

BY SPEED POST

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

Due Date : ~~20/11/2016~~

22/11/2016

F.No. 23/RS & NP/16/SCI(AM)
New Delhi, dated-25/10/2016

NOTICE INVITING TENDER

FOR
PREPARATION AND SUPPLY OF RUBBER STAMPS/ BRASS SEAL/
BRASS ENGRAVED PLATE/ BRASS LETTER PLATE/ PLASTIC
PLATE

Sealed tenders are invited from empanelled dealers, as per the Proforma (Annexure 'A'), for the preparation and supply of rubber stamps, brass seal, engraved plate, brass letter plate and plastic plate etc. as and when required, in the Registry for a period of two years. Any inquiry regarding aforesaid matter can be made by contacting Branch Officer (Admn. Materials), Telephone Nos. 23388745/ 23112235 /23111483 or can personally visit Registry's Reception Counter No.37 near PRO Office for seeing the sample 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.

A. TENDER

1. Two separate sealed envelopes should be used for submitting (a) Samples of Stamps and (b) Tender Document superscribing **(a) Sample of Stamps and (b) Tender Document of Stamps** 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 Officer 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 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 samples of stamps mentioning therein Rates, delivery period, discount on bulk purchase and percentage of VAT/Tax.
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, otherwise appropriate action as may be deemed fit by the Registry will be taken against that Tenderer, including forfeiture of Earnest Money.
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. 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.
9. 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.
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.
12. 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.
13. The Registry is not bound to accept the rates submitted by the lowest tenderer.

C. TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER

14. The successful tenderer shall have to give performance security deposit of Rs. 6,000/- (Rupees Six Thousand) within one week from the receipt of the Purchase Order by way of demand draft. 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.
15. The material prepared and 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 lot will have to be prepared 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.
16. The supply of the material as per the required specifications/samples shall 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.
17. The payment will be made only after the full material/supply is received and accepted as per approved sample/specifications. No part payment or advance payment will be made.

D. PENALTIES

18. If delivery is not made on time and the Registry is required to prepare /purchase items from outside at higher rates, the loss sustained, if any, shall be recovered from the Performance Security.
 19. Irrespective of the fact as to whether or not the Registry makes the purchase from outside, the Registry may impose penalty of 5% per week on total cost, for delayed delivery, if the delay is due to willful laches or negligence of the tenderer and it causes financial loss or inconvenience to the Registry.
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E. INVITATION OF TENDER

Interested parties may send their lowest sealed tender in sealed envelope containing Tender addressed by name to Mr. Basudev Sharma, Addl. Registrar(AM) so as to reach on or before ~~30~~ 31.10.2016 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 will not be entertained. In case less than three tenders are received, due to inadequate competition, the same may not be opened, more tenders may be called and may be opened later on at the place, date and time to be notified to the tenderers in due course. In the first instance, 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.



Basudev Sharma,
Addl.Registrar
26.10.2016

Encl.: ANNEXURE A

Note:- Registry will remain closed w.e.f 29th October, 2016 to 4th November, 2016 on the eve of Diwali Holidays.

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

Due Date : ~~01/11/2016~~
22/11/2016

F.No.23/RS & NP/16/SCI(AM)
New Delhi, dated-21/10/2016

NOTICE INVITING TENDER

FOR
PREPARATION AND SUPPLY OF RUBBER STAMPS/ BRASS SEAL/ BRASS
ENGRAVED PLATE/ BRASS LETTER PLATE/ PLASTIC PLATE

1. Name of the tenderer :
with address
2. Traders Identification Number :
3. Name of the Contact Person :
with Telephone/Mobile No./Fax No./E-mail ID
4. Details regarding item-wise Rates :

S.No.	Name of the Item	Rates to be quoted for	Rates+VAT /Taxes
1	Computerised Rubber Stamp	Each Line	
2	Computerised Stamp (Round/Oval)	Round Each	
3	Round Rubber Stamp in 35mm diameter	Each	
4	Ordinary Dater	Each	
5	Dater Stamp in 50X 45mm	Each	
6	Computerised Capital Bold Letter Rubber Stamp	Each Line	
7	Brass Seal with Embossing Supreme Court Emblem having wooden handle in the size of 30 mm in diameter alongwith embossing	Each	

	printed matter "R/o of Hon'ble Mr. Justice....."		
8	Self Ink stamp in big size	Each	
9	Self ink stamp in small size	Each	
10	Self Ink Stamp (PREMA)	Each	
11	Brass Letter in 1 inches on 5mm plastic plate	Each Letter Including Plate	
12	Brass Letter in 1.5 inches on 5mm plastic plate	-do-	
13	Brass Letter in 2 inches on 5mm plastic plate	-do-	
14	Brass Letter in 2.5 inches on 5mm plastic plate	-do-	
15	Brass Letter in 3 inches on 5mm plastic plate	-do-	
16	Engraved letters on 18 guage Brass Plate with Polish Wooden base	Per sq.inch	
17	Engraved letters on 18 guage Brass Plate without Wooden base	-do-	
18	5mm Plastic Plate with Stickers	-do-	
19	Engraved 5mm plastic plate	-do-	
20	Change of stickers only on old plastic plate	-do-	
21	3mm Sunboard with printing	-do-	
22	5mm Sunboard with printing	-do-	

5. Whether all the terms & Conditions of NIT are acceptable:

Dated:

Signature with stamp of the Tenderer

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