

**SUPREME COURT OF INDIA**

**ADMN. MATERIALS (P & S)**

F.No.109/CWP/17/SCI(AM)

Dated the 18<sup>th</sup> September, 2017

Last date for submission of  
Tender is 09.10.2017 upto 03:00 p.m.

**NOTICE INVITING TENDER**

**FOR SUPPLY OF SS MAPLITHO NATURAL SHADE PAPER**

Sealed tenders are invited, on the Proforma attached herewith for the supply of 80 GSM SS Maplitho Natural Shade Paper manufactured by Star Paper Mills Limited in the size of 51 x 66 cms. weighing 13.5 Kg. per Ream approx. for use in the Registry. At present approximate requirement is for 4200 Reams which may vary at the time of placing the order.

Any inquiry regarding aforesaid matter may be made by contacting Branch Officer, Admn. Materials (Purchase & Stores), Telephone No.23388745, 23112257, 23111403 or can personally visit Registry's Reception Counter No.37 near PRO Office for any clarification before quoting the rates on any working day between 10.30 A.M. to 4.00 P.M. except Saturday/Sunday.

**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 the tender of SS Maplitho Natural Shade Paper (b) Sample of SS Maplitho Natural Shade Paper and (c) Tender for SS Maplitho Natural Shade Paper 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 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 working 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, mentioning GSM, Brand of Paper, Name of Manufacturing Company, delivery period, discount on bulk purchase, if any and percentage of GST.
6. The tenderers are required to sent their tender alongwith a Demand Draft of Rs.80,000/- (Rupees Eighty thousand only) drawn in favour of "The Registrar (Admn.), Supreme Court of India" payable at New Delhi as EARNEST MONEY which will be refunded to the unsuccessful tenderers on their written request only after the finalisation of the tender. Name of the firm, telephone number and name of the item to be supplied may be written on the reverse side of the Demand Draft. No interest will be payable on EMD.
7. The rates should be valid for a minimum period of 120 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,

otherwise appropriate action as may be deemed fit by the Registry will be taken against that Tenderer, including forfeiture of Earnest Money. The tenderer shall be bound by the terms and conditions of the tender.

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 @ 5% of total amount of the Purchase Order after adjusting the amount of Rs.80,000/- (Rupees Eighty 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 should be supplied in original mill 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 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 15 days** in the Registry (F.O.R. Destination) on receipt of the Purchase Order; otherwise the security Deposit may be forfeited alongwith 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.
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 E.M.D./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 three separate sealed envelopes containing (a) Earnest Money, (b) Sample and (c) Tender Document, superscribing (a) Earnest Money for SS Maplitho Natural Shade Paper, (b) Sample of SS Maplitho Natural Shade Paper and (c) Tender for SS Maplitho Natural Shade Paper on the cover of each envelope respectively addressed by name to the undersigned or may be handed over personally to Registry's Reception Counter No. 37 near PRO Office on or before 09.10.2017 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 envelope containing Samples will be opened and followed by the envelopes containing tenders will be opened.

Encl: Proforma

(Neena Ahuja)  
Deputy Registrar (AM)

***Note : Registry will remain closed w.e.f. 25th September, 2017 to 30th September, 2017 on account of Dussehra Holidays.***

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**PROFORMA**

**TO BE FILLED BY THE TENDERER WITH REFERENCE TO THE NOTICE INVITING**

**TENDER FOR SUPPLY OF SS MAPLITHO NATURAL SHADE PRINTING PAPER**

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 :  
(Attach documentary proof)
  
- 3a. GST Registration Number :
  
- 3b. PAN No. :  
(Attach documentary proof)
  
4. Details regarding Maplitho Printing Paper
  - (a) Brand of Maplitho Paper :
  - (b) Weight/GSM of Paper :
  - (c) Name of Manufacturing Company :
  - (d) Whether sample in separate cover is enclosed or not :

5. Details of Rates

- (a) Cost of one Ream containing 500 sheets :
- (b) GST :
- (c) Grand Total :

6. Shelf Life of paper (i.e. free from moisture upto...) :

7. Discount on bulk purchase :

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

9. Delivery Schedule :

Dated :

Signature  
with Stamp