

All Communications should be addressed to the Registrar, Supreme Court by designation, NOT by name.

SUPREME COURT OF INDIA
NEW DELHI

F.No.116/WCP/18/SCI(AM)
Dated : 31.01.2018

From : Ajay Kumar Jain
Assistant Registrar (AM)

To : (As per the lists of dealers attached herewith 21 + 55 = 76 in nos.)

Sub : Notice Inviting Tender for supply of White Cartridge Paper.

Date of opening of Tender : 15.02.2018

Sir,

I am directed to enclose herewith Terms and Conditions of Notice Inviting Tender dated 10.01.2018 for supply of WHITE CARTRIDGE PAPER. However, the dealers who are not empanelled in this Registry are also required to abide by the terms and conditions.

You are, therefore, requested to quote your rate as per the terms and conditions of Notice Inviting Tender dated 10.01.2018. Interested parties may send their sealed tender in two separate sealed envelopes containing (i) Sample and (ii) Tender Document superscribing **(a) "Sample of White Cartridge Paper" and (b) "Tender Document for White Cartridge Paper"** addressed to Shri Basu Dev Sharma, Additional Registrar or may be handed over personally to Registry's Reception Counter No.37 near PRO office on or before **15.02.2018 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 will not be entertained. In the first instance, Envelopes containing samples, will be opened, and if samples of at least three tenderers are found to be as per requirement, then only the Envelopes containing Tender Document will be opened. In case, less than three tenders are received, due to inadequate competition, the same may not be opened and more tenders may be called and will be opened later on at the place, date and time to be notified in due course.

Sd/-

(Ajay Kumar Jain)
Assistant Registrar (AM)
Ph : 23381512

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

Last date for submission of
Tender is 25.01.2018

F.No.116/WCP/18/SCI(AM)
New Delhi, dated the 10th January, 2018

LIMITED NOTICE INVITING TENDER

FOR SUPPLY OF WHITE CARTRIDGE PAPER

Sealed tenders are invited, on the Proforma enclosed herewith, for the supply of White Cartridge Paper of good quality in the size of 55 x 75 cms. of **120 GSM and above** for use in the Registry. The contract would be awarded to the lowest tenderer who has quoted the rates nearer to the above specifications. At present approximate requirement is for **60 Reams**, which may vary at the time of placing the Order.

Any inquiry regarding aforesaid matter can be made by contacting Branch Officer, Admn. Material (Purchase & Stores), Supreme Court of India, Tilak Marg, New Delhi [Tel. No.23388745/ 23111403/ 23112257] or can personally visit at Registry's Reception Counter No.37 near PRO Office for seeing the sample or for any clarification before quoting the rates on any working day between 10.30 A.M. to 4.00 P.M. except Saturday/ Sunday/ Holiday.

A. TENDER

1. Two separate sealed envelopes should be used for submitting (a) Sample and (b) Tender Document superscribing **(a) Sample of White Cartridge Paper and (b) Tender Document for White Cartridge Paper** on the cover of respective envelopes.
2. 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 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.37 for issuance of Entry Pass.
3. The tenderers are 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 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 Govt. of India then next working day will be treated as due date of Tender.

B. TERMS AND CONDITIONS OF TENDER

5. The tenderers are required to quote their lowest rates on the Annexure 'A' Proforma enclosed herewith mentioning therein brand of paper, GSM of paper, name of manufacturing company, delivery period, discount on bulk purchase and percentage of GST.
6. The rates should be valid for a minimum period of 120 days from the date of opening of Tenders. The tenderer after submitting his tender, shall not rescind his offer or modify the terms and conditions thereof in any manner, else tenderer shall be blacklisted.
7. Hypothetical or conditional tenders will not be entertained. Tender once submitted shall not be allowed to be withdrawn or altered, otherwise appropriate action as may be deemed fit by the Registry will be taken against that Tenderer.
8. 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/ organisation or otherwise.
9. The Bidder 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 the account of poor performance.
10. The Security deposit shall stand forfeited in case of breach of any of the conditions mentioned herein and if the supply is found unsatisfactory.
11. 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.
12. 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.
13. The Registry is not bound to accept the rates submitted by the lowest or any other tenderer nor does it undertake to assign any reasons for its decision in this matter.

C. TERMS AND CONDITIONS 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. The security deposit will be refunded after 60 days from the payment of final bill on written request of the tenderer and after satisfactory supply of the material.
15. The material should be supplied in original mill packing, indicating company and brand name etc. which 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.
16. The supply of the material as per the required samples/ specifications shall 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 alongwith 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.
17. 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

18. 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 Performance Security of the Tenderer.
19. Irrespective of the fact as to whether or not the Registry makes purchases from outside, the Registry may impose penalty upto 1 % per week of total cost of delayed articles, 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.
20. In case of short supply/ rejection of item, the items are to be replenished within the time stipulated in the supply order/ Two days respectively otherwise, penalty @ 1% will be levied.
21. If the successful Tenderer fails to fulfill his obligations, Registry after due notice to the supplier may blacklist the firm and the Performance Security shall be forfeited.

E. INVITATION OF TENDER

Interested parties may send their sealed tender in two separate sealed envelopes containing (i) Sample and (ii) Tender Document superscribing **(a) "Sample of White Cartridge Paper" and (b) "Tender Document for White Cartridge Paper"** addressed by name to the undersigned or may be handed over personally to Registry's Reception Counter No.37 near PRO office on or before **25.01.2018 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 will not be entertained. In the first instance, Envelopes containing samples, will be opened, and if samples of at least three tenderers are found to be as per requirement, then only the Envelopes containing Tender Document will be opened. In case, less than three tenders are received, due to inadequate competition, the same may not be opened and more tenders may be called and will be opened later on at the place, date and time to be notified in due course.

Encl: Annexure 'A' & Annexure 'B'

Sd/-
(BASU DEV SHARMA)
ADDITIONAL REGISTRAR (AM)

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

Last date for submission of
Tender is 25.01.2018

F.No.116/WCP/18/SCI(AM)
New Delhi, dated the 10th January, 2018

PROFORMA
TO BE FILLED BY THE TENDERER IN RESPECT OF NOTICE INVITING
TENDER
FOR SUPPLY OF WHITE CARTRIDGE PAPER

1. Name of the tenderer :
with address
2. Name of the Contact Person :
with Telephone/ Mobile No./ Fax No./ e-mail ID
3. Traders Identification Number :
Whether the firm is proprietorship/ partnership/ Ltd. Co.
(Attach documentary proof)
4. PAN number :
(Copy to be attached)
5. GST Registration Number :
(Copy to be attached)
6. Details regarding White Cartridge Paper
(in the size of 55x75 cms. alongwith sample)
 - (a) Brand of White Cartridge Paper :
 - (b) Weight/GSM of Paper :
 - (c) Name of Manufacturing Company
 - (c) Whether sample submitted or not :
(in separate cover)
7. Details of Rates
 - (a) Cost of one Ream (500 sheets) :
 - (b) Percentage of GST, if any :
 - GRAND TOTAL :
8. Discount on bulk purchase, if any :
9. Delivery Schedule
 - (a) Time to be taken for supply :
 - (b) F.O.R. Supreme Court Registry :

10. Undertaking of Non-blacklisting to be attached :

11. Bank Account Details of the firm

- (A) Bank Account No. :
- (B) Bank Name & Address :
- (C) IFSC Code :
- (D) MICR Code :

Dated:

SIGNATURE
(with stamp)

ANNEXURE 'B'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 :