

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

F.No.129/AFC//17/SCI(AM)

Dated the 27th February, 2017

Last date for submission of Tender is
21st March, 2017 upto 03:00 p.m.

NOTICE INVITING TENDER FOR SUPPLY OF "MACHINE MADE FILE COVERS"

Sealed tenders are invited, on the Proforma attached herewith for the printing and preparation of Machine Made File Covers in (i) Orange Colour (ii) Purple Colour in the size of 14"x9.5" weighing 110 gms approx. without fita having centrally folded with 4" supporting cloth patti and 4 eyelids. At present approximate requirement is for 45,000 nos. Orange Colour and 35,000 nos. Purple Colour file covers which may vary at the time of placing the order.

Any inquiry regarding aforesaid matter can be made by contacting Branch Officer, Admn. Materials (Purchase & Stores), Telephone Nos. 23388745, 23111403, 23112257 or can personally visit Registry's Reception Counter No. 37 near PRO Office for seeing the sample of file cover with the above specifications/description 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) Samples of Machine Made File Cover of both colours and (c) Tender Document superscribing **(a) Earnest Money for Machine Made File Cover, (b) Sample of Machine Made File Cover of both colours and (c) Tender Document of Machine Made File Cover** 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 day will be treated as due date of Tender.

B. TERMS AND CONDITIONS OF TENDER

5. The tenderers are required to quote their lowest rates on the Proforma enclosed herewith alongwith samples of Machine Made File Cover of both colours as per the above-mentioned specifications mentioning therein Rates, delivery period, discount on bulk purchase and percentage of VAT/TAX.
6. The tenderers are required to send their tender alongwith a **Demand Draft** of **Rs.16,000/- (Rupees sixteen 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. **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.
7. The rates should be valid for a minimum period of 90 days from the date of opening of Tenders.
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 and 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 @ 10% of total amount of the Purchase Order (after adjusting the E.M.D. Amount of Rs.16,000/- 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.
16. 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.

17. The supply of the file covers 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.
18. 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

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 purchases from outside, 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 "Machine Made File Cover"**, (b) **"SAMPLES OF Machine Made File Cover of both colours"** and (c) **Tender Document of Machine Made File Cover** 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 21st March, 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 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.

Sd/-

(Basu Dev Sharma)

Addl. Registrar (AM)

Encl: Proforma

Note : Registry will remain closed w.e.f. 13th March, 2017 to 18th March, 2017 on account of Holi Holidays.

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PROFORMA TO BE FILLED BY THE TENDERER
WITH REFERENCE TO THE NOTICE INVITING TENDER FOR
SUPPLY OF MACHINE MADE FILE COVER

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. :
4. VAT Registration Number :
5. **Details regarding Machine Made File Cover**
 (alongwith samples)
 (A) Whether samples enclosed or not :
 (i) Cost of one File Cover alongwith
 one side (front) Printing :
 (ii) VAT/ Taxes, if Any :
 GRAND TOTAL :
6. Discount on bulk purchase, if any :
7. **Delivery Schedule**
 (a) F.O.R. Supreme Court Registry :

Dated :

Signature
with stamp