

Last date of submission of Tender is
24/05/2017

NOTICE INVITING TENDER FOR THE PREPARATION OF SELF ADHESIVE RED
WAFERS

Sealed tenders are invited as per the Proforma enclosed herewith for awarding the Contract for a period of **two years** for preparation and supply of approximately 4,00,000 Self Adhesive Circular Red Wafers in good quality, **wrapper of which can be easily removed with a diameter of 8.5 cms with small zig zag cutting at the corners, not re-usable and may only be applied once**). Colour, quality of paper and adhesive of Red Wafer are essential part of the agreement. The quantity mentioned in the Proforma 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 Nos. 23388745, 23111403, 23112257 or can personally visit Registry's Reception Counter No. 37 near PRO Office 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 envelopes should be used for submitting
 - (a) Earnest Money
 - (b) Sample of Red Wafer and adhesive
and
 - (c) Tender Document of Red Wafereach envelope superscribing
 - (a) Earnest Money
 - (b) Samples for Self Adhesive Red Wafers
 - (c) **'Tender for Preparation of Self Adhesive Red Wafers'**on the cover of the respective envelopes. **If all the three envelopes are kept**

inside a single envelope, it should be specifically written outside the envelopes. All the three envelopes must be submitted only on the enclosed performa. Every page must be signed and stamped by the authorized official of the quoting firm, failing which it is liable to be **rejected**.

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 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.
3. The tenderer is expected to examine all the instructions, Proforma's terms and conditions and specification 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 complete sample of Adhesive Red Wafer as per specification mentioned above, delivery period, discount, if any, percentage of VAT/Tax.

6. The tenderer is required to send its tender alongwith a **Demand Draft of Rs. 3000/- (Rs. Three 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. Name of the firm, telephone number and name of the item may be written on the reverse side of Demand Draft. In case supplier/dealer is registered with DGS & D/ NSIC, photocopy of such certificate is to be required.
7. The rates should be valid for a minimum period of 120 days from the date of opening of Tender.
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 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 the Performance Security deposit @ 10% of total cost of awarded Contract (after adjusting the E.M.D. amount of Rs. 3,000/- already deposited along with the Tender) within one week from the receipt of the supply order. The same will be refunded only after 60 days after payment of the final bill on written request of the tenderer and after completion of the said job successfully and satisfactory as per requirement.
13. The successful tenderer will be required to supply Red Wafers as and when required but each time order will be placed for a minimum quantity of not less than 20,000 at a time. The Red Wafer should be supplied in well packing in 1000 numbers 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 sample/ specifications same will be 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. Quality of paper, cutting of its edges and quality of adhesive shall be an essential part of the contract.
14. The supply of the Red Wafer shall be required to be made as per schedule given by the successful tenderer and agreed upon by the Registry. **The delivery within 10 days which shall be an integral and essential part of the agreement.** In case supply is not made within the stipulated time and the Registry is forced to make alternative arrangement to meet the emergent demand, the price difference will be deducted from the Performance Security amount deposited by the tenderer. Non availability of raw material shall not be accepted as a ground for delay in supply and shall equally be penalised.

15. The payment will be made only after the full supply is received and accepted as per approved sample/ specification. No part payment or advance payment will be made.
16. There will not be any enhancement of rates quoted and approved during the period of contract.

D PENALTIES

17. 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.
18. 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 for delayed delivery of the supply, if the delay is due to wilful laches or negligence on the part of tenderer and it causes financial loss or inconvenience to the Registry.
19. In case the services of the successful tenderer are not found satisfactory the Registry reserves the right to cancel the contract immediately and impose any penalty as may deem fit by the Registry in addition to forfeiture of security deposit.

E INVITATION OF TENDER

Interested parties may send their tender in three separate sealed envelopes containing (a) Earnest Money, (b) Sample of self adhesive Red Wafers and (c) TENDER Document superscribing as (a) EARNEST MONEY FOR SELF ADHESIVE RED WAFERS (b) 'TENDER FOR SELF ADHESIVE RED WAFERS' (c) 'SAMPLES FOR SELF ADHESIVE RED WAFERS' 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 **24th May, 2017** upto 03:00 p.m. which will be opened at 03:30 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, thereafter, the envelopes containing samples will be opened. If samples of the three tenderers are found to be as per requirement, only then the envelopes containing Tenders will be opened and if it is found that less than three tenders have been received for the purpose, due to inadequate competition, the same may not be opened and more tenders may be called and may be opened at the place, date and time to be notified, to the tenderers, in due course

sd/-

(Basu Dev Sharma)
Addl. Registrar (AM)

Encl: Proforma

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

F.No.131/RW/17/SCI(AM)

Dated : 09/05/2017

Date of opening of Tender : 24/05/2017

PROFORMA TO BE FILLED BY THE TENDERER
FOR THE PREPARATION OF SELF ADHESIVE RED WAFERS

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. VAT Registration Number :
5. Whether complete sample of Adhesive
Red Wafers enclosed or not :
as per specification
6. Details of Rates :
7. Percentage of VAT/Tax :
8. Discount, if any :
9. Delivery Schedule :
10. Whether all the terms and conditions of
Notice Inviting Tenders are acceptable :
11. FOR- Supreme Court Godown :

Dated :

Signature with Stamp