

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

F. No.: Customized Mouse Pads/2019

Dated : 18th September, 2019

Last date for

Submission of Tender: 15th October, 2019 up to 03:00 p.m.

NOTICE INVITING TENDER FOR PRINTING AND PREPARATION
OF CUSTOMIZED MOUSE PADS (as per approved Samples)

Sealed tenders are invited, for Printing and Preparation of **3,900 units of Customized Mouse Pads (strictly as per approved Samples – five colours)**, from reputed Printers based in Delhi as per Proforma enclosed herewith as **Annexure-'A'**. Tenderers are advised to **visit the Registry on 30th September, 2019 at 11:00 a.m. to physically analyze the approved samples**, before finally submitting their bids on or before the last date mentioned in this document. However, it is likely that the number of Customized Mouse Pads to be printed and preparation may vary at the time of placing the supply order.

Interested parties, if so desire, may contact Ms. Padma Sundar, Branch Officer, Admn. Material (P&S) telephonically or personally visit at Reception Counter No.42 for any clarification on any working day between 10.30 A.M. and 4.00 P.M. (except Saturdays & holidays) on Telephone Nos. 23111483 and 23112235.

A. TENDER

1. The tender should be sent in Four Sealed Envelopes superscribed with (a) "Earnest Money for Printing And Preparation Of Customized Mouse Pads", (b) "Samples Of Customized Mouse Pads", (c) "Technical Bid for Printing And Preparation Of Customized Mouse Pads" and (d) "Financial Bid for Printing And Preparation Of Customized Mouse Pads" by post sufficiently early so as to reach the Registry within date and 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/she could show the same along with his/her own identity proof to the Reception Officer at Reception Counter No.42 for issuance of entry pass.

2. The tenderers are 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 the rejection of the tender.

3. 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 of the Registry will be treated as due date of Tender.

B. TERMS AND CONDITIONS OF TENDER

4. The tenderers are required to quote their lowest rate per unit for Printing And Preparation Of Customized Mouse Pads (as per approved Samples) in **Annexure-'A'** enclosed herewith and the rates should be valid for a period of 60 days from the date of opening of Tenders. The tenderer shall not be entitled during the said period of 60 days to revoke or cancel its tender or to vary the tender or any terms thereof.

5. The tenderers are required to send their tender along with Demand Draft drawn in favour of "The Registrar (Admn), Supreme Court of India" towards **Earnest Money Deposit of Rs. 4,000/-** for Printing And Preparation Of Customized Mouse Pads (as per approved Samples) (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.

6. Earnest Money Deposit of 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.

7. Hypothetical or conditional Tender 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, EMD submitted by tenderer may be confiscated and in future the tenderer may be debarred to participate in the tender process of the Supreme Court.

8. The Registry will deal with the tenderer directly and no middlemen/commission agents etc. should be asked by the tenderer to represent the cause and they will not be entertained by the Registry.

9. 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.

10. The Registry, in its discretion, reserves the right to reject or accept any or all tenders, partly or completely, at any time without assigning any reason thereof.

11. Each tenderer has to certify that all the terms and conditions are acceptable to him.

12. Customized Mouse Pads are to be printed / prepared exactly as per the samples approved by the Competent Authority. In order to facilitate the tenderers to physically examine the approved samples of five colours, tenderers are advised to visit the Registry on 30th September, 2019 at 11:00 a.m. before finally submitting their bids on or before the last date mentioned in this document.

13. Tenderers are required to fill the Technical Specifications Compliance Sheet as at **Annexure- 'C'**. Financial Bids of only the technically-qualified tenderers shall be opened.

C. TERMS & CONDITIONS OF THE SUCCESSFUL TENDERER

14. The successful tenderer shall have to deposit **Performance Security @ 5% of the total amount of the Purchase Order** by way of Bank Guarantee drawn in favour of "The Registrar (Admn), Supreme Court of India, New Delhi." The Performance Security amount will be released after two months from the date of final bill payment and after satisfactory supply of the material, whichever is later.

14a. The successful tenderer shall have to prepare a sample Customized Mouse Pad within three days of receipt of the Purchase Order and after approval of the same, supply shall be made within 15 days thereafter.

15. The supply of **Customized Mouse Pads should be strictly as per approved samples**, and shall be required to be made within the stipulated time on issuance of Purchase Order and in case supply is not made within the stipulated time and the Registry is forced to make short purchase to meet the emergent demand, the tenderer will be liable to make good the loss due to difference which the Registry may directly deduct from Bill/Security Deposit.

16. Supply of Customized Mouse Pads is to be made on bill basis. The payment is normally made after full supply is received and accepted as per specifications/requirement.

17. Even after awarding the Supply Order, the Registry reserves the right to terminate the same at any time, if the services of the tenderer are not found satisfactory.

18. 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.

19. The successful tenderer will have to abide by the terms and conditions as may be fixed from time to time by the Registry.

20. The materials supplied will be inspected by an Inspection Committee of Senior Officers of the Registry and in case the supply is not found in conformity with the approved samples and any complaint is received about its quality and performance during the course of their use/utilization, the entire supply will have to be replaced with the good quality exactly commensurate with approved specifications at the cost of the tenderer. The decision of the Committee in this regard shall be final.

21. The payment will be made only after full supply is received and accepted as per approved samples against single supply order.

D. PENALTIES

22. If delivery is not made in given time and the Registry is required to make purchase from outside at higher rates, the loss, if any, sustained by the Registry would be recovered from the tenderer.

23. Irrespective of the fact as to whether or not the Registry makes purchases from outside, the Registry may impose penalty up to **1% per week subject to maximum of 10%** of total cost of delayed articles, or of forfeiting the performance security if the delay is due to wilful laches or negligence on the part of the tenderer irrespective of inconvenience caused to the Registry.

24. The Security Deposit shall stand forfeited in case of breach of any of the conditions mentioned herein or if the supply of the items is found unsatisfactory/not as per specifications.

E. INVITATION OF TENDER

Interested parties may send their Tenders in Four sealed envelopes superscribing (a) "Earnest Money for Printing And Preparation Of Customized Mouse Pads", (b) "Samples for Printing And Preparation Of Customized Mouse Pads", (c) "Technical Bid for Printing And Preparation Of Customized Mouse Pads" and (d) "Financial Bid for Printing And Preparation Of Customized Mouse Pads" addressed by name to the undersigned so as to reach on or before 15th October 2019 up to 3:00 P.M. which will be opened on the same day at 3:30 P.M. in the Registry by a Committee of Officers in the presence of the tenderers or their authorized representatives who may wish to remain present there at that time. The tenders received after due date and/or time or without

Earnest Money Deposit will not be entertained. In the first instance, envelopes containing Earnest Money may be opened and thereafter the envelopes containing Samples and Technical Bids (**Annexure-'C'**) will be opened. The envelopes containing Financial Bids will be opened at a later date and time to be communicated only to the tenderers who are found technically-qualified.

Sd/-

Additional Registrar (AM)

(Basu Dev Sharma)

ANNEXURE-'A'**Supreme Court of India
Admn. Material (P & S)**F. No.: Customized Mouse Pads/2019
Dated : 18th September, 2019**Last date for
Submission of Tender: 15th October, 2019 up to 03:00 p.m.****NOTICE INVITING TENDER FOR PRINTING AND PREPARATION
OF CUSTOMIZED MOUSE PADS (as per approved Samples)**

(Proforma to be filled by the Tenderer)

1. Name of the Tenderer : _____
with Address
2. Name of the Contact Person
with Telephone/Mobile No./
Fax No./E-Mail ID : _____
- 3 PAN No. : _____ (Attach Proof)
- 3A. GST Registration No. : _____ (Attach Proof)
4. Rate details :

Item Name	Quantity required to be purchased		Price per unit (In Rs.)	GST% extra applicable	Total net price per unit (In Rs.)
Customized Mouse Pads (strictly as per approved samples)	3,900 units				
	Blue Colour	800			
	Green Colour	800			
	Brown Colour	800			
	Cyan Colour	750			
	Multi Colour	750			

5. Whether all the terms & conditions of NIT are acceptable : Yes/No :
6. Whether rates are inclusive/exclusive of GST.
Please mention it clearly : _____
7. Discount, if any : _____
8. FOR: Supreme Court Registry : _____
9. Whether Undertaking of Non-blacklisting attached: _____
10. Whether empanelled with the Registry
enclose proof with tender document: _____
11. Delivery Schedule : _____
12. Name & address of the Govt. Offices etc.
of which the tenderer is
having the contract (For customized mouse pad)
with name of contact person and
his telephone/mobile number: _____
13. Details of previous experience
in the field & infrastructure of the Company: _____
14. Whether EMD is submitted or
Certificate for its exemption is enclosed: _____

Dated:

Signature
(Name of firm with stamp)

UNDERTAKING

I/We undertake that (name of the company) has not been blacklisted/banned by any Government Department/Public Sector undertaking/Autonomous Body.

Signature of the authorised
signatory of the firm/company/
organisation/Official Stamp/Seal.

Date:
Place:

TECHNICAL SPECIFICATIONS COMPLIANCE SHEET

Sl. No.	Technical Specifications	Compliance (YES / NO)
1	Size: 23 cm (L) x 19 cm (B)	
2	Thickness: 1.5 mm	
3	Weight: 69 g, approximate	
4	Sensor Reactive Coating	
5	Material: Cloth with Rubberized base	
6	Base: Non-slipping Rubber Base	
7	Edging: Round, heat bound (good quality)	
8	Resistance: Water, Oil spill resistant	
9	Quality: Premium	
10	Wrist Rest: No	
11	Optical friendly: Yes, with high precision	
12	Colours: Blue, Green, Brown, Cyan, Multi-colour	
13	Matter for Printing: Containing picture of Supreme Court Complex with Logo along with text "Supreme Court of India"	

Dated:

Signature
(Name of firm with stamp)