

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

F. No. 422/SI/21/SCI(AM)
New Delhi, dated the 23-08-2021

Last date for submission of Tender: 14.09.2021 upto 03:00 p.m.
at Counter No. 17 (R&I)

For any query please contact at Counter No. 41

NOTICE INVITING TENDER
FOR SUPPLY OF VARIOUS STATIONERY ITEMS

Sealed tenders are invited from Delhi-NCR based reputed firms / manufacturers / retailers / authorised dealers, as per the Proforma attached herewith at Annexure A, for the supply of various **Stationery Items** for the use of Supreme Court Registry. The approximate quantity is mentioned in the proforma for each item may vary at the time of placing the actual order.

Interested parties, if so desire, may contact Branch Officer, Admn. Materials (Purchase & Stores) at Telephone Nos. 011-23115941 or personally visit at Registry's Reception Counter No. 41 near PRO Office for any clarification before quoting the rates on any working day between 10.30 A.M. to 4.00. P.M. (except Saturdays, Sundays and Holidays).

TERMS AND CONDITIONS

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 Tenders once submitted will not be allowed to be withdrawn till finalization of the matter.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) Bid Security Declaration/Bid Security (EMD) Exemption Certificate for the Tender for Supply of various Stationery Items, (b) Samples of unbranded items and (c) Tender Document for Supply of various Stationery 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) personally.
3. The tenderers are expected to thoroughly go through 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 for all the items or for individual items along with 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. **Tenderer quoting lower rates item-wise will be evaluated and aggregate of all the items may not be considered.**
7. 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.
8. **Tenderers are required to quote the rates only with respect to the brand (if any) of the items mentioned in the proforma. Tenders for any other brand of 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.**
9. 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. 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. 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.
11. 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.

12. Over-writing, over-typing or erasing of the figures which render it doubtful or ambiguous are not allowed and shall render the tender invalid.
13. 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.
14. The Registry is not bound to accept the rates submitted by the lowest tenderer.
15. 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 account of poor performance.
16. The Performance Security deposit shall stand forfeited in case of breach of any of the conditions mentioned herein and if the supply is found unsatisfactory.
17. Each tenderer has to certify that all the terms and conditions are acceptable to him/her.
18. The tenderer should submit proof of his/her domicile in Delhi-NCR along with address of the office.
19. The tenderers are required to send their tender along with Bid Security Declaration Form (On Bidders Letter Head) as per Annexure 'C' of NIT.

C. TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER

20. 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).
21. The successful tenderer shall have to give Performance Security Deposit @ 3% of the total amount of the Purchase Order, by way of Demand Draft / Bank Guarantee 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.

22. 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.
23. The time is the essence of the tender. The supply of the item as per the required specifications 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.
24. 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.
25. The successful tenderer will have to abide by the terms and conditions as may be fixed from time to time by the Registry.
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(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 purchase 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 Earnest Money / 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 lowest sealed tender in three separate sealed envelopes containing (i) Bid Security Declaration, (ii) Samples of unbranded Items and (iii) Tender Document superscribing **(a) Bid Security Declaration/Bid Security (EMD) Exemption Certificate for Tender for Supply of various Stationery Items, (b) Samples of unbranded Items and (c) Tender Document for supply of various Stationery Items** addressed by name to the undersigned, or may be handed over personally to Registry's Reception Counter No. 17 **(R&I)** Office on or before **14.09.2021 at 3.00 P.M.** **which will be opened on 15.09.2021 at 2.30 P.M.** on the next 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 time and/or without Bid Security Declaration and/or without Samples, will not be entertained.** In the first instance, envelopes containing Bid Security Declaration will be opened, and thereafter envelopes containing Samples and then Tender Documents will be opened.

Sd/-
(Anil Kumar Sharma)
Additional Registrar (AM)

Encls.: **Annexures A, B & C**

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

F. No. 422/SI/21/SCI(AM)
New Delhi, dated the 23-08-2021

Last date for Submission of Tender is
14.09.2021 upto 03:00 PM

PROFORMA

TO BE FILLED BY THE TENDERER WITH REFERENCE TO
NOTICE INVITING TENDER
FOR SUPPLY OF VARIOUS STATIONERY ITEMS

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 regarding Items :

S. No.	Name of the Items	Quantity proposed to be purchased	Rate in words	Rate in (Rs.) (Without GST)	GST %
01	*Blotting Paper in the size of 18"x22" and in the packing of 200 sheets of good quality. Supply should not have any type of lines on blotting paper.	800 sheets			
02	*File Cover "Cobra" of good quality.	1200 nos.			
03	*L-Shape Plastic Cause List Folder with Printing "SUPREME COURT OF INDIA" of good quality.	5000 nos.			

S. No.	Name of the Items	Quantity proposed to be purchased	Rate in words	Rate in (Rs.) (Without GST)	GST %
04	*Paper Weight (Glass) Round shape	80 nos.			
05	*Rubber Band "Swastik" or "Sunny" or equally of good quality of 1" size in the packing of 100 Grams	12 kg (12000 grams)			
06	*Tag Green (made up of 16 thread), one bundle should contain 144 tags of 23" length with 1" Plastic tip at both the ends.	3000 guchi (1 guchi = 144 tags)			
07	*Paper bag small size (13" x 16")	250 nos.			
08	*Paper bag small size (11.5" x 19")	250 nos.			
09	*Appointment stand A4 size L shape	200 nos.			
10	*Brown Thick Paper Roll	10 rolls (1 roll = 20 kg)			
11	*Bubble Roll	10 rolls (1 roll = 100 metre)			

S. No.	Name of the Items	Quantity proposed to be purchased	Rate in words	Rate in (Rs.) (Without GST)	GST %
12	*Registers 2 quire	700 nos.			
13	*Registers 4 quire	300 nos.			
14	*Registers 6 quire	200 nos.			
15	Paper Cutter 18mm - Kayo Ikon Brand	300 packets			
16	Office Paste Tube small (20ml) of National Synthetic Blue	400 nos.			
17	*Pin Cushion Magnetic of Kebica brand	90 nos.			
18	Plastic Folder A-4 size Transparent with Strip of good quality. - Solo Brand	2000 nos.			
19	Scissors in the size of 8.50" of Kebica Brand .	500 nos.			
20	*Water Damper – Aircon brand	850 nos.			
21	Post it Prompt (Plastic) – 3M Brand	300 pkts.			

S. No.	Name of the Items	Quantity proposed to be purchased	Rate in words	Rate in (Rs.) (Without GST)	GST %
22	PP Clear Folder – Legal (SUN Brand) PP Clear Folder - A/4 size (SUN Brand)	600 nos. 1000 nos.			
23	Heavy Duty Hole Making Machine (Disc) – Kangaro Brand	300 nos.			
24	Paper Coloured 80 GSM of colour Green, Yellow, Blue and Pink – Max Copier Brand	10 packets of each colour			
25	Holder Pen with jotter refill – kebica Brand	Red Colour – 25nos. Blue Colour – 25 nos.			
26	Slip Pad (Pocket size) – Bilt Matrix Brand	50 Pads			
27	U Clip (Binder) – SDI brand 15mm, 19mm 25mm 32mm	200 packets each of 15mm, 19mm 25mm 32mm			
28	Yellow slips Rectangle (5" * 3") - 3m Brand	100 packets			
29	Cello Tape 1" Transparent FORMET/ APEX/ WONDER brand & 65 metre in Length.	1800 nos.			
30	Cello Tape 2" Transparent FORMET/ APEX/ WONDER brand & 65 metres in Length.	1200 nos.			

S. No.	Name of the Items	Quantity proposed to be purchased	Rate in words	Rate in (Rs.) (Without GST)	GST %
31	Cello Tape 2” Brown FORMET/APEX/WONDER brand & 65 metres in Length.	1300 nos.			
32	Pen Rorito Jottek Feathersoft (Blue)	1900 nos.			
33	Pen Pilot V-5 Blue Colour Black Colour Red Colour Green Colour	500 nos. 500 nos. 300 nos. 200 nos.			
34	Jotter Refill	300 nos.			
35	Pen Ordinary – Natraj Classic Fine Tipped (Non-Clerical staff)	1200 nos.			
36	Trimax Gel Pen	Blue Colour - 100 nos. Black Colour – 100 nos.			
37	Hauser Cyclone Pens	1400 nos.			
38	Correction Pen Kores Smart correct white ink (7ml)	800 nos.			
39	Pencil Black Lead “Nataraj-621”	3600 nos.			

S. No.	Name of the Items	Quantity proposed to be purchased	Rate in words	Rate in (Rs.) (Without GST)	GST %
40	Pencil Shorthand “Apsara” Steno	700 nos.			
41	Black Lead Pencil (Faber Castell 1112 HB)	2500 nos.			
42	Pencil Mini Cutter of “Nataraj”	300 nos.			
43	Pencil Eraser “Nataraj 621”	1700 nos.			
44	File Cover “Lever Arch File No.45” of Neelgagan	250 nos.			
45	Worldone SF007 White Files	500 nos.			
46	Solo RF-101 A4 size plastic folder	500 nos,			
47	Solo RF-111 FC Legal size plastic folder	250 nos.			
48	File Cover (solo button MC 112)	450 nos.			

S. No.	Name of the Items	Quantity proposed to be purchased	Rate in words	Rate in (Rs.) (Without GST)	GST %
49	Punch Double Hole “Kangaro” DP 600	70 nos.			
50	Punch Single Hole “Kangaro” FP-20	200 nos.			
51	Heavy Duty Punching Machine 2320, Kangaro	30 nos.			
52	Needle for Heavy Duty Punching Machine 2320 of Kangaro	500 nos.			
53	Stapler HD-10 of Kangaro	400 nos.			
54	Stapler HD-45 of Kangaro	250 nos.			
55	Staple Pin HD-10 of Kores/ Kangaro	4000 packets			

S. No.	Name of the Items	Quantity proposed to be purchased	Rate in words	Rate in (Rs.) (Without GST)	GST %
56	Staple Pin HD-23/17 of Kores/ Kangaro	50 packets			
57	Staple Pin HD-24/6 of Kores/ Kangaro	700 packets			
58	Stamp Pad in small size i.e. of 70 x 110mm of "Supreme"	400 nos.			
59	Stamp Pad in big size i.e. of 97 x 160mm of "Supreme"	70 nos.			
60	Stamp Pad Ink "Supreme" 30 ml	150 nos.			
61	3M Post-it flags in 5 colour (12.5 mm x 43.7 mm)	300 packets			
62	Post-it-prompt (3M) Tri Colour Paper	3000 packets			

S. No.	Name of the Items	Quantity proposed to be purchased	Rate in words	Rate in (Rs.) (Without GST)	GST %
63	Yellow Note Pad (Self Sticking) of the size of 3"x3" containing 100 sheets of Butteryfly/ Karani/ 3M	600 pads			
64	Shorthand Note Book containing 200 pages of Lotus/ Neelgagan/ Swastik	1100 nos.			
65	Slip Pad (44 No.) 80 sheets (160 pages) of Neelgagan	300 pads			
66	Slip Pad (55 No.) 80 sheets (160 pages) of Neelgagan	300 pads			
67	Glue Stick Kores 15 gm of Red or Yellow packing.	500 nos.			
68	Office Paste in the packing of 5 Ltr. Hansa make	120 canes (600 litres)			
69	Highlighter Luxor make (Gloliter) Yellow, Pink, Green	800 nos., 500nos., 500 nos.			
70	Permanent Marker " Luxor -1222 "	3500 nos.			
71	Footrule-Iron (Elora) or King 30cm	250 nos.			

S. No.	Name of the Items	Quantity proposed to be purchased	Rate in words	Rate in (Rs.) (Without GST)	GST %
72	Sharpener “Nataraj 621”	1000 nos.			
73	U-Clip Ordinary “Bell” 30mm size (containing 100 Clips in one packet)	800 packets			
74	Dak Pad of Neelgagan make	100 pads			
75	Paper Azurelaid Green (80 GSM Three Aces Ledger Paper Brand manufactured by Ballarpur Industries Limited in the size of 43x69 cm weighing 11.9kg (gross weight) approx. per ream	20 Reams (1 Ream = 500 Sheets)			
76	A4 size photocopier paper. (75 GSM “Copy Power” by Ballarpur Industries Limited or J.K. Copier Paper of J.K. Paper Ltd.)	12,000 Reams (1 Ream = 500 Sheets)			

Note: Samples of all the unbranded items (S. Nos. 1-14 , 17 & 20) are required to be furnished along with tender. **Samples of Blotting Paper should be without any Black or Yellow Lines.**

Requirement for item from S.Nos.12 to 14:- Ruled Registers in the size of 32.5 x 19.6cms. by using Card Board (approx 16 oz) of good quality (of any brand) with printing the name of "Supreme Court of India" and “Emblem” on the top cover of each Ruled Register of pages as mentioned below. The quality of paper to be used for preparation of Ruled Registers should be of 60-70 GSM paper of reputed brand. **SAMPLE OF ONE COMPLETE REGISTER SHOULD BE SUBMITTED.**

5. Whether all the terms & conditions of NIT are acceptable: Yes /No :_____
6. Whether EMD enclosed; Yes/No, If Yes :DD No._____ Dt._____
7. Whether Samples of all unbranded items submitted :
8. Discount on bulk purchase (if any) :
9. 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 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
with Official Stamp/Seal.

**BID SECURITY DECLARATION IN LIEU OF EARNEST MONEY
DEPOSIT (EMD)**
(On Bidder's Letter Head)

I/We, the authorized signatory of M/s. participating in the subject Tender No....
..... dated, for the item/job of, do hereby declare:

- (i) That I/we have availed the benefit of waiver of EMD while submitting the offer against the subject Tender and no EMD is being deposited for the said tender.

- (ii) That in the event I/we withdraw/modify our Bid during the period of validity or I/we fail to execute formal contract agreement within the given timeline or I/we fail to submit the required Performance Security within the given timeline or I/we commit any breach of Tender Conditions/Contract which attracts penal action in that event I/we shall stand suspended from being eligible for bidding/award of all future contract(s) of Supreme Court of India for a period of one year from the date of committing such breach.

Signature and Seal of Authorized Signatory of Bidder

Date:

Name of the Authorized Signatory.....