

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

F.No. 121/SE/2023/SCI(AM)
Dated the 21.02.2023

Last date for submission of Tender: 15.03.2023 upto 03:00 p.m.
at Counter No. 17 (R&I)

NOTICE INVITING TENDER FOR SUPPLY OF SERVICE ENVELOPES

Sealed tenders are invited, as per the Proformas attached herewith at Annexure-'A' and 'B' for the supply of well-pasted and well-finished good quality brown colour SERVICE ENVELOPES of the following sizes, to be prepared from 80 GSM Craft Paper of 'Star' brand with high quality printing **“SUPREME COURT OF INDIA, NEW DELHI-110001”** on left bottom corner of each envelope, for use in the Registry -

TABLE - 'A'

<u>Description of the Envelope with and without Window option (as per requirement)</u>	<u>Approx. quantity required</u>
Service Envelope S.E.-5 (9”x4”)	60000 Nos.
Service Envelope S.E.-6 (11”x5”)	120000 Nos.
Service Envelope 7-A (12”x10”) Pasted with jaconet cloth having warp and weft (Taana & Baana) of 36x36 in per square inch.	40000 Nos.
Service Envelope 8-A (16”x12”) Pasted with jaconet cloth having warp and weft (Taana & Baana) of 36x36 in per square inch.	150000 Nos.

The approximate quantity either of “Window Envelope” or “Without Window Envelope” or of both types of envelopes in Table - 'A', may vary, as per the requirement at the time of placing the actual order.

Interested parties, if they so desire, may contact Branch Officer, Admn. Materials (Purchase & Stores) at Telephone No. 011- 23115941 for any clarification. And if they may so further desire, they can visit the Registry or may contact Branch Officer (AM) for inspecting the samples of envelopes as at Table - 'A' above before quoting the rates 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. Tenders once submitted will not be allowed to be withdrawn till finalization of the matter.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 Service Envelopes, (b) Samples of Service Envelopes (c) Financial Bid for Supply of Service Envelopes**, 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.
3. The tenderers are expected to go thoroughly 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.
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 for submission of the Tender.

B. TERMS AND CONDITIONS OF TENDER

5. 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.
6. The tenderers are required to quote their lowest rates as per the enclosed Proforma marked as **Annexure 'A'** along with samples of brown color service envelopes of the above mentioned specifications mentioning rates, delivery period, discount on bulk purchase, if any and percentage of GST.

7. The tenderers are required to send their tender along with **Demand Draft of Rs. 25000/- (net) (Rupees Twenty Five 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.
8. 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.
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, the tenderer may be debarred to participate in the tender process of the Supreme Court of India.
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 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.
12. 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.

13. Over-writing, over-typing or erasing of the figures which render it doubtful or ambiguous are not allowed and shall render the tender invalid.
14. 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.
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 reasons for its decision in this matter.
16. 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 the account of poor performance.
17. Each tenderer has to certify that all the terms and conditions are acceptable to him/her.
18. The tenderer shall quote rates both in figures and words with blue/black pen. In case of any discrepancy, the figures mentioned in words will be considered.

C. TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER

19. 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.
20. The successful tenderer shall have to give **performance security deposit @ 3%** of total amount of the Purchase Order, by way of Bank Guarantee / Demand Draft 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.

21. The items 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 (including proper Gumming/Pasting) on defective envelopes, in addition to the cost of corrected envelopes, 50 (Fifty) paise for each defective envelope will be deducted from the bill and such envelopes will not be returned, and/or the entire supply will have to be replaced with the quality exactly commensurate with the approved sample at the cost of the tenderer. The decision of the Inspection Committee in this regard shall be final.
22. The time is the essence of the tender. The supply of the item 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 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.
23. The supply of required number of envelopes of each specifications as mentioned in the NIT are required to be made at different intervals of the time during the period of one year by placing supply orders each time as per the requirement and the payment will be made only after the full supply is received as mentioned in that particular supply order and accepted as per approved sample/specifications.
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. Rates quoted shall include costs of commuting, delivery and no separate travelling charges shall be admissible.

26. Placement of window or without window or both types of envelopes will be intimated at the time of placing the supply order issued by the Registry at different intervals of time during the period of one year.

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(s) and the tenderer will be liable to make good the loss 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 loss 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 of 10% of the total cost, for delayed delivery, 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.
29. The 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.

E. INVITATION OF TENDER

Interested parties may send their sealed tender in three separate sealed envelopes containing (i) Earnest Money for Supply of Service Envelopes, (ii) Samples of Service Envelopes and (iii) Financial Bid for Supply of Service Envelopes addressed by name to the undersigned, or may be handed over personally to Registry's Reception Counter No. 17 (R&I) on or before 15.03.2023 at 3:00 P.M.

which will be opened the same day at 4:00 p.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 containing financial bids received after due date and time and/or without Earnest Money (if not exempted) 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' & 'B'

Note : The Registry will remain closed w.e.f. 06.03.2023 to 11.03.2023 on account of 'Holi Holidays'

ANNEXURE 'A'

SUPREME COURT OF INDIA

ADMN. MATERIALS (P & S)

F.No. 121/SE/2023/SCI(AM)

Dated the 21.02.2023

Last date for submission of Tender
is 15.03.2023 upto 03:00 p.m.

PROFORMA

**TO BE FILLED BY THE TENDERER WITH REFERENCE TO THE
NOTICE INVITING TENDER FOR SUPPLY OF SERVICE ENVELOPES**

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 of Rates

:

<u>Description of the Envelope either with or without Window option (as per requirement)</u>	<u>Rate per 1000 envelopes with high quality printing, in Rs. (without GST)</u>		<u>GST%</u>
	<u>With Window</u>	<u>Without Window</u>	
Service Envelope S.E.-5 (9"x4")			
Service Envelope S.E.-6 (11"x5")			
Service Envelope 7-A (12"x10") Pasted with jaconet cloth having warp and weft (Taana & Baana) of 36x36 in per square inch. : <u>as per our size</u>			
Service Envelope 8-A (16"x12") Pasted with jaconet cloth having warp and weft (Taana & Baana) of 36x36 in per square inch. : <u>as per our size</u>			

**Note : Position/ Placement of window over the envelopes will be intimated at the
time of placing of supply order, if required**

5. Whether all the terms & conditions of
NIT are acceptable:

:

6. Discount on bulk purchase (if any) :
7. F.O.R. Supreme Court Registry :
8. Delivery Schedule
(a) Time to be taken for supply :
(b) F.O.R. Supreme Court Stationery Godowns:

Signature with date and rubber
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/Official Stamp/Seal.