

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

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

Dated: 09.12.2020

**Last Date for submission of Tender: 04.01.2021 upto 3.00 PM**  
**at Counter No. 17 (R&I)**

**For any query please contact at Counter No. 26**

**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 (**Annexures A & B**) for awarding rate contract towards supply of following **Electrical items of superior quality** on requirement basis for a period of one year.

<b>S.No.</b>	<b>Items</b>	<b>Tentative quantity of item to be procured</b>
1.	Water Coolers (Capacity 150/150 with Stainless Steel Body)	15-20
2.	Water Dispensers (With Three Taps and refrigerator facility)	05-10
3.	Refrigerators (Capacity 190L Approximate)	06-10
4.	Hand Dryers (Touch Free)	25-30
5.	Paper Shredder -Shred Capacity-8-10 sheets -Shredding item- Paper, CD etc. -Shredding Machine Type- Cross-cut	05-10
6.	Emergency Light (LED – 8-10 Watt)	05-10
7.	Electric Kettle (1.5 to 2.0 Ltr. Capacity)	05-10
8.	Hot Case Length 25, Height 16 and Depth 12 Inch)	15-20
9.	Table Lamp (LED with long neck)	10-15
10	Geyser ( 10 Ltrs/15 Ltrs/20 Ltrs/25 Ltrs capacity)	05

**Note:-** Number of items may be increased or decreased.

Interested parties, if so desire, may contact Branch Officer, Admn. Materials (Purchase & Stores) at Telephone No. 011-23112257 or can personally visit at Reception Counter No. 26 for any clarification on any working day between 10.30 A.M. and 4.00 P.M. (except Saturdays, Sundays and holidays).

**A. TENDER**

1. The tenderer is required to quote its lowest rates as per **Annexure-'A'** enclosed herewith. Brochures showing technical specifications 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 Tenders once submitted will not be allowed to be withdrawn till finalization of the matter.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 three separate sealed envelopes 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 at the Counter No. 17 (R&I).
3. The tenderer is expected to examine all the instructions, Proformas' 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 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 then the next working day of the Registry will be treated as due date of the Tender.

**B. TERMS AND CONDITIONS OF TENDER**

5. 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. 12,500/- (Rupees Twelve Thousand Five Hundred 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 along with the tender document.

7. Earnest Money Deposit of unsuccessful 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 cancelled cheque is required to facilitate refund of EMD amount.

8. Hypothetical/conditional tenders shall 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.

9. The Registry will deal with the tenderer directly and no middlemen/agents/commission agents etc. should be asked by the tenderers to represent their cause and they shall 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.

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 tenders shall quote rates both in figures and words with blue/black ball pen. In case of any discrepancy, the figures mentioned in words will be considered.

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 thereof.

13. All the pages of tender document submitted therein must be duly signed and stamped failing which the offer shall be liable for rejection.

14. The Registry is not bound to accept the rates submitted by the lowest tenderer.

15. The tenderer has to mention its infrastructure and annual business turn over of last 2-3 years.

16. During the subsistence of contract, in case of breach of any condition or deficiency in service, the Registry shall have a right to terminate the contract and to entrust the work to another contractor. The loss, if any, sustained by the Registry on that account shall be recovered from the tenderer.

#### **C. TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER**

17. The tenderers 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.

18. The successful tenderer shall have to deposit performance security deposit @ 5% of the total amount of tender by way of Bank Guarantee/Demand Draft drawn in favour of "The Registrar (Admn), Supreme Court of India, New Delhi". The Bank Guarantee/Demand Draft will be released after 60 days from the date of final bill payment and after satisfactory supply of the material, whichever is later.

19. The item(s) 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 samples/specifications, the entire supply will be replaced at the cost of the successful tenderer.

20. The supply of the items as per the required specifications shall require to be **delivered within seven days and in emergency the supply has to be made on the same day also at the cost of the dealer** on receipt of the Purchase Order. In case the 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 / Performance 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/ banned by any Government Department/ Public Sector undertaking/ Autonomous Body.

23. The payment will be made only after the complete satisfactory supply is received from the tenderer.

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 shall 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. If delivery is not made within the specified date and time and the Registry is required to make purchase from other dealer and in case of higher payments as compared to approved rates the difference will be deducted from the performance security deposited by the tenderer. The Registry reserves the right to recover damages upto the amount of Performance Security in case the quality is low or in case of deficiency of service.

28. 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.

29. The Performance Security 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 sealed 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.17 (R&I) on or before **04.01.2021 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 time and without Earnest Money will not be entertained. In the first instance, envelopes containing Earnest Money will be opened. Thereafter, the envelopes containing tender documents will be opened.

**Sd/-**

**(Anil Kumar Sharma)  
Additional Registrar (AM)**

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

**Note:- The Registry will remain closed from 25.12.2020 to 01.01.2021 for Christmas and New Year Holidays.**

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ADMN. MATERIALS (P&S)**

**Last date for submission of** **F.No. 1/Electrical items/2020/SCI(AM)**

**Tender is 04.01.2021 upto 03:00 PM** **Dated: 09.12.2020**

**NOTICE INVITING TENDER**

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

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 : Yes / No
6. FOR- Supreme Court Registry : Yes / No
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	Total	Total in words	Warranty
1	2	3	4	5	6	7	8
1.	Water Coolers (Capacity 150/150 with Stainless Steel Body)						
2.	Water Dispensers (With Three Taps and refrigerator facility)						
3.	Refrigerators (Capacity 190L Approximate)						
4.	Hand Dryers (Touch Free)						
5.	Paper Shredder -Shred Capacity-8-10 sheets -Shredding item- Paper, CD etc. -Shredding Machine Type- Cross-cut						
6.	Emergency Light (LED – 8-10 Watt)						

7.	Electric Kettle (1.5 to 2.0 Ltr. Capacity)						
8.	Hot Case Length 25, Height 16 and Depth 12 Inch)						
9.	Table Lamp (LED with long neck)						
10.	Geyser ( 10 Ltrs capacity)						
	Geyser ( 15 Ltrs capacity)						
	Geyser ( 20Ltrs capacity)						
	Geyser ( 25 Ltrs capacity)						

9. List of Clientele :

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



**ANNEXURE -'B'**

**UNDERTAKING**

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

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