

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

F. No. 200/TI/17/SCI(AM)
New Delhi, dated the 17th July, 2017

Last date for Submission of Tender is
08.08.2017 upto 03:00 PM

NOTICE INVITING TENDER
FOR SUPPLY OF VARIOUS TOILETRY ITEMS

Sealed tenders are invited, as per the Proforma attached herewith, for the supply of various **Toiletry 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 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) Samples of unbranded Toiletry Items and (iii) Tender Document superscribing **(a) Earnest Money for the Tender of Toiletry Items, (b) Samples of Toiletry Items and (c) Tender Document for Toiletry 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 / she could 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 for all the Toiletry Items or for individual items alongwith 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. **The Registry reserves the right to confirm the tender in favour of lowest tenderer of individual item or as a group or whole items.**

6. The Tenderers are required to send their tender alongwith a Demand Draft of Rs.24,000/- (Rupees Twenty Four 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. **If, however, the tender is submitted by the empanelled dealer of the Registry for the items whose total purchase value is likely to be less than Rs. One Lakh, there is no need to submit the EMD by the said dealer.**

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. Tenderers are required to quote the rates only with respect to the brand of the items mentioned in the proforma. Tenders for any other brand of toiletry 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.**
10. 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.
11. 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.
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 therefor.
14. 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.
15. The Registry is not bound to accept the rates submitted by the lowest tenderer.

C. TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER

16. The successful tenderer shall have to give Performance Security Deposit @ 5% of the total amount of the Purchase Order for branded items and @ of 10% of the total amount of the Purchase Order for unbranded items after adjusting the amount of Rs.24,000/- (Rupees Twenty four 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.

17. 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.

18. 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 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.

19. 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

20. 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.

21. 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 wilful 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) Samples of unbranded Toiletry Items and (iii) Tender Document superscribing **(a) Earnest Money for the Tender of Toiletry Items, (b) Samples of Toiletry Items and (c) Tender Document for Toiletry Items** addressed by name to Mr. B L N Achary, Addl. Registrar (AM), or may be handed over personally to Registry's Reception Counter No. 37 near PRO Office on or before **08.08.2017 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

Sd/-
(B L N Achary)
Addl. Registrar (AM)
17.07.2017

Annexure 'A'

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

F. No. 200/TI/17/SCI(AM)
 New Delhi, dated the 17th July, 2017

Last date for Submission of Tender is
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PROFORMA

TO BE FILLED BY THE TENDERER WITH REFERENCE TO
NOTICE INVITING TENDER
FOR SUPPLY OF VARIOUS TOILETRY 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 Number (TIN) :
4. GST Registration Number :
5. Details regarding Toiletry Items :

S. No.	ITEMS	Quantity proposed to be purchased	Rate (Rs.)	GST
01	Harpic 500 ml.	1250 nos.		
02	Colin Spray 500 ml.	450 nos.		
03	Brasso 450 ml.	110 nos.		
04	Brooms (Phool)*	470 nos.		
05	Brooms (Stick with guli)*	520 nos.		

S. No.	ITEMS	Quantity proposed to be purchased	Rate (Rs.)	GST
06	Dettol Liquid Hand wash Bottle 215 ml. Sensitive / Skincare	950 nos.		
07	Lifebouy Total (125 gms)	3000 nos.		
08	Lux (100 gms.)	50 nos.		
09	Surf Excel Bar (100gms.)	850 nos. of 100 gms.		
10	Wipers with rod*	170 nos.		
11	All out Machine with Refill	250 nos.		
12	All out Refill of 60 Nights 45ml.	1300 nos.		
13	Toilet Brush*	130 nos.		
14	Dustbins (open) 12" size Unilite Brand	160 nos.		
15	Paddle Bins (12 L). Unilite Brand	40 nos.		
16	Plastic Buckets (16 L) Unilite Brand	35 nos.		
17	Plastic Jugs with Lid (2 L) Unilite Brand	150 nos.		
18	Odonil Stick 100 Grams	2050 nos.		
19	Room Fresheners "Premium make" Assorted Fragrances 125 gms	580 nos.		
20	Vim Powder 1Kg. pack	970 Kgs.		
21	Toilet Paper Roll 'Wintex Excel' make Two Ply 200 sheets each 99mm x 100mm size	570 nos.		
22	Cleanzo 5Ltr. Can	1300 Cans		
23	Phenyl 5 L Can manufactured by M/s Bengal Chemicals & Pharmaceuticals Ltd. (ISI Mark)	100 Cans		
24	Paper Napkin (30 x 30cm) 2 Ply of Good Quality * (Pack of 50)	960 nos.		
25	Cotton Hand Gloves of good quality Black/Blue Color*	250 pairs		

S. No.	ITEMS	Quantity proposed to be purchased	Rate (Rs.)	GST
26	Cotton Cloth Face Masks of good quality Green Color*	5500 nos.		
27	Dettol Hand Sanitizer 200 ml.	As per requirement		

Note : Samples of all the star marked items (S. No.4, 5, 10, 13, 24, 25, 26) are required to be furnished alongwith tender.

6. Promotional Scheme, if any, for any of the above mentioned items :

7. Whether Samples of all unbranded items submitted :

8. Discount on bulk purchase :

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