

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

F.No.422/SI//17/SCI(AM)

Dated the 15th March, 2017

Last date for submission of Tender is  
05 April, 2017 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), Telephone Nos. 23388745, 23111403, 23112257 or can personally visit Registry's Reception Counter No. 37 near PRO Office 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 Office 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 Proforma 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 VAT/TAX. 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. **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. The tenderer shall quote rates both in figures and words.
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**

15. 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.
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 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.
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 “The Tender of Stationery Items”**, (b) **“Samples for the Tender of Stationery Items”** and (c) **Tender Document of Stationery Items** 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 05 April, 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 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. :
4. VAT Registration Number :
5. Details regarding Brand, VAT percentage and Rates

S. No.	Item	Quantity required to be Purchased	Brand Name	VAT %	Rate in ₹	Shelf Life
*1.	*Blotting Paper in the size of 18"x22" and in the packing of 200 sheets of good quality.	500 sheets				
2.	Cello Tape 1" Transparent FORMET/ APEX/ WONDER brand & 65 metre in Length.	1300 nos.				
3.	Cello Tape 2" Transparent FORMET/ APEX/ WONDER brand & 65 metres in Length.	800 nos.				
4.	Cello Tape 2" Brown FORMET/APEX/WONDER brand & 65 metres in Length.	900 nos.				
*5.	*L-Shape Plastic Cause List Folder with Printing	3500 nos.				

	"SUPREME COURT OF INDIA" of good quality.				
*6.	*File Cover "Cobra" of good quality.	3500 nos.			
7.	File Cover "Lever Arch File No.45" of Neelgagan	400 nos.			
8.	Glue Stick Kores 15 gm of Red or Yellow packing.	700 nos.			
9.	Heavy Duty Punching Machine 2320, Kangaro	70 nos.			
10.	Highlighter Luxor make (Gloliter)	Yellow-100 Pink-50 Green-50			
11.	Needle for Heavy Duty Punching Machine 2320 of Kangaro	300 nos.			
12.	Office Paste in the packing of 5 Ltr. Hansa make	20 Cans			
13.	Paper Cutter Kangaro/ Ikon (small)	450 nos.			
*14.	*Paper Weight (Glass) Round shape	100 nos.			
15.	Pen Rorito Jettra Amazer (Blue)	2000 nos.			
16.	Pen Pilot V-5	Blue- 800 nos. Black-500 nos. Red- Nil Green- Nil			
17.	Pencil Black Lead "Natraj-621"	5000 nos.			
*18.	*Pencil Mini Cutter of Good Quality	250 nos.			
19.	Pencil Eraser "Natraj 621"	2200 nos.			
20.	Pencil Shorthand "Apsara" Steno	260 packets			
21.	Permanent Marker "Luxor -1222"	1600 nos.			
*22.	*Plastic Folder A-4 size Transparent with Strip of good quality.	4000 nos.			
*23.	*Plastic Folder legal size Transparent with Strip of good quality.	300 nos.			
24.	Poker wooden handle "Trishul" or "National"	150 nos.			

25.	Post-it-prompt (3m) Tri Colour Paper	2400 packets				
26.	Punch Double Hole "Kangaro" DP 600	50 nos.				
27.	Last year tender for procuring Scissors of 8.50" Kangaro Unix GL-2185 was initiated but due to the discontinuation of the specified brand, Kangaro Unix SL-1183 was purchased. This year Scissors in the size of 8.5" of good quality is being mentioned so that good quality Scissor can be choosed amongst samples.	400 nos.				
28.	Sealing Wax 400 grams (10 stick in one packet) "Standard"	250 packets				
29.	Shorthand Note Book containing 200 pages of Lotus/ Neelgagan/ Swastik.	1200 nos.				
30.	Slip Pad (33 No.) 80 Sheets (160 pages) of Neelgagan.	1000 pads				
31.	Slip Pad (44 No.) 80 Sheets (160 pages) of Neelgagan.	700 pads				
32.	Slip Pad (55 No.) 80 Sheets (160 pages) of Neelgagan.	500 pads				
33.	Stamp Pad in small size i.e. of 70 x 110mm of "Supreme"	250 nos.				
34.	Stamp Pad in big size i.e. of 97 x 160mm of "Supreme"	50 nos.				
35.	Staple Pin HD-10 of Kores/ Kangaro	3000 packets				
36.	Staple Pin HD-23/13 of Kores/ Kangaro	30 Packets				
37.	Staple Pin HD-23/17 of Kores/ Kangaro	10 packets				
38.	Staple Pin HD-24/6 of Kores/ Kangaro	2100 packets				
39.	Stapler HD-10 of Kangaro	500 nos.				
40.	Stapler HD-45 of Kangaro	150 nos.				
*41.	* 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 bundles				



42.	U-Clip Ordinary "Bell" 30mm size	600 packets				
43.	Water Dumper Kebica, Aircon or equally good quality.	1600 nos.				
44.	Correction Pen Kores CKS (Non CFC) 10 ml.	1300 nos.				
*45.	*Fax Paper Roll of Mitsubishi brand of 30 meter length.	100 Rolls				
*46.	*Yellow Note Pad (Self Sticking) of the size of 3"x3" containing 100 sheets	300 Pads				
47.	Gel Impact Pen 1.0 UM-153S	Blue- 50 Green-80				
48.	Worldone SF007 White Files	1700 nos.				
*49.	*Correction Tape of good quality	150 nos.				

Note : \*Sample of all the star marked items (S.No.1,5,6,14,18,22,23,41,45,46 and 49 ) are required to be furnished alongwith tender.

6. Discount on bulk purchase, if any :
7. Delivery Schedule
  - (a) F.O.R. Supreme Court Registry :

Dated :

Signature  
with stamp