

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

Due Date of Tender: 05-04-2010

F.No.422/Sty. Items/10/SCI(AM)

Dated : 10-03- 2010

TENDER NOTICE FOR VARIOUS STATIONERY ITEMS

Sealed tenders are invited, as per the Proforma (Annexure "A") attached herewith, for the purchase of various stationery items by the Supreme Court of India. The quantity mentioned in Annexure "A" for each item is approximate and may vary at the time of placing the purchase order. Interested parties, if they so desire, may contact Sh. Rakesh Sharma , Deputy Registrar (AM) [Tel. No. 23388745] on any working day between 10.30 A.M. to 4.00 P.M. except Saturdays/Sundays for any clarification, before quoting the rates.

TERMS AND CONDITIONS

1. The tenderers are required to quote their lowest rates as per the enclosed Proforma mentioning discount if any, percentage of Sales Tax/ VAT etc.
2. The tenderers, if they so desire, may quote their rates for all the Stationery items or for individual items alongwith samples (if another brand items mentioned in the NIT is offered) as mentioned in Annexure-'A'.
3. Three separate envelopes should be used for submitting (i) Tender (ii) Earnest Money and (iii) Samples of Stationery Items superscribing (a) "Tender for Stationery Items" and (b) "Earnest Money for the Tender for Stationery Items and (c) "Samples of Stationery Items " on the cover of the respective envelopes.
3. The rates should be valid for a minimum period of 90 days from the date of opening the tenders .
4. 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 for issuance of entry pass.
5. Hypothetical/conditional tender will not be entertained. Tender once submitted shall not be allowed to be withdrawn or altered, otherwise appropriate action as may deem fit by the Registry will be taken, including forfeiture of Earnest Money.

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6. The tenderers are required to send their tender alongwith a Demand Draft of Rs. 5,000/- (Rupees Five Thousand only) drawn in favour of "The Registrar(Admn.), Supreme Court of India" 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 the Demand Draft.

7. The successful tenderers shall have to give Performance Security Deposit @ 5% of the total amount of the Purchase Order after adjusting the amount of Rs. 5,000/- (Rupees Five thousand only) already deposited alongwith the tender within one week from the receipt of purchase order. The security deposit will be refunded after 60 days after payment of the final bill on satisfactory supply of the material.

8. The material supplied will be inspected by an Inspection Committee comprising of Senior Officers of the Registry and in case the final supply is not found in conformity with the approved specifications/samples, the same will be liable to be rejected and the entire supply will have to be replaced with the quality exactly commensurate with the approved specifications/samples at the cost of the tenderer. The decision of the Committee in this regard shall be final.

9. The supply of the material as per the required specifications/samples shall be required to be made within 30 days on receipt of Purchase Order otherwise the security Deposit may be forfeited along with any other action as may deem appropriate by the Registry.

10. 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 bill.

11. Irrespective of the fact as to whether or not the Registry makes the purchase from outside, the Registry may impose penalty of one percent of the total cost, per week, for delayed delivery, if the delay is due to willful latches or negligence of the tenderer and it causes financial loss or inconvenience to the Registry.

12. 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.

13. The payment will be made only after full supply is received and accepted as per approved samples/specifications.

14. Overwriting/over-typing or erasing of the figures which appear to be doubtful or ambiguous are not allowed and shall render the tender invalid.

15. The Registry, in its discretion, reserves the right to reject or accept any or all the tenders, partly or completely, at any time without assigning any reason therefor.

Interested parties may send their lowest sealed tender in three separate sealed envelopes superscribing (i) Tender, (ii) Earnest Money and (iii) Samples superscribing on respective envelopes (i) “Tender for Stationery Items”(ii) “Earnest Money for the Tender for Stationery Items” and (iii) “Samples of Stationery Items” addressed by name to Mr. Rakesh Sharma, Deputy Registrar(AM) so as to reach on or before 05-04-2010 which will be opened at 3.30 P.M. on the same day in Court No.14 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, and thereafter envelopes containing samples and tender document will be opened.

(Rakesh Sharma)
Deputy Registrar (AM)

Encl.: Proforma

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

F.No.422/Sty. Items/10/SCI(AM)
Dated : 10 -03-2010

PROFORMA
TO BE FILLED BY THE TENDERER
WITH REFERENCE TO NOTICE INVITING TENDERS FOR SUPPLY
OF VARIOUS STATIONERY ITEMS

1. Name of the tenderer :
with address

2. Name of the Contact Person :
with Telephone/Mobile No.

3. Details regarding Rates :

S. No	Item	Quantity proposed to be purchased in Nos.	Brand Name	VAT %	Rate (Rs.)
01	Black Lead Pencil make "Nataraj" (621)	6000 Nos.			
02	Cello Tape 1" Transparent make "APEX" or "LION" or equally good quality	70 Dozen (840 Nos.)			
03	Cello Tape 2" Transparent make "APEX" or "LION" or equally good quality	30 Dozen (360 Nos.)			
04	Cello Tape 2" Brown make "APEX" or "LION" or equally good quality	50 Dozen (600 Nos.)			
05	Gum Brush	100 Nos.			
06	Pin Cushion Megnatic make "Aircon", "ES-VEE" or "BEST" or equally good quality.	300 Nos.			
07	Poker Wooden make "Trishul" or "National" or equally good quality	560 Nos.			

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S.No.	Item	Quantity proposed to be purchased in Nos.	Brand Name	VAT %	Rate (Rs.)
08	Paper Cutter make "Ikon" or "Omax" or equally good quality	100 Nos.			
09	Permanent Marker make "Luxor" (970) or equally good quality	900 Nos.			
10	Shorthand Pencil make "Apsara"	800 Nos.			
11	Shorthand Note Book make "Swastik" or "Neelgagan" 200 pages or equally good quality	900 Nos.			
12	Staple Pin HD-10 make "Kores" or "Kangaro"	8000 Nos.			
13	Scissor make "MEC 007" Medium Size or equally good quality	300 Nos.			
14	Stapler HD-45 make "Kangaro"	150 Nos.			
15	Stapler HD-10 make "Kangaro"	450 Nos.			
16	Green Tag (one bundle containing 144 laces of 23" length with 1" tip at both end of rust proof metal) (per 100)	1500 bundles			
17	White Fluid 15ml. with diluter make "Kores" or equally good quality	1200 Nos.			

S.No.	Item	Quantity proposed to be purchased in Nos.	Brand Name	VAT %	Rate (Rs.)
18	Water Dumper make "Gem" or equally good quality	1400 Nos.			
19	V-5 Pilot Pen make "Luxor"	480 Nos.			
20	Pilot Pen "Luxor"	100 Nos.			
21	Footrule (Iron) (Ellora) or equally good quality	150 Nos.			
22	Pencil Cutter make "Best" or equally good quality	350 Nos.			
23	Reynold brand Jetter CHROM -X Pen	3000 Nos.			
24	Glue Stick, Kores make 15 gm.	2000 Nos.			
25	Prompts (coloured flags) make Post it	2000 Nos.			
26	Prompts (coloured flags) make ODDY	600 Nos.			
27	Highlighter, Luxor make (gloliter) or equally good quality	740 Nos.			
28	Heavy duty Stapler "Kangaro make 1217"	20 Nos.			
29	Needles of Heavy duty punching machine "Kangaro make 2320"	75 Nos.			
34	Blotting paper in size 18" x 22" in the packing of 200 sheets	10 packets (2000 sheets)			
35	Dak Pad, Neelgagan	350 Nos.			

S.No.	Item	Quantity proposed to be purchased in Nos.	Brand Name	VAT %	Rate (Rs.)
36	Slip Pads (33 No.), Neelgagan	115 Nos.			
37	Slip Pads (44 No.), Neelgagan	215 Nos.			
38	Slip Pads (55 No.), Neelgagan	300 Nos.			
39	ADD Gel Gpysy Pens	200 Nos.			
40	Iron scissor in size 7" or equally good quality	36 Nos.			

4. Discount to be allowed on bulk purchase :
5. Delivery Schedule
(a) Time to be taken for supply :
6. Whether all the Terms & Conditions of Notice Inviting Tenders are acceptable? :

Dated:

Signature with stamp
of the Tenderer