

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

F.No.127/KD_FS/15/SCI(AM)

Dated the 27th March, 2015

Last date for submission of
Tender is 17.04.2015 upto 03:00 p.m.

NOTICE INVITING TENDER FOR SUPPLY OF
KHADI DUSTER & FLOOR SWABS

Sealed tenders are invited, on the Proforma attached herewith for the supply of good quality of **Khadi Dusters and Floor Swabs** in the size of 34"x34" with +/- 5% variation. At present approximate requirement is for 1200 Dozen Khadi Dusters and 240 Dozen Floor Swabs which may vary at the time of placing the order.

Interested parties, if they so desire, may contact Shri T. D. Pant, Branch Officer [Tel. No.23388745/1231/2257/1403/2311] and can personally visit Reception Counter No.37 near PRO Office on any working day between 10.30 A.M. to 4.00 P.M. except Saturday/Sunday for any clarification, before quoting the rates.

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 Khadi Duster & Floor Swab, (b) Sample of Khadi Duster & Floor Swab and (c) Tender Document of Khadi Duster & Floor Swab** 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.

B. TERMS AND CONDITIONS OF TENDER

3. The tenderers are required to quote their lowest rates on the Proforma enclosed herewith alongwith sample of both the items mentioning therein Rate per Dozen of Khadi Duster and Floor Swab, delivery period, discount on bulk purchase and percentage of VAT.
4. The tenderers are required to send their tender alongwith a **Demand Draft** of **Rs.10,000/- (Rupees Ten thousand only)** drawn in favour of 'The Registrar (Admn.), Supreme Court of India' as **Earnest Money**, which will be returned to unsuccessful tenderers on their written request. **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.
5. The rates should be valid for a minimum period of 90 days from the date of opening of Tenders.
6. Hypothetical or conditional tenders will 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, appropriate action may be taken.
7. 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.
8. The Security deposit shall stand forfeited in case of breach of any of the conditions mentioned herein and if the supply is found unsatisfactory.
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 the tenders, wholly or partly, without assigning any reason therefor.

C. TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER

11. The successful tenderer shall have to give performance security deposit @ 10% of total amount of the Purchase Order (after adjusting the E.M.D. Amount of Rs.10,000/- already deposited alongwith 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.
12. 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.
13. The supply of the material as per the required specifications/samples shall required to be made **within 30 days** on receipt of the Purchase Order otherwise the security Deposit may be forfeited alongwith any other action as may deem 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.
14. The payment will be made only after the full supply is received and accepted as per approved sample/specifications.

D. PENALTIES

15. 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.
16. 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.

E. INVITATION OF TENDER

Interested parties may send their three separate sealed envelopes containing (i) Earnest Money, (ii) Sample and (iii) Tender Document superscribing (a)“Earnest Money For KHADI DUSTER & FLOOR SWAB”, (b) “Sample of KHADI DUSTER & FLOOR SWAB” and (c) “Tender Document of KHADI DUSTER & FLOOR SWAB” addressed by name to Mr. Rakesh Sharma, Deputy Registrar (PR) Supreme Court of India, New Delhi, so as to reach on or before 17.04.2015 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 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, only then the Envelopes containing Tenders will be opened.

Encl: Proforma

**Sd/-
(Neena Ahuja)
Assistant Registrar (AM)**

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PROFORMA

TO BE FILLED BY THE TENDERER WITH REFERENCE TO THE
NOTICE INVITING TENDER FOR SUPPLY OF
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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 :
4. Details of Rates :

S.No.	Name of the Item	Rate per Dozen (Net)
1.	Khadi Duster in the size of 34"x34"	
2.	Floor Swabs in the size of 34"x34"	

5. Discount on bulk purchase :
6. F.O.R. Supreme Court Godown :
7. Delivery Schedule :

Dated :

Signature
with stamp