

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

F.No.23/173/Furniture /SCI(AM)

Dated: 05.03.2016

Last date for submission of

Tender is 29.03.2016 upto 03:00 PM

NOTICE INVITING TENDER FOR
RATE CONTRACT FOR SUPPLY OF FURNITURE ITEMS

Sealed tenders are invited, as per the Proforma enclosed herewith as Annexure 'A' for supply of various Furniture items **on requirement basis for a period of one year** as per the specifications mentioned in Annexure 'B'. Interested parties, if so desire, may contact Shri T. D. Pant, Branch Officer (Telephone Nos. 23388745, 23112257 and 23111403) and can personally visit Reception Counter No. 37 near PRO Office on any working day between 10:30 AM to 04:30 PM except Saturday for any clarification, before quoting the rates.

A. TENDER

1. Two separate sealed envelopes should be used for submitting (i) Tender documents and (ii) Earnest Money superscribing (a) Tender for supply of Furniture Items (b) Earnest Money for supply of Furniture Items.
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 Counter No. 37 for issuance of Entry Pass.

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3. The tenderers are expected to examine with all the instructions, Proforma's terms & conditions and specifications in the tender documents. Failing to furnish all informations required by the tender document in every respect will be at the tenderers risk and may result in 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 day will be treated as due date of the tender.

B. TERMS AND CONDITIONS OF TENDER

5. The tenderers are required to quote their lowest rates & DGS&D rates, if available, for supply of furniture items with discount on bulk purchase, if any, and percentage of VAT.
6. The tenderers are required to send their tender along with a **Demand Draft of Rs.10,000/- (Rupees Ten Thousand Only) drawn in favour of "The Registrar(Admn.), Supreme Court of India" payable at New Delhi as Earnest Money**, which will be refunded to the unsuccessful tenderers on their written request after awarding of the contract. **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 minimum period of one year from the date of opening of the tenders.
8. 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 any tenderer at any time after it is submitted, appropriate action as deemed fit may be taken against that Tenderer.

9. The Registry will deal with the tenderer directly and no Middle-men/ Agents/ Commission Agents etc. should be asked by the tenderers 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.
10. 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.
11. 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.
12. The tenderer shall quote rates both in figures and words.
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.

C. TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER

14. The successful tenderer shall have to give performance security deposit of Rs.20,000/- (Twenty Thousand only) after adjusting the amount of Rs. 10,000/- (Ten Thousand only) already deposited with the tender as earnest money, within one week from the receipt of Purchase Order. The security deposit will be refunded after 60 days from the expiry of contractual period of one year.
15. The Furniture should be supplied strictly as per the specifications/sample approved, 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 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 specifications at the cost of the tenderer. The decision of the Inspection Committee in this regard shall be final.

16. The delivery of the Furnitures are to be done very expeditiously but not later than Two Weeks.
17. The payment will be made only after the full supply is received and accepted as per approved 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% of total cost per day, if the delay is due to wilful laches or negligence of the tenderer and it caused financial loss or inconvenience to the Registry.
20. The Security Deposit shall stand forfeited in case of breach of any of the conditions mentioned herein and if the supply of the item is found unsatisfactory/not as per specifications.
21. Even after awarding the said Contract, the Registry reserves the right to terminate the same at any time, if the services of the Contractor are not found satisfactory.

E. INVITATION OF TENDER

Interested parties may send their tenders in two sealed envelopes one containing (i) Tender Documents and (ii) Earnest Money superscribing (a) Tender for supply of Furniture Items and (b) Earnest Money for supply of Furnitutre Items addressed by

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name to Mr. Rakesh Sharma, Deputy Registrar / PRO, Supreme Court of India, New Delhi, so as to reach on or before 29.03..2016 upto 3.00 P.M. which may 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 without Earnest Money will not be entertained. In the first instance, envelopes containing Earnest Money and thereafter, Envelopes containing tenders will be opened.

(RAKESH SHARMA)
DEPUTY REGISTRAR (PR)
Date: 05.03.2016

Encl : Proforma (Annexure 'A')
Specifications (Annexure 'B')

Note : Registry will remain closed during Holi Holidays w.e.f. 21.03.2016 to 26.03.16

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**TO BE FILLED BY THE TENDERS WITH REFERENCE TO NOTICE INVITING
TENDER RATE CONTRACT FOR SUPPLY OF FURNITURE ITEMS**

- 1 Name of the tenderer with address :
- 2 Name of the Contact Person with Telephone No /Mobile No./Fax No/e-mail ID :
- 3 Traders Identification No(s) :
- 4 E mail ID/ Fax No. :
- 5 Details regarding Furniture Items :

S. No.	Name of Furniture Item	Unit Rate	DGS&D approved Rates	% of VAT	Warranty
1.	Officer's Table				
2.	Ordinary Office Table				
3.	Computer Table				
4.	Steel Almirah (Without Locker)				
5.	Wooden Tub Visitor' Chair (Cushioned)				
6.	Executive Revolving Chair Blue Colour				
7.	Steel Wardrobe				
8.	Computer Revolving Chair				
9.	Steel Almirah (Without Locker) (With Hanging Rod)				

Note : For Furniture Items (Sl. No. 1 to 7) refer Annexure 'B' for specifications and for Sl. No. 8 (Computer Revolving Chair) see the sample available in the Registry, before quoting rates.

- 6 Whether all the terms & Conditions of NIT are agreeable :
- 7 Company brochure with technical specifications for the model: Submitted / Not Submitted
8. Discount on bulk purchase :
- 9 FOR- Supreme Court Registry :

Signature with date and rubber
stamp of the tenderer.

ANNEXURE 'B'

SPECIFICATIONS OF FURNITURE ITEMS

Sl. No.	Furniture Item & Specification
1.	<p><u>OFFICER'S TABLE</u></p> <p>Wooden Officer's Table made up of laminated board (1" thickness) of the size of 5' (L) x 2 ½' (W) x 2 ½' (H) having fixed drawer unit on right side (three drawers of equal size (15" width) with facility of lock and mouse tray on topmost drawer) with a provision for keeping keyboard. Exposed edges of top of table to be sealed with banding tape. Table to be provided along-with a separate Steel Side Rack with sliding door of the size of 28" x 36" x 18". Provision of fixed Foot Board (Footrest) (7"W).</p>
2.	<p><u>ORDINARY OFFICE TABLE</u></p> <p>Ordinary Office Table made up of laminated board (1" thickness) of the size of 4' (L) x 2 ½' (W) x 2 ½' (H) having fixed drawer unit on right side (three drawers of equal size (15" width) with facility of lock and mouse tray on topmost drawer) with a provision for keeping keyboard. Exposed edges of top of table to be sealed with banding tape. Provision of fixed Foot Board (Footrest)(7" W).</p>
3.	<p><u>COMPUTER TABLE</u></p> <p>Size 4.6' (L) x 2.3' (W) x 2.4' (H) (1" thickness of Board) having three drawers with lock facility, steel legs and provision to keep UPS and key Board.</p>
4.	<p><u>STEEL ALMIRAH (WITHOUT LOCKER)</u></p> <p>Size of 78" x 36" x 18" with four shelves making five compartments having gauge of door to be 16 while that of body and shelves of 18, should be powder coated, handle should be of Godrej type (die cast), locks should be 4-hole and 7 brass lever with stainless steel key. Colour of the paint on the steel almirahs may be different as per requirement.</p>
5.	<p><u>WOODEN TUB VISITORS' CHAIR (CUSHIONED)</u></p> <p>Chair of approved brown color fabric, made up of good quality teak wood having Wooden Frame of 2' x 1.25', Seat in size of 19" x 20", legs of atleast 1" thickness, Seat Cushion (Polyurethane foam, moulded with density 40 mm) of atleast 3" thickness, having spring washer with bolt for fixing arm partition with wooden frame in virtually invisible manner & heavy duty L-shape strip at all joints.</p>

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Sl. No.	Furniture Item & Specification
6.	<p><u>EXECUTIVE REVOLVING CHAIRS BLUE COLOUR</u></p> <p>Executive chair having high density cushioned seat and back, five wheels steel revolving base (powder coated), 30" back. Chair should have the facility of adjusting the height as per individual requirement (As per sample).</p>
7.	<p><u>STEEL WARDROBE :</u></p> <p>Model : Storwel Home Plain having dimension 1981mm x 916mm x 486mm, Thickness :Top, Bottom, LH & RH sides and back material thickness : 0.9mm, Removable RH & LH Main Door with stiffeners material thickness : 0.9mm, Storwel with Plain adjustable shelf of thickness : 0.8 mm (2 Plain),Tie Bar :Powder coated (Black) Aluminium Tie Bar, Locks :(Main Door & Locker Lock) 6 lever mazak zinc plated Godrej lock, Fastners :Zinc/ Chrome plated standard fastners used, Hanging Rod : Nickel chrome plated hanging rod of 19mm OD, length – 909mm, Handle: Chrome plated mazack handle.</p>
8.	<p><u>COMPUTER REVOLVING CHAIR :</u> As per sample available in the Registry</p>
9.	<p><u>STEEL ALMIRAH (WITHOUT LOCKER)(WITH HANGING ROD)</u></p> <p>Size of 78" x 36" x 18" with two shelves making two compartments in the bottom with provision of hanging rod and having gauge of door to be 16 while that of body and shelves of 18, should be powder coated, handle should be of Godrej type (die cast), locks should be 4-hole and 7 brass lever with stainless steel key. Nickel chrome plated hanging rod of 19mm OD, length – 909mm, Handle: Chrome plated mazack handle. Colour of the paint on the steel almirahs may be different as per requirement.</p>