

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

F. No. 200/TI/18/SCI(AM)
New Delhi, dated the 6th July, 2018

Last date for Submission of Tender is
27.07.2018 upto 03:00 PM

NOTICE INVITING TENDER
FOR SUPPLY OF VARIOUS TOILETRY ITEMS

Sealed tenders are invited, as per the Proforma attached herewith, for the supply of various **Toiletry 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 purchase order.

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

TERMS AND CONDITIONS

1. TENDER

1. Three separate sealed envelopes should be used for submitting (i) Earnest Money, (ii) Samples of unbranded Toiletry Items and (iii) Tender Document superscribing **(a) Earnest Money for the Tender of Toiletry Items, (b) Samples of Toiletry Items and (c) Tender Document for Toiletry 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 Counter No. 37 for issuance of entry pass at the

time of opening of tender.

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 of the Registry 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 Toiletry Items or for individual items alongwith 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. **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 after awarding of the contract to the successful tenderer. **Name of the firm, telephone number and name of the item** 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 period of 120 days from the date of Opening of Tender Documents.
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.

- 9. Tenderers are required to quote the rates only with respect to the brand of the items mentioned in the proforma. Tenders for any other brand of toiletry 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.**
10. 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/ organization or otherwise.
11. The tenderer 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.
12. The Earnest Money / Security deposit shall stand forfeited in case of breach of any of the conditions mentioned herein or if the supply is found unsatisfactory.
13. 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.
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 therefor.
15. 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.
16. The Registry is not bound to accept the rates submitted by the lowest tenderer.

C. TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER

17. The successful tenderer shall have to give Performance Security Deposit @ 5% of the total amount of the Purchase Order for branded items and @ of 10% of the total amount of the Purchase Order for unbranded items after adjusting the amount of Rs.20,000/- (Rupees Twenty thousand only) already deposited alongwith the tender as Earnest Money, within one week from the receipt of purchase order. The Security Deposit will be refunded 60 days after payment of the final bill on their written request and after satisfactory supply of the material.
18. 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.
19. The supply of the material as per the required specifications/ samples 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.
20. 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.

D. PENALTIES

21. 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.

22. Irrespective of the fact as to whether or not the Registry makes the purchase from outside, the Registry may impose penalty of 1% per week on total cost, for delayed delivery, if the delay is due to wilful laches or negligence of the tenderer and it causes financial loss or inconvenience to the Registry.

E. INVITATION OF TENDER

Interested parties may send their lowest sealed tender in three separate sealed envelopes containing (i) Earnest Money, (ii) Samples of unbranded Toiletry Items and (iii) Tender Document superscribing **(a) Earnest Money for the Tender of Toiletry Items, (b) Samples of Toiletry Items and (c) Tender Document for Toiletry Items** 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 **27.07.2018 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 authorized representatives who may wish to remain present. The tenders received after due date and/or time and/or without Earnest Money and/or Samples, will not be entertained. In the first instance, envelopes containing Earnest Money will be opened, and thereafter envelopes containing Samples and then Tender Documents will be opened.

Encl.: Proforma

Sd/-
(Basu Dev Sharma)
Addl. Registrar (AM)

Annexure 'A'**SUPREME COURT OF INDIA**
ADMN. MATERIALS (P&S)F. No. 200/TI/18/SCI(AM)
New Delhi, dated the 6th July, 2018Last date for Submission of Tender is
27.07.2018 upto 03:00 PM**PROFORMA****TO BE FILLED BY THE TENDERER WITH REFERENCE TO**
NOTICE INVITING TENDER
FOR SUPPLY OF VARIOUS TOILETRY 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 No. :
(Attach documentary proof)
- 3A. PAN number :
(Copy to be attached)
- 3B. GST Registration Number :
(Copy to be attached) :
4. Details regarding Toiletry Items :

S. No.	ITEMS	Quantity proposed to be purchased	Rate in (Rs.) (Without GST)	GST %
1	Harpic 500 ml.	1200 nos.		
2	Colin Spray 500 ml.	1000 nos.		
3	Brasso 450 ml.	150 nos.		
4	Washing Soda "Light Soda Ash" manufactured by M/s Tata Chemicals Ltd.	175 Kgs.		
5	Brooms (Phool)*	850 nos.		

S. No.	ITEMS	Quantity proposed to be purchased	Rate in (Rs.) (Without GST)	GST %
6	Brooms (Stick with guli)*	530 nos.		
7	Homacol 5L Can	225 Cans		
8	Dettol Hand Sanitizer 200 ml.	50 nos.		
9	Dettol Liquid Hand wash Bottle 200 ml. Sensitive / Skincare	920 nos. (560 nos. Skincare and 360 nos. Sensitive)		
10	Refill of Dettol Hand wash 175 ml. Sensitive / Skincare	410 nos. (250 nos. Skincare and 160 nos. Sensitive)		
11	Lifebouy Total (125 gms)	2600 nos.		
12	Lux (100 gms.)	150 nos.		
13	Surf Excel Bar (100gms.)	920 nos.		
14	Wipers with rod*	300 nos.		
15	All out Machine with Refill	215 nos.		
16	All out Refill of 60 Nights 45ml.	1000 nos.		
17	Naphthalene Balls (1 Kg. pack) manufactured by M/s Bengal Chemicals & Pharmaceuticals Ltd. (ISI Mark)	130 Kgs.		
18	Toilet Brush*	160 nos.		
19	Plastic Buckets (16 L) Unilite Brand	85 nos.		
20	Gunny bags in the size of 3 ft. x 4ft.*	450 nos.		
21	Odonil Stick 100 Grams	820 nos.		
22	Room Fresheners "Premium make" Assorted Fragrances 125 gms	960 nos.		
23	Vim Powder 1Kg. pack	1600 nos.		

S. No.	ITEMS	Quantity proposed to be purchased	Rate in (Rs.) (Without GST)	GST %
24	Toilet Paper Roll 'Wintex Excel' make Two Ply 200 sheets each 99mm x 100mm size	1100 nos.		
25	Cleanzo 5Ltr. Can	1375 Cans		
26	Finit 5 Ltr. Tin of HPC	80 Cans		
27	Phenyl 5 L Can manufactured by M/s Bengal Chemicals & Pharmaceuticals Ltd. (ISI Mark)	225 Cans		
28	Paper Napkin (30 x 30cm) 2 Ply of Good Quality * (Pack of 50)	1950 nos.		
29	Cotton Hand Gloves of good quality Black/Blue Color*	115 pairs		
30	Cotton Cloth Face Masks of good quality Green Color*	8100 nos.		
31	Godrej Aer Pocket 10 gms.	390 nos.		

Note : Samples of all the star marked items (S. No. 5, 6, 14, 18, 20, 28, 29, 30) are required to be furnished alongwith tender.

5. Whether EMD enclosed :DD No._____ Dt.

6. Whether Samples of all unbranded items submitted :

7. Discount on bulk purchase (if any) :

8. 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 Proprietor / Firm/ Company) has not been blacklisted/banned by any Government Department/Public Sector undertaking/Autonomous Body.

Signature of the authorised
signatory of the firm/company/
organisation/Official Stamp/Seal.

Date:

Place: