

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

F.No.422/SI//18/SCI(AM)
Dated the 26th February, 2018

Last date for submission of Tender is
19th March, 2018 upto 03:00 p.m.

**NOTICE INVITING TENDER FOR SUPPLY OF "VARIOUS STATIONERY
ITEMS"**

Sealed tenders are invited, on the Proforma attached herewith for supply of various Stationery Items for the use of Supreme Court Registry. The quantity mentioned in the Proforma for each item is approximate and may vary at the time of placing the Order.

Any inquiry regarding aforesaid Stationery Items can be made by contacting Branch Officer, Admn. Materials (Purchase & Stores), Supreme Court of India, Tilak Marg, New Delhi [Telephone Nos. 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.

A. TENDER

1. Three separate sealed envelopes should be used for submitting (a) Earnest Money, (b) Sample and (c) Tender Document superscribing **(a) Earnest Money for Stationery Items, (b) Sample of Stationery Items and (c) Tender Document of Stationery Items** on the cover of the respective envelope.
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 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 for all the Stationery Items or for individual items on the **Annexure 'A'** enclosed herewith alongwith samples of star marked items if they are quoting for the same mentioning therein Rates, delivery period, discount on bulk purchase and percentage of GST. The Registry reserves the right to confirm the tender in favour of tenderer of individual item or as a group of whole items.
6. The tenderers are required to send their tender alongwith a **Demand Draft** of ₹20,000/- (**Rupees twenty thousand only**) drawn in favour of "The Registrar (Admn.), Supreme Court of India" as **Earnest Money**, which will be refunded to unsuccessful tenderers on their written request only after the finalisation of the tender. **Name of the firm, telephone number and name of the item** to be supplied may be written on the reverse side of the Demand Draft. No interest will be payable on EMD.
7. 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 the EMD shall be forfeited and the tenderer shall be blacklisted.
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. The tenderer shall be bound by the terms and conditions of the tender.
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 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.
11. The Earnest Money / Security deposit shall stand forfeited in case of breach of any of the conditions mentioned herein and if the supply is found unsatisfactory.
12. 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.

13. The Registry, in its discretion, reserves the right to reject or accept any or all the tenders, wholly or partly, without assigning any reason therefore.
14. The tenderer shall quote rates both in figures and words.
15. 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.
16. The Registry is not bound to accept the rates submitted by the lowest tenderer **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

17. The successful tenderer shall have to give performance security deposit @ 10% of unbranded items and 5% for branded items of total amount of the Purchase Order (after adjusting the E.M.D. amount of ₹20,000/- already deposited along with the Tender) within one week from the receipt of the Purchase Order. The security deposited 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.
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 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.
19. The supply of the material as per the required specifications/ samples shall be 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.
20. 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

21. 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.

22. Irrespective of the fact as to whether the Registry makes purchases from outside or not, the Registry may impose penalty upto 1 % per week of total cost of delayed articles, if the delay is due to wilful laches or negligence on the part of tenderer, and if 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) Samples and (iii) Tender Document superscribing (a) **Earnest Money for "The Tender of Stationery Items"**, (b) **"Samples for the Tender of Stationery Items"** and (c) **Tender Document of Stationery Items** on the cover of each envelope respectively 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 19th March, 2018 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 without Samples will not be entertained. In the first instance, envelopes containing Earnest Money will be opened, thereafter, the envelopes containing Samples will be opened and if samples of the tenderers are found to be as per requirement, then only the envelopes containing Tenders Document will be opened.

Sd/-
(Neena Ahuja)
Deputy Registrar (AM)

Encl: Annexure 'A' & Annexure 'B'

Note : Registry will remain closed w.e.f. 26th February, 2018 to 03rd March, 2018 on account of Holi Holidays.

ANNEXURE 'A'

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

F.No.422/SI/18/SCI(AM)

Dated the 26th February, 2018

Last date for submission of Tender is
 19th March, 2018 upto 03:00 p.m.

PROFORMA TO BE FILLED BY THE TENDERER
WITH REFERENCE TO THE 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./Fax No./ e-mail ID
3. Traders Identification No. :
(Attach documentary proof)
- 3A. PAN number :
(Copy to be attached)
- 3B. GST Registration Number :
(Copy to be attached)

4. Details regarding Brand, GST percentage and Rates

S. No.	Item	Quantity required to be Purchased	Brand Name	GST %	Rate in ₹	Shelf Life
1.	Awl Pin make "Bell"	250 packets				
*2.	*Blotting Paper in the size of 18"x22" and in the packing of 200 sheets of good quality.	2000 sheets				
3.	Cello Tape 1" Transparent FORMET/APEX/ WONDER brand & 65 metre in Length.	1600 nos.				
4.	Cello Tape 2" Transparent FORMET/APEX/ WONDER brand & 65 metres in Length.	1200 nos.				
5.	Cello Tape 2" Brown FORMET/APEX/WONDER brand & 65 metres in Length.	1200 nos.				
*6.	*Correction Pen Kores 12 ml or equally good quality	1400 nos.				

7.	File Cover "Lever Arch File No.45" of Neelgagan	150 nos.				
8.	Footrule-Iron (Ellora) or King.	200 nos.				
9.	Glue Stick Kores 15 gm of Red or Yellow packing.	1150 nos.				
10.	Heavy Duty Punching Machine 2320, Kangaro	35 nos.				
11.	Heavy Duty Stapler 1217 of Kangaro	20 nos.				
12.	Highlighter Luxor make (Gloliter)	Yellow-700 nos. Pink-300 nos. Green-200 nos.				
*13.	*L-Shape Plastic Cause List Folder with Printing "SUPREME COURT OF INDIA" of good quality.	4000 nos.				
14.	Needle for Heavy Duty Punching Machine 2320 of Kangaro	250 nos.				
*15.	*Office Paste Tube small of good quality.	200 tubes				
16.	Office Paste in the packing of 5 Ltr. Hansa make	45 cans				
17.	Paper Cutter Kangaro/Ikon (small)	750 nos.				
*18.	*Paper Weight (Glass) Round shape	50 nos.				
*19.	* Pen Rorito Jottek Feathersoft (Blue) or equally good quality with sample	2000 nos.				
20.	Pen Pilot V-5	Blue - 1100 Black - 600 Red - 300 Green - 150				
21.	Pencil Black Lead "Natraj-621"	8000 nos.				
*22.	*Pencil Mini Cutter of Good Quality	400 nos.				
23.	Pencil Shorthand "Apsara" Steno	250 packets				
24.	Permanent Marker "Luxor -1222"	2500 nos.				
*25.	* Pin Cushion Magnetic Aircon, Kebica or equally good quality.	100 nos.				
*26.	*Plastic Folder A-4 size Transparent with Strip of good quality.	3000 nos.				

*27.	*Plastic Folder legal size Transparent with Strip of good quality.	100 nos.				
28.	Poker wooden handle "Trishul" or "National"	200 nos.				
29.	Post-it-prompt (3m) Tri Colour Paper	2400 packets				
30.	Punch Single Hole "Kangaro" FP-20	200 nos.				
*31.	*Rubber Band "Swastik" or "Sunny" or equally of good quality of 1" size in the packing of 100 Grams	5 kg.				
*32.	*Scissors in the size of 8.50" of good quality.	300 nos.				
33.	Sealing Wax 400 grams (10 stick in one packet) "Standard"	100 packets				
34.	Shorthand Note Book containing 200 pages of Lotus/ Neelgagan/ Swastik.	200 nos.				
35.	Stamp Pad in small size i.e. of 70 x 110mm of "Supreme"	350 nos.				
36.	Stamp Pad Ink "Supreme"	200 nos.				
37.	Staple Pin HD-10 of Kores/ Kangaro	5500 packet				
38.	Staple Pin HD-23/13 of Kores/ Kangaro	90 packet				
39.	Staple Pin HD-23/17 of Kores/ Kangaro	20 packet				
40.	Staple Pin HD-24/6 of Kores/ Kangaro	2100 packet				
41.	Stapler HD-10 of Kangaro	750 nos.				
42.	Stapler HD-45 of Kangaro	200 nos.				
*43.	* Tag Green (made up of 16 thread), one bundle should contain 144 tags of 23" length with 1" Plastic tip at both the ends.	6000 bundle				
44.	U-Clip Ordinary "Bell" 30mm size	500 packet				
45.	Water Damper Kebica, Aircon or equally good quality.	1800 nos.				
46.	Worldone SF007 White Files	200 nos.				
*47.	*Yellow Note Pad (Self Sticking) of the size of 3"x3" containing 100 sheets	250 pads				
*48.	*Fax Paper Roll of Mitsubishi brand of 30 meter length.	100 Rolls				

49.	Dak Pad of Neelgagan make	80 nos.				
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Note : *Sample of all the star marked items (S.No.2, 6, 13, 15, 18, 19, 22, 25, 26, 27, 31, 32, 43, 47 & 48) are required to be furnished alongwith tender.

5. Whether EMD enclosed : DD No. _____ Dt.
6. Discount on bulk purchase, if any :
7. Delivery Schedule
 (a) time to be taken for supply :
 (a) F.O.R. Supreme Court Registry :
8. Undertaking of Non-blacklisting to be attached

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 :