

**SUPREME COURT OF INDIA**  
**Tilak Marg, New Delhi – 110201**  
**ADMN. MATERIALS (P&S)**

F.No.403/SSP/2016/SCI/(AM)

**Dated :14/12/2016**

**Last date of Tender : 03/01/2017 upto 3.00 P.M.**

**Opening of Tender : 03/01/2017 at 3.30 P.M.**

**NOTICE INVITING TENDER FOR**  
**SUPPLY OF SPIRAL SLIP PADS**

Sealed tenders are invited for printing and preparation of approximately 2,500 Nos. "Spiral Slip Pads" open from top (in the size 18 cms x 11 cms) of 50 sheets in each pad having cover page of 130 GSM and 70 GSM ruled sheet with printing "SUPREME COURT OF INDIA" with Emblem (black colour printing) on the cover page and White duplex board of 300 GSM at the bottom cover. However, it is likely that the number of copies to be printed and preparation of spiral slip pads may vary at the time of placing the supply order.

Any inquiry regarding aforesaid article can be made by Contacting Branch Officer, Admn. Materials (Purchase & Stores), Telephone No. 23388745, 23112257 & 23111403 or can personally visit Registry's Reception Counter 37 near PRO Officer for any clarification before quoting the rates on any working day between 10:00 A.M. to 04:30 P.M. except on Saturday/Sunday/ Holiday.

**A. TENDER**

1. The tenderer is required to quote its lowest rates in the enclosed Proforma alongwith sample to be used for Spiral Slip Pad mentioning GSM, Quality of Paper, Delivery Period, Discount, if any, percentage of VAT/ Tax etc. Tenders once submitted will not be allowed to be withdrawn till finalisation of the matter.

1

Signature of Tenderer  
with Stamp

2. Two separate envelopes should be used for submitting

(i) Tender Document and

(ii) Sample of Spiral Slip Pad:

- For cover Page ( 130 GSM)
- For bottom Cover (White duplex board of 300 GSM)
- For ruled sheet (70 GSM)
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superscribing

a) "TENDER DOCUMENT

b) SAMPLES OF SPIRAL SLIP PAD

**If both the envelopes are kept inside a single envelope, it should be specifically written outside the envelopes.** Every page must be signed and stamped by the authorised official of the quoting firm, failing which it is liable to be rejected.

3. 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 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 alongwith his own identity proof to the Reception officer at Reception Counter No. 37 for issuance of Entry Passes.

4. The tenderer is 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.

5. 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**

6. The rates should be valid for a minimum period of 90 days from the date of opening the tender.
7. Hypothetical/conditional tender 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 as deem fit may be taken against tenderer.
8. Registry is not bound to accept the lowest tender and reserves the rights to reject or accept any or all the tenders, partly or completely, at any time without assigning any reason therefor.
9. Overwriting/over-typing or erasing of the figures which render it doubtful or ambiguous and without signature of tenderer is not allowed and shall render the tender invalid.
10. The Registry will deal with the tenderer directly and no middlemen/agents/commission agents etc. should be asked by the tenderer to represent their cause and they will not be entertained by the Registry.
11. Applications containing false and/ or inadequate information are liable for rejection.
12. The tenderer shall quote rates both in figures and words.

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

14. The successful tenderer shall have to give performance security deposit @ 10% of total amount of the Purchase order within one week from the receipt of the Purchase Order by way of demand draft drawn in favour of "The Registrar (Admin), Supreme Court of India, New Delhi". Name of the firm, telephone number and name of the item may be written on the reverse side of the Demand Draft. The security deposited will be refunded after 60 days form the payment of final bill on written request of the tenderer and

after satisfactory supply of the material.

15. The successful tenderer shall have to prepare a sample Spiral Slip Pad within three days of receipt of the Purchase Order and after approval of the same, supply will be made within 15 days.

16. The time is the essence of the tender. The supply of the Spiral Slip Pad shall be required to be made strictly as per schedule given by the successful tenderer and agreed upon by the Registry. In case 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, the loss sustained will be deducted from the bill.

17. The payment will be made after full supply is received and accepted as per approved sample/specifications.

18. 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 entire supply will be 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, unassailable and binding on the supplier.

#### **D. PENALTIES**

19. The supply of the material shall be required to be made within 15 days on receipt of Purchase Order and in case supply is not made within the stipulated time and as per approved sample and the Registry is forced to make short purchase to meet the emergent demand, the tenderer will have to make payment of the loss caused to the Registry because of the price difference.

20. If the supply is not made within the stipulated time, the Registry may impose penalty upto **1%** the total cost, per week, 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.

21. If the delivery is not made in time and the Registry is forced to make alternative arrangement to meet the emergent demand at higher rates, the loss sustained will be deducted from the security deposited or the Security deposited may be forfeited alongwith any other action as may deem appropriate by the Registry.

### **E. INVITATION OF TENDER**

Interested parties may send two separate sealed envelopes for submitting (I) Tender document and (II) Sample, superscribing (A) Tender for Spiral Slip Pad and (B) Samples for Spiral Slip Pad in two separate sealed envelopes, addressed to Shri Basu Dev Sharma, Addl. Registrar, (Admn. Material) or may be handed over personally to Registry's Reception Counter No. 37 near PRO office on or before **3<sup>rd</sup> January, 2017 upto 03:00 p.m.** which may be **opened at 03:30 P.M. on the same day in the Registry** 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 Samples will not be entertained. In the first instance, envelopes containing the samples, if received from at least three tenderers will be be opened and if the samples are found as per specifications laid down in the Tender Notice, then the envelopes containing Tenders will be opened and if it is found that less than three tenders have been received for the purpose, due to inadequate competition, the same may not be opened and more tenders may be called and will be opened at the place, date and time to be notified in due course to the tenderers.

sd/-  
(Basu Dev Sharma)  
Additional Registrar (AM)

**NOTE: Registry shall remain closed from 25<sup>th</sup> December, 2016 to 1<sup>st</sup> January, 2017 due to Christmas/New Year Holidays.**

Enclosure:  
Annexure 'A'

SUPREME COURT OF INDIA  
Admn. Materials (P&S)

Annexure A

No. 403/SSP/16/SCI(AM)

Dated:14/12/2016

PROFORMA  
TO BE FILLED BY THE TENDERER  
WITH REFERENCE TO NOTICE INVITING TENDER FOR SUPPLY  
OF SPIRAL SLIP PAD

1. Name of the tenderer :  
with address
2. Name of the Contact Person :  
with Telephone/Mobile No. / E-mail I.D./ Fax No. :  
  
TIN No. :
3. Bank information regarding E-payment
  - (a) Bank Name :
  - (b) Account No.:
  - (c) IFSC No. :
3. Details regarding Cover and Sheet to be used for printing
  - (a) GSM of the Cover Paper of spiral slip pad :
  - (b) GSM of the bottom cover paper of spiral slip pad :
  - (c) GSM of the Ruled Paper of spiral slip pad
  - (d) Whether sample of cover paper given :
  - (e) Whether sample of bottom cover given :
  - (f) Whether sample of Ruled Paper given :  
( in separate cover)

4. Details of Rates:
  - (a) Rate per Spiral Slip Pad :
  - (b) VAT/Taxes, if any:
5. Discount allowed on bulk purchase:
6. FOR : Supreme Court Stationery Godown

Dated:-

SIGNATURE  
(WITH STAMP)