

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

F.No. 106/WBC/RC/09/SCI (AM)  
Dated:- 25-02-2010

**Last date: 17<sup>th</sup> March, 2010**

NOTICE INVITING TENDER  
FOR  
PURCHASE OF WOODEN BOOK CASES

Sealed Tenders are invited, as per Proforma enclosed herewith as Annexure 'A' for supply of 26 Nos. Wooden Book Cases made up of 'Burma Teak' wood with melamine polish, having length of 3' or 4', height 3', depth 1', 2 shelves (making 3 compartments) with glazed sliding glass doors. The actual quantity may increase or decrease at the time of placing the order. Interested parties may, if so desire, contact Mr. Rakesh Sharma, Deputy Registrar (AM) (PH-23385347) for any clarification on any working day between 10.30 A.M. to 4.00 P.M. (except Saturdays).

TERMS AND CONDITIONS

1. The tenderers are required to quote their lowest rate mentioning warranty/guarantee period including percentage of VAT, discount etc. If the aforesaid chair is available on DGS&D rate contract, the DGS&D rate should also be mentioned with its specifications.
2. Two separate sealed envelopes should be used for submitting (i) Tender document and (II) Earnest Money superscribing on the respective envelopes (a) Tender for supply of Wooden Book Cases (b) Earnest Money for supply of Wooden Book Cases.
3. The tender may be sent by post sufficiently early so as to reach the Registry within time, or may be delivered to the R&I Branch of the Registry through the Reception Office of the Supreme Court of India or if 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 alongwith his own identity proof to the Reception Officer for issue of Entry pass.

4. Hypothetical or conditional Tenderers will not be entertained. Tender once submitted shall not be allowed to be withdrawn or altered. If the tender is withdrawn or altered by the concerned party at any time after it is submitted, appropriate action may be taken.
5. The rate should be valid for a period of 90 days from the date of opening of tenders.
6. The tenderers are required to send their tender along with a demand draft of Rs. 7,800/- (Rupees seven thousand and eight hundred only) which should be valid for a minimum period of six months and drawn in favour of the "Registrar (Admn.), Supreme Court of India, New Delhi" as Earnest Money which will be returned to the unsuccessful tenderers by Speed Post/Registered Post at their own risk. 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 deposit performance security @ 10% of the total amount of the Purchase Order by way of Demand Draft drawn in favour of "The Registrar, Supreme Court of India, New Delhi" after adjusting the amount of Earnest Money. The performance security deposit will be refunded after two months from the date of successful installation/delivery, and/or payment of their bill and/or expiry of Warranty/Guarantee period whichever is later.
8. The supply of the chairs shall be made within 30 days on receipt of the Purchase Order otherwise the Security Deposit may be forfeited along with any other action as may deem appropriate by the Registry.
9. The successful tenderer may have to prepare a sample wooden book case within one week as per the specification and upon approval of the same, the supply order will be placed.
10. If delivery is not made in given 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 purchases from outside, the Registry may impose penalty upto 1% per week of total cost of delayed articles, if the delay is due to willful laches or negligence on the part of the tenderer and it causes financial loss or inconvenience to the Registry.

12. The material so supplied will be inspected by an Inspection Committee comprising senior officers of the Registry. In case the supply is not found in conformity with the approved sample/specifications, the same will liable to be rejected and will be required to be replaced with the supply exactly commensurate with the approved specifications. The decision of the Committee in this regard will be final, unassailable and binding on the supplier.
13. The payment will be made only after the complete supply is made as per approved specifications/sample.
14. The Registry will deal with the tenderer directly and no middleman/ Commission agents etc. should be asked by the tenderer to represent the cause and they will not be entertained by the Registry.
15. Over-writing/ over-typing or erasing of the figures which render it doubtful or ambiguous are not allowed and shall render the tender invalid.
16. The Registry, in its discretion, reserves the absolute right to reject or accept any or all the tenders, partly or completely, at any time without assigning any reason thereof.

Interested parties may send their Tenders in two separate sealed envelopes containing (i) Tender Document and (ii) Earnest Money superscribing (i) Tender for Supply of Wooden Book Cases and (ii) Earnest Money for supply of Wooden Book Cases, addressed by name to Mr. Rakesh Sharma, Deputy Registrar (AM) so as to reach on or before **17<sup>th</sup> March, 2010** up to 3:00 P.M. which will be opened on the same day at 3:30 P.M. in Court No. 14 by a Committee of Officers of the Registry in the presence of the tenderers or their authorized representatives who may wish to remain present there at that time. The tenders received after due date and/ or time/ and or without earnest money will not be entertained.

(Rakesh Sharma)  
DEPUTY REGISTRAR (AM)  
25-02-2010

Encl: Annexure-A

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PROFORMA

(To be filled in by the tenderers with reference to Notice Inviting Tender dated 25-02-2010 for supply of Wooden Book Cases)

1. Name of the tenderer with address :
2. Name of the contact person with Mobile/Telephone No. (s)
3. Traders Identification Number :
4. Price of the following items strictly as per specifications given in the Notice Inviting Tender:

S. No.	Name of the Item	Qty.	Price per unit (Rs.) (All inclusive)		Price per unit (Rs.) on DGS&D rate contract	Warranty/ Guarantee
			Wooden Book Case of 3' length	Wooden Book Case of 4' length		
1.	<b>Wooden Book Cases made up of 'Burma Teak' wood with melamine polish, having height 3', depth 1', 2 shelves (making 3 compartments) with glazed sliding glass doors</b>	26				

5. Whether all the terms & conditions of the N.I.T. Are agreeable :
6. Percentage of VAT :
7. Discount, if any :
8. Delivery period :

Signature with date and rubber stamp  
Rubber Stamp of the tenderer