

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

F. No. 133/CT/20/SCI(AM)
New Delhi, dated the 16th October, 2020

Last date for submission of Tender is
6.11.2020 (Friday) upto 03:00 p.m.

NOTICE INVITING TENDER FOR SUPPLY OF
COTTON TAPE

Sealed tenders are invited, on the Proforma attached herewith at Annexure - 'A' for the supply of Cotton Tape of good quality having width not less than 15 mm with +/- 2% variation for use in the Registry. At present, approximate requirement is for 4000 kg. in the form of Rolls but the quantity may vary at the time of placing the order.

Interested parties, if so desire, may contact Branch Officer, Admn. Materials (P & S) on Telephone No. 011- 23112257 or personally visit at Reception Counter No. 26 near Public Relation Office for any clarification on any working day between 10.30 A.M. and 04.30 P.M. (except Saturday, Sunday and Holiday)

TERMS AND CONDITIONS

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 Cotton Tape, (b) Sample of Cotton Tape and (c) Tender Document of Cotton Tape** on the cover of the respective envelopes.
2. Tender may be sent by post sufficiently early so as to reach the Registry within time, or may be delivered to the undersigned. If the 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 could show the same along with his own identity proof to the Reception Officer at Reception Counter No. 26 for issuance of Entry Pass.
3. The tenderers are expected to examine all the instructions, Proformas' terms & conditions and specifications in the tenderer documents. Failing to furnish all information required by the tender document in any respect will be at the tenderers 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 Government of India then the 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 rate as per the enclosed Proforma marked as **Annexure 'A' along with at least one Roll of Cotton Tape as sample**, mentioning therein Rate per kg., discount on bulk purchase, delivery period and percentage of GST.
6. The tenderers are required to send their tender along with Demand Draft of Rs. 7000/- (Rupees Seven Thousand only) drawn in favour of “The Registrar (Admn.), Supreme Court of India” as Earnest Money (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. If EMD is exempted, Certificate has to be submitted along with the tender documents.
7. 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.
8. The rates should be valid for a period of 60 days from the date of Opening of Tender Documents. The tenderers shall not be entitled during the said period of 60 days to revoke or cancel their tender or to vary the tender or any terms thereof.
9. 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, appropriate action will be taken which may include confiscation of EMD or/and also debarring the tenderers for future participation.
10. The Registry will deal with the tenderers directly and no middlemen/agents /Commission Agents etc. should be asked by the tenderers 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.
11. 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 account of poor performance.
12. 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. In case of any discrepancy in rates, price quoted in words will be considered.
13. The Registry, in its discretion, reserves the right to make any change, at any time, in the terms and conditions of the Notice Inviting Tender and reject or accept any or all the tenders, wholly or partly, without assigning any reason thereof.
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.

15. The Registry is not bound to accept the rates submitted by the lowest tenderer or any other tenderer nor does it undertake to assign any reason for its decision in this matter.
16. Each tenderer has to certify that all the terms and conditions are acceptable to him. The EMD shall stand forfeited in case of breach of any of the conditions.
17. The tenderers shall quote the rates both in figures and words with blue / black ball pen. In case of any discrepancy, the figures mentioned in words will be considered.

C. TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER

18. The successful tenderer shall have to give performance security deposit @ 10% of total amount of the Purchase Order, by way of Demand Draft drawn in favour of "The Registrar (Admn), Supreme Court of India", within one week from the receipt of purchase order. The Demand Draft will be released after two months of the satisfactory supply of the material and after payment of the final bill.
19. The material supplied 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.
20. The supply of the material as per the required specification/sample shall be required to be made **within 30 days** in the Registry (F.O.R. Destination) on receipt of the 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.
21. 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

22. 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 or the tenderer will have to make payment of the loss caused to the Registry because of the price difference.
23. If Registry makes the purchase from outside, the Registry may impose penalty of 1% per week of total cost for delayed articles subject to maximum penalty of 10% of the total cost.
24. 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.

E. INVITATION OF TENDER

Interested parties may send their lowest sealed tender in three separate sealed envelopes containing (i) Earnest Money, (ii) Sample and (iii) Tender Document superscribing (a)“**EARNEST MONEY FOR COTTON TAPE**”, (b) “**SAMPLE OF COTTON TAPE**” and (c) “**TENDER DOCUMENT OF COTTON TAPE**” 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. 26 near Public Relation Office on or before 06-11-2020 (Friday) 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 and thereafter, the Envelopes containing samples will be opened and if samples of the tenderers are found to be as per requirement, then only 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 18.10.2020 to 25.10.2020 for Dussehra Holidays.

ANNEXURE 'A'**SUPREME COURT OF INDIA**
ADMN. MATERIALS (P & S)F. No. 133/CT/20/SCI(AM)
New Delhi, dated the 16th October, 2020Last date for submission of Tender is
06.11.2020 (Friday) upto 03:00 p.m.**PROFORMA****TO BE FILLED BY THE TENDERER WITH REFERENCE TO THE**
NOTICE INVITING TENDER FOR SUPPLY OF COTTON TAPE

1. Name of the tenderer :
with address
2. Name of the Contact Person :
with Telephone/Mobile No./Fax No./e-mail ID
3. PAN number :
(Copy to be attached)
4. GST Registration Number :
(Copy to be attached) :
5. Details regarding Cotton Tape(along with sample)
(a) Width of the Cotton Tape :
(b) Whether sample submitted or not :
(in separate cover)
6. Details of Rates
(a) Cost of one Kg. (Without GST): in figures:Rs. _____
in words: _____
(b) Percentage of GST :
7. Whether all the terms & conditions of
NIT are acceptable: Yes /No : _____
8. Whether EMD enclosed Yes/No, If Yes :DD No. _____ Dt. _____
9. Discount on bulk purchase, if any :
10. Delivery Schedule
(a) Time to be taken for supply :
(b) F.O.R. Supreme Court Stationery Godown:

Signature with stamp
of the Tenderer

Dated :

ANNEXURE- 'B'

UNDERTAKING

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

Signature of the authorised
signatory of the Firm/Partner
/Director/Proprietor Samp/Seal

Date:

Place: