

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

F.No.145/AP/15/SCI(AM)

Dated the 17th April, 2015

Last date for submission of
Tender is 08.05.2015 upto 03:00 p.m.

NOTICE INVITING TENDER FOR SUPPLY OF
AZURELAID PAPER

Sealed tenders are invited, on the Proforma attached herewith for the supply of "Three Aces" Ledger Paper brand Azurelaid being manufactured by Ballarpur Industries Limited in the size of 43 x 69 cms. Weighing 10.4 Kg. (Gross Weight) and 10.2 Kg. (Net Weight) per Ream of 70 GSM for use in the Registry.

At present approximate requirement is for 500 Reams which may vary at the time of placing the order. Interested parties, if they so desire, may contact Shri T. D. Pant, Branch Officer [Tel. No.23388745/1231/ 2257/1403/2311] and can personally visit Reception Counter No.37 near PRO Office on any working day between 10.30 A.M. to 4.00 P.M. except Saturday/Sunday for any clarification, before quoting the rates.

A. TENDER

1. Three separate envelopes should be used for submitting (i) Tender, (ii) Earnest Money and (iii) Sample of Azurelaid Paper superscribing (i) TENDER for Azurelaid Paper, (ii) EARNEST MONEY for the tender of Azurelaid Paper and (iii) SAMPLES of Azurelaid Paper on the cover of respective envelopes.
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.

B. TERMS AND CONDITIONS OF TENDER

3. The tenderers are required to quote their lowest rates on the Proforma enclosed herewith mentioning therein brand of paper, GSM of paper, name of manufacturing company, delivery period, discount on bulk purchase and percentage of VAT.

4. Tenderers are required to quote the rates only with respect to the aforesaid brand of Azurelaid Paper. Tenders for any other brand of Paper shall not be considered at all. No claim in this regard shall be entertained by the Registry and the decision of the Registry shall be final.
5. The tenderers are required to send their tender alongwith a **Demand Draft** of **Rs.8000/- (Rupees Eight thousand only)** drawn in favour of 'The Registrar (Admn.), Supreme Court of India' as **Earnest Money**, which will be returned to unsuccessful tenderers on their written request. Tenderers are requested to write **Name of the firm, telephone number and name of the item** to be supplied on the reverse side of their Demand Draft.
6. The rates should be valid for a minimum period of 90 days from the date of opening of Tenders.
7. Hypothetical or conditional tenders 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.
8. 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.
9. The Security deposit shall stand forfeited in case of breach of any of the conditions mentioned herein and if the supply is found unsatisfactory.
10. 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.
11. 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.

C. TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER

12. The successful tenderer shall have to give performance security deposit @ 5% of total amount of the Purchase Order (after adjusting the EMD amount of Rs.8000/- already deposited alongwith the tender) within one week from the receipt of the Purchase Order. The security deposit will be refunded after 60 days from the payment of final bill on their written request and after satisfactory supply of the material.

13. **The material should be supplied in original mill packing**, 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 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 specifications at the cost of the tenderer. The decision of the Inspection Committee in this regard shall be final.
14. The supply of the material as per the required specifications shall required to be made **within 30 days** on receipt of the Purchase Order otherwise the security Deposited may be forfeited alongwith any other action as may deem 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.
15. The payment will be made only after the full supply is received and accepted as per approved sample/specifications.

D. PENALTIES

16. 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 Performance Security of the Tenderer.
17. 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 tenderer, and if it causes financial loss or inconvenience to the Registry.

E. INVITATION OF TENDER

Interested parties may send three separate sealed envelopes one containing (i) Tender Document, (ii) Earnest Money and (iii) Samples superscribing (a) TENDER for Azurelaid Paper (b) EARNEST MONEY for the tender of Azurelaid Paper (c) sample of Azurelaid Paper respectively addressed by name to Mr. Rakesh Sharma, Deputy Registrar/PR, Supreme Court of India, New Delhi, so as to reach on or before **08.05.2015** upto 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 authorised representatives who

may wish to remain present. The tenders received after due date and/or time and/or without Earnest Money and/or without Sample will not be entertained. In the first instance, envelopes containing Earnest Money, will be opened, thereafter, Envelopes containing samples will be opened and afterthat Envelopes containing Tender Document will be opened.

Encl: Proforma

(RAKESH SHARMA)
DEPUTY REGISTRAR/PR

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PROFORMA

TO BE FILLED BY THE TENDERER WITH REFERENCE TO THE

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AZURELAID PAPER

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. Details regarding Azurelaid Paper of the size of 43 x 69 cms.
 - (a) Brand of Azurelaid Paper :
 - (b) Weight/ GSM of Azurelaid Paper :
 - (c) Name of Manufacturing Company :
5. Details of Rates
 - (a) Cost of one Ream of 500 sheets :
 - (b) VAT, if any :
 - (c) Grand Total :
6. Discount on bulk purchase :
7. F.O.R. Supreme Court Godown :
8. Delivery Schedule :

Dated :

Signature
with stamp