security deposit shall stand forfeited in case of breach of any of the conditions mentioned herein and if the supply is found unsatisfactory.
21. Each tenderer has to certify that all the terms and conditions are acceptable to him/her.
22. The tenderer should submit proof of his/her domicile in Delhi-NCR along with address of the office.

**TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER**

23. The tenderer should specifically state whether rates are inclusive of GST (as applicable and if it is not, it will be deemed that rates are inclusive of GST).
24. The successful tenderer shall have to give Performance Security Deposit @ 3% of the total amount of the Purchase Order, by way of Demand Draft / Bank Guarantee drawn in favour of "The Registrar (Admn.), Supreme Court of India", within one week from the receipt of Purchase Order. The Bank Guarantee/Demand Draft will be released after 60 days from the date of final bill payment and after satisfactory supply of the items.

: 5 :

25. The material supplied will be inspected by an Inspection Committee comprising of Senior Officers of the Registry and in case the final supply is not found in conformity with the approved specifications/ samples, the same will be liable to be rejected and entire supply will have to be replaced with the quality exactly commensurate with the approved specifications/samples at the cost of the tenderer. The decision of the Committee in this regard shall be final.
26. The time is the essence of the tender. The supply of the items as per the required specifications shall be required to be made **within 30 days** in the Registry (F.O.R.Destination) on receipt of Purchase Order; otherwise the Security Deposit may be forfeited along with any other action as may be deemed 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.
27. The payment will be made only after full supply is received and accepted as per approved samples/specifications. No part payment or advance payment will be made.
28. The successful tenderer will have to abide by the terms and conditions as may be fixed from time to time by the Registry.
29. Rates quoted shall include costs of commuting, delivery and no separate traveling/ delivery charges shall be admissible.

### **PENALTIES**

30. If delivery is not made within the specified date and time and the Registry is required to make purchase from other dealer(s), the tenderer will be liable to make good the loss in case of higher payments as compared to approved rates and the difference will be deducted from the performance security deposited by the tenderer. The Registry reserves the right to recover loss upto the amount of Performance Security in case the quality is low or in case of deficiency of service.
31. Irrespective of the fact as to whether or not the Registry makes purchases from outside, the Registry may impose penalty upto 1% per week subject to maximum penalty of 10% of the total cost for delayed delivery.

32. The Earnest Money / Performance Security deposit shall stand forfeited in case of breach of any of the conditions mentioned herein and if the supply of the items is found unsatisfactory.

### **INVITATION OF TENDER**

Interested parties may send their sealed tender in **three separate sealed envelopes** containing (i) **Earnest Money** for Supply of various Stationery Items, (ii) Samples of unbranded Items in Table S-II as mentioned in the Annexure 'A' and (iii) Financial Bid for Supply of various Stationery Items addressed by name to the undersigned, or may be handed over personally to Registry's Reception Counter No. 17 (R&I) on or before **16.06.2021 at 3:00 P.M.** **which will be opened the next day, i.e., 17.06.2021 at 10:30 a.m.** by a Committee of Officers constituted for the purpose before the tenderers or their authorized representative(s) who may wish to remain present. **The tenders received after due date and 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, envelopes containing samples will be opened. If samples are found to be as per requirement, only then the envelopes containing financial bid will be opened.

Sd/-  
(Anil Kumar Sharma)  
Additional Registrar (AM)

**Encls.: Annexures 'A' and 'B'**

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

F. No. 422/SI/2022/SCI(AM)  
New Delhi, dated the 26.05.2022

Last date for Submission of Tender is  
16.06.2021 upto 03:00 PM

**PROFORMA**  
**TO BE FILLED BY THE TENDERER WITH REFERENCE TO**  
**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./e-mail ID
3. GST Registration Number :  
(Copy to be attached)
4. Details regarding Items :

**Table S-I : Branded Items :**

<b>S. No.</b>	<b>Name of the Items</b>	<b>Quantity proposed to be purchased</b>	<b>Rate in words</b>	<b>Rate in (Rs.) (Without GST)</b>	<b>GST %</b>
1.	Black Lead Pencil "Faber Castell 1112HB" pack of 10 pencils	3000 Nos. i.e. 300 pkts			
2.	Pencil Black Lead "Nataraj 621" pack of 10 pencils	4500 Nos. i.e. 450 pkts			
3.	Brass Pins (Awl Pins) "Bell" make	150 pkts			
4.	PP Clear Folder – A4 (Sun Brand)	2200 Nos.			
5.	Solo RF-102 A4 size Plastic Folder	200 Nos.			
6.	Kores Smart Correct White Ink Correction Pen (7 ml)	500 Nos.			

<b>S. No.</b>	<b>Name of the Items</b>	<b>Quantity proposed to be purchased</b>	<b>Rate in words</b>	<b>Rate in (Rs.) (Without GST)</b>	<b>GST %</b>
7.	Dak Pad (Neelgagan)	150 Nos.			
8.	Punch Double Hole (Kangaro) DP 600	50 Nos.			
9.	Punch Single Hole (Kangaro) FP 20	300 Nos.			
10.	Pencil Eraser "Nataraj 621"	7000 Nos.			
11.	File Cover "Lever Arch No. 45" Neelgagan	400 Nos.			
12.	Worldone SF007 White Files	400 Nos.			
13.	Footrule-Iron (Elora or King) 30 cm	150 Nos.			
14.	Kores Glue Stick 15 gm of Red or Yellow packing	1600 Nos.			
15.	Office Paste (300 ml) Hansa	120 Nos.			
16.	Disc of Heavy Duty Punching Machine Kangaro	250 Nos.			
17.	Jotter Refill (Rorito Jottek Refill)	550 Nos.			
18.	Ruled Answer Sheet Lotus (500 sheets)	60 Reams			
19.	Paper Cutter 18 mm – Kayo/Ikon Brand	700 Nos.			
20.	A-3 Photocopier Paper (75 GSM "Copy Power" by Ballarpur Industries Ltd. of J.K. Copier Paper of J.K. Paper Ltd.)	1200 Reams			
21.	A-4 Photocopier Paper (75 GSM "Copy Power" by Ballarpur Industries Ltd. of J.K. Copier Paper of J.K. Paper Ltd.)	12000 Reams			
22.	Judgement Paper (A-4) (90 GSM of J.K. Excel Bond manufactured by JK Pvt Ltd.) pack of 100 sheets Size : 210mm x 297 mm	70 pckts			
23.	Luxor Gloiter Highlighters	1500 Nos.			
24.	Pen Rorito Jotter Feathersoft (Blue)	1300 Nos.			
25.	Uniball Gel Impact Pen Black Blue	200 Nos.			
26.	Uniball Gel Impact Pen Refills (Blue/Black)	As per requirement			



<b>S. No.</b>	<b>Name of the Items</b>	<b>Quantity proposed to be purchased</b>	<b>Rate in words</b>	<b>Rate in (Rs.) (Without GST)</b>	<b>GST %</b>
27.	Pen Pilot V-5 : Blue, Black, Red, Green	1800 Nos.			
28.	Permanent Marker "Luxor - 1222"	3200 Nos.			
29.	Hauser Cyclone Pens (for Non-clerical Staff)	1300 Nos.			
30.	3M Post it Flags in 5 color (12.5mm x 43.7mm) Plastic	350 Nos.			
31.	3M Post it Prompt Tri Color Flags	3500 Nos.			
32.	Yellow Note Pad (self sticking) 3'x3' containing 100 sheets of Butterfly/ Karani/ 3M	500 Nos.			
33.	Scissors of the size 8.5" Kebica	250 Nos.			
34.	Sharpener "Nataraj 621"	1500 Nos.			
35.	Sealing Wax 400 gms (10 stick in one packet) "Standard"	250 pkts			
36.	Shorthand Notebook containing 200 pages of Swastic Brand	1200 Nos.			
37.	Slip Pad Pocket – Bilt Matrix Brand	100 Nos.			
38.	Slip Pad No. 33 having 80 Sheets (160 pages) Neelgagan	750 Nos.			
39.	Slip Pad No. 44 having 80 Sheets (160 pages) Neelgagan	350 Nos.			
40.	Stamp Pad Small (70 x 110mm) Supreme	300 Nos.			
41.	Stamp Pad Ink (30 ml) Supreme	450 Nos.			
42.	Stapler HD-10 of Kangaro/ Kores	500 Nos.			
43.	Stapler HD-45 of Kangaro/ Kores	300 Nos.			
44.	Stapler HD 1217 Kangaro/ Kores	25 Nos.			
45.	Stapler Pin HD-10 of Kangaro/ Kores	3500 Nos.			
46.	Stapler Pin HD-23/17 of Kangaro/Kores	As per requirement			
47.	Stapler Pin HD-24/6 of Kangaro/Kores	2500 Nos.			

<b>S. No.</b>	<b>Name of the Items</b>	<b>Quantity proposed to be purchased</b>	<b>Rate in words</b>	<b>Rate in (Rs.) (Without GST)</b>	<b>GST %</b>
48.	Stapler Pin HD-23/13 of Kangaro/Kores	100 Nos.			
49.	U Clip Ordinary "Bell" 30 mm size (containing 100 clips in one packet) "Bell" make	400 pkts			
50.	U Clip Binder - SDI Brand 15mm 19mm 25mm 32 mm	300 pkts			
51.	Paper Coloured 80 GSM – Max Copier Brand Green, Yellow, Blue & Pink	30 Reams			
52.	Box File 24 T (Sona)	50 Nos.			
53.	Pencil Tray (Pen Tray Sheet – Kebica make)	20 Nos.			
54.	Pencil Mini Cutter "Nataraj"	300 Nos.			
55.	Rubber Band "Swastik" or "Sunny" or equally good quality of 1" size (packing of 100 gms)	16 kg			
56.	Cello Tape 1" Transparent Forment/ Apex/ Wonder Brand (65 mtr length)	2400 Nos.			
57.	Cello Tape 2" Transparent Forment/ Apex/ Wonder Brand (65 mtr length)	1500 Nos.			
58.	Cello Tape 2" Brown Forment/ Apex/ Wonder Brand (65 mtr length)	1500 Nos.			

**Table S-II : Unbranded Items :**

<b>S. No.</b>	<b>Name of the Items</b>	<b>Quantity proposed to be purchased</b>	<b>Rate in words</b>	<b>Rate in (Rs.) (Without GST)</b>	<b>GST %</b>
1.	Acknowledgement Book	300 Nos.			
2.	Attendance Register as per MHA-1/S-37	120 Nos.			
3.	Brown Thick Paper Roll	20 Rolls			

S. No.	Name of the Items	Quantity proposed to be purchased	Rate in words	Rate in (Rs.) (Without GST)	GST %
4.	Bubble Roll	As per requirement			
5.	Calender Stand	50 Nos.			
6.	L-Shape Cause List Plastic Folder with printing "Supreme Court of India" of good quality	6500 Nos.			
7.	Cello Tape Dispenser	80 Nos.			
8.	Desk Calender Stand	As per requirement			
9.	File Cover "Cobra" of good quality	800 Nos.			
10.	Green Thread (Coats Art B079)	800 Nos.			
11.	Office Paste Tube small (20 ml) of good quality	800 Nos.			
12.	Paper Weight (Glass) round shape	65 Nos.			
13.	Plastic Multi Purpose Box (Transparent) of the size of 10" (L) x 5.25" (W) x 4" (D)	50 Nos.			
14.	Register 2 Quire of the size of 32.5 x 19.6 cm by using card board (approx 16 oz) of good quality (of any brand) with printing "Supreme Court of India" and Emblem on top cover. Quality of paper should be 60-70 GSM of reputed brand, <b>having 192 pages</b>	1200 Nos.			
15.	Register 4 Quire of the size of 32.5 x 19.6 cm by using card board (approx 16 oz) of good quality (of any brand) with printing "Supreme Court of India" and Emblem on top cover. Quality of paper should be 60-70 GSM of reputed brand, <b>having 384 pages</b>	1000 Nos.			
16.	Register 6 Quire of the size of 32.5 x 19.6 cm by using card board (approx 16 oz) of good quality (of any brand) with printing "Supreme Court of India" and Emblem on top cover. Quality of paper should be 60-70 GSM of reputed brand, <b>having 576 pages</b>	350 Nos.			

S. No.	Name of the Items	Quantity proposed to be purchased	Rate in words	Rate in (Rs.) (Without GST)	GST %
17.	Register Shorthand 4 Quire having line spacing of approx. 11 mm of the size of 32.5 x 19.6 cm by using card board (approx 16 oz) of good quality (of any brand) with printing "Supreme Court of India" and Emblem on top cover. Quality of paper should be 60-70 GSM of reputed brand, <b>having 384 pages</b>	200 Nos.			
18.	Tag Green (made up of 16 thread) One bundle should contain 144 tags of 23" length with 1" plastic tip at both ends. Quality 390	4700 Guchi			
19.	Tag White 6" length with 1" tip at both ends (one packet of 1000 tags)	1900 Guchi			
20.	Water Damper – Aircon Brand	800 Nos.			
21.	Pin Cushion Magnetic Kebica Brand	80 Nos.			
22.	Pen Stand with clock and Day and Date Calender Refills (Wooden/ Plastic/ PVC etc.) of any brand or good quality	80 Nos.			

**Note: Samples of all the unbranded items as per Table S-II are to be furnished along with the tender.**

5. Whether all the terms & conditions of NIT are acceptable: Yes /No : \_\_\_\_\_
6. Whether EMD enclosed; Yes/No, If Yes :DD No. \_\_\_\_\_ Dt. \_\_\_\_\_
7. Whether Samples of all unbranded items submitted :
8. Discount on bulk purchase (if any) :
9. Delivery Schedule
  - (a) Time to be taken for supply :
  - (b) F.O.R. Supreme Court Stationery Godown :

Dated:

Signature with stamp  
of the Tenderer

**ANNEXURE 'B'**

**UNDERTAKING**

I/We undertake that..... (Name of the Firm / Proprietor/ Company/ Director)  
has not been blacklisted/ banned by any Central/ State Government/ Public Sector Units/  
Autonomous Bodies.

Date:

Place:

Signature  
of the authorised signatory of the  
Firm/Company/Organisation  
with Official Stamp/Seal