

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

F. No. OWU/ /17/SCI(AM)
New Delhi, dated the 24th July, 2017

Last date for Submission of Tender is
14.08.2017 upto 03:00 PM

NOTICE INVITING TENDER
FOR SUPPLY OF RAYMOND'S GILTEDGE FABRIC

Sealed tenders are invited, as per the Proforma attached herewith, for supply of **441.4 mtrs** of Raymond's Giltedge fabric of Quality No. **2715, Shade No.022** for the use of Supreme Court Registry. The quantity mentioned is approximate and may vary at the time of placing the purchase order.

Any inquiry regarding aforesaid matter can be made by contacting Branch Officer, Admn. Materials (Purchase & Stores), Telephone No. 23388745, 23111403, 23112257 or can personally visit 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.

TERMS AND CONDITIONS

1. TENDER

1. Three separate sealed envelopes should be used for submitting (i) Earnest Money, (ii) Sample and (iii) Tender Document superscribing **(a) Earnest Money for the Tender of Raymond's Giltedge fabric** , **(b) Sample of Raymond's Giltedge fabric** and **(c) Tender Document for Raymond's Giltedge fabric** on the cover of the 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 / she can show the same along with his / her own identity proof to the Reception Officer at Counter No. 37 for issuance of entry pass at the time of opening of tender.

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 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 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

5. The tenderers are required to quote their lowest rates as per the enclosed Proforma marked as **Annexure 'A'** alongwith samples, mentioning discount on bulk purchase, percentage of GST, delivery period etc.

6. The Tenderers are required to send their tender alongwith a Demand Draft of Rs.6000/- (Rupees Six thousand only) drawn in favour of "The Registrar (Admn.), Supreme Court of India" as **Earnest Money** which will be refunded to the unsuccessful tenderers on their written request. **Name of the firm, telephone number and name of the item** may be written on the reverse side of the Demand Draft.

7. The rates should be valid for a period of 120 days from the date of Opening of Tender Documents.

8. 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, including forfeiture of Earnest Money.
9. 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.
10. The Earnest Money / Security deposit shall stand forfeited in case of breach of any of the conditions mentioned herein or 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. The Registry, in its discretion, reserves the right to reject or accept any or all the tenders, wholly or partly, without assigning any reason therefor.
13. 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.
14. The Registry is not bound to accept the rates submitted by the lowest tenderer.

C. TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER

15. The successful tenderer shall have to give Performance Security Deposit @ 5% of the total amount of the Purchase Order after adjusting the amount of Rs.6000/- (Rupees Six thousand only) already deposited alongwith the tender as Earnest Money, within one week from the receipt of purchase order. The Security Deposit will be refunded 60 days after payment of the final bill on their written

request and after satisfactory supply of the material.

16. 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.

17. The supply of the material as per the required specifications/ samples shall be required to be made within 60 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.

18. 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.

D. PENALTIES

19. 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 E.M.D/Performance Security of the Tenderer.

20. Irrespective of the fact as to whether or not the Registry makes the purchase from outside, the Registry may impose penalty of 1% per week on total cost, for delayed delivery, if the delay is due to willful laches or negligence of the tenderer and it causes financial loss or inconvenience to the Registry.

E. INVITATION OF TENDER

Interested parties may send their lowest sealed tender in **three separate sealed envelopes** containing (i) Earnest Money, (ii) Sample of Fabric and (iii)

Tender Document superscribing (a) Earnest Money for the Tender of Raymond's Giltedge fabric, (b) Sample of Raymond's Giltedge fabric and (c) Tender Document for Raymond's Giltedge fabric addressed by name to Mr. V.K.Malhotra,Assistant Registrar (AM), or may be handed over personally to Registry's Reception Counter No. 37 near PRO Office on or before **14.08.2017** at 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 authorized representatives who may wish to remain present. The tenders received after due date and/or time and/or without Earnest Money and/or Samples, will not be entertained. In the first instance, envelopes containing Earnest Money will be opened, and thereafter envelopes containing Samples and then Tender Documents will be opened.

Encl.: Proforma

(B L N Achary)
Addl. Registrar (AM)
22.07.2017

Annexure 'A'

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

F. No. OWU/ /17/SCI(AM)
New Delhi, dated the July, 2017

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14.08.2017 upto 03:00 PM

PROFORMA

TO BE FILLED BY THE TENDERER WITH REFERENCE TO
NOTICE INVITING TENDER
FOR SUPPLY OF RAYMOND'S GILTEDGE FABRIC

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 (TIN) :
4. GST Registration Number :
5. Details of Rate per mtr of
Raymonds Giltedge Fabric
quality No. **2715**, Shade No. **022** :
6. Guarantee/Warranty Period :

7. Discount on bulk purchase :

8. Delivery Schedule

(a) Time to be taken for supply :

(b) F.O.R. Supreme Court Livery Godown :

Dated:

Signature with stamp
of the Tenderer