

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

F.No. 173/New/CF/SCI/AM/2018

Dated: 13.07.2018

Last date : 03.08.2018

NOTICE INVITING TENDER FOR AWARDING
RATE CONTRACT FOR SUPPLY OF DIFFERENT FURNITURE ITEMS

Sealed tenders are invited, as per the Proforma enclosed herewith as Annexure 'A' for supply of various Furniture items **on requirement basis for a period of TWO years** as per the specifications mentioned in Annexure 'B'. Samples of the items proposed to be purchased are available with the Registry. The interested parties are advised to inspect the samples before quoting the rates. Interested parties, if so desire, may also contact the Branch Officer (Telephone Nos. 23388745, 23112257 and 23111403) and can personally visit Reception Counter No. 37 near PRO Office on any working day between 10:30 AM to 04:30 PM except Saturday/Sunday/Holiday for any clarification, before quoting the rates.

A. TENDER

1. Two separate sealed envelopes should be used for submitting (i) Tender documents and (ii) Earnest Money superscribing (a) Tender for supply of Furniture Items (b) Earnest Money for supply of Furniture Items.
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 Counter No. 37 for issuance of Entry Pass at the time of opening of tender.
3. The tenderers are expected to examine with all the instructions, Proforma's terms & conditions and specifications in the tender documents and inspect the samples. Failing to furnish all informations required by the tender document in every respect will be at the tenderers risk and may result in 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 working day will be treated as due date of the tender.

B. TERMS AND CONDITIONS OF TENDER

5. The tenderers are required to quote their lowest rates, if available, for supply of furniture items with discount on bulk purchase, if any, and percentage of GST.

5A. The lowest tenderer(s) will be required to submit the sample of all the item(s).

6. The tenderers are required to send their tender along with a **Demand Draft of Rs. 25,000/- (Rupees Twenty Five 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 after awarding of the contract. **Name of the firm, telephone number and name of the item** may be written on the reverse side of the Demand Draft.

7. The rates should be valid for a minimum period of 90 days from the date of opening of the tenders.

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 tenderers 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/organisation or otherwise.

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. The tenderer shall quote rates both in figures and words.

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.

C. TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER

14. The successful tenderer shall have to give performance security deposit of Rs. 1,22,000/- (One Lakh Twenty Two Thousand only) after adjusting the amount of Rs. 25,000/- (Twenty Five Thousand only) already deposited with the tender as earnest money, within one week from the receipt of Purchase Order. The security deposit will be refunded after 60 days from the payment of last bill expiry of contractual period of two years whichever is later.

15. The Furniture should be supplied strictly as per the specifications/sample approved, 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.

16. The delivery of the Furnitures are to be done very expeditiously but not later than Two Weeks.

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17. The rate should be valid for a period of two years from the date of contract awarded to the firm. No request for increase in the rates will be accepted.

18. The payment will be made only after the full supply is received and accepted as per approved specifications. No part payment or advance payment will be made.

D. PENALTIES

19. 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.

20. Irrespective of the fact as to whether or not the Registry makes purchases from outside, the Registry may impose penalty upto 1% of total cost per day, if the delay is due to wilful laches or negligence of the tenderer and it caused financial loss or inconvenience to the Registry.

21. The Security Deposit shall stand forfeited in case of breach of any of the conditions mentioned herein and if the supply of the item is found unsatisfactory/not as per specifications.

22. Even after awarding the said Contract, the Registry reserves the right to terminate the same at any time, if the services of the Contractor are not found satisfactory.

E. INVITATION OF TENDER

Interested parties may send their tenders in two sealed envelopes one containing (i) Tender Documents and (ii) Earnest Money superscribing (a) Tender for supply of Furniture Items and (b) Earnest Money for supply of Furniture Items addressed by name to the undersigned at Supreme Court of India, New Delhi, so as to reach on or before 00.07.2018 upto 3.00 P.M. which may 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.

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The tenders received after due date and/or time and without Earnest Money will not be entertained. In the first instance, envelopes containing Earnest Money and thereafter, envelopes containing tenders will be opened.

(BASU DEV SHARMA)
Additional Registrar (AM)
Date: 13.07.2018

Encl : Proforma (Annexure - 'A')
Specifications (Annexure - 'B')

SUPREME COURT OF INDIA
ADMN. MATERIALS (P&S)F.No. 173/New/CF/SCI/AM/2018
New Delhi, dated: 13.07.2018**Last date for Submission of Tender : 03.08.2018****PROFORMA****TO BE FILLED BY THE TENDERS WITH REFERENCE TO NOTICE INVITING
TENDER FOR RATE CONTRACT FOR SUPPLY OF FURNITURE ITEMS**

1. Name of the tenderer with address :
2. Name of the Contact Person with Telephone No /Mobile No./Fax No/e-mail ID :
3. Traders Identification No(s) (Photocopy required) :
4. PAN No.; GST Registration No. : (Photocopy required)
5. Details regarding Furniture Items :

S. No.	Name of Furniture Item	Unit Rate	Gem approved rates	% of VAT	Warranty
1.	Officer's Table				
2.	Ordinary Office Table				
3.	Computer Table				
4.	Steel Almirah (Without Locker)				
5.	Steel Wardrobe				
6.	Computer Revolving Chair				
7.	Steel Almirah (Without Locker)(With Hanging Rod)				

6. Whether all the terms & Conditions of NIT are agreeable :
7. Company brochure with technical specifications : Submitted / Not Submitted
8. Discount on bulk purchase :
9. FOR- Supreme Court Registry :
10. Has Tenderer been Blacklisted by any Govt. Organisation : Undertaking to be given as per Annexure - 'C'

Signature with date and rubber stamp of the tenderer.

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

F.No. 173/New/CF/SCI/AM/2018
New Delhi, dated: 13.07.2018

Last date for Submission of Tender : 03.08.2018

SPECIFICATIONS OF FURNITURE ITEMS

Sl. No.	Furniture Items & Specifications
1.	<u>OFFICER'S TABLE</u> Wooden Officer's Table made up of laminated board (1" thickness) of the size of 5' (L) x 2 ½ ' (W) x 2 ½ (H) having fixed drawer unit on right side (three drawers of equal size (15" width) with facility of lock and mouse tray on topmost drawer) with a provision for keeping keyboard. Exposed edges of top of table to be sealed with banding tape. Table to be provided along-with a separate Steel Side Rack with sliding door of the size of 28" x 36" x 18". Provision of fixed Foot Board (Footrest) (7"W).
2.	<u>ORDINARY OFFICE TABLE</u> Ordinary Office Table made up of laminated board (1" thickness) of the size of 4' (L) x 2 ½ ' (W) x 2 ½ (H) having fixed drawer unit on right side (three drawers of equal size (15" width) with facility of lock and mouse tray on topmost drawer) with a provision for keeping keyboard. Exposed edges of top of table to be sealed with banding tape. Provision of fixed Foot Board (Footrest)(7" W).
3.	<u>COMPUTER TABLE</u> Size 4.6' (L) x 2.3' (W) x 2.4' (H) (1" thickness of Board) having three drawers with lock facility, steel legs and provision to keep UPS and key Board.
4.	<u>STEEL ALMIRAH (WITHOUT LOCKER)</u> Size of 78" x 36" x 18" with four shelves making five compartments having gauge of door to be 16 while that of body and shelves of 18, should be powder coated, handle should be of Godrej type (die cast), locks should be 4-hole and 7 brass lever with stainless steel key. Colour of the paint on the steel almirahs may be different as per requirement.
5.	<u>STEEL WARDROBE :</u> Model : Storwel Home Plain having dimension 1981mm x 916mm x 486mm, Thickness :Top, Bottom, LH & RH sides and back material thickness : 0.9mm, Removable RH & LH Main Door with stiffeners material thickness : 0.9mm, Storwel with Plain adjustable shelf of thickness : 0.8 mm (2 Plain),Tie Bar :Powder coated (Black) Aluminium Tie Bar, Locks :(Main Door & Locker Lock) 6 lever mazak zinc plated Godrej lock, Fastners :Zinc/ Chrome plated standard fastners used, Hanging Rod : Nickel chrome plated hanging rod of 19mm OD, length - 909mm, Handle: Chrome plated mazack handle.

Sl. No.	Furniture Items & Specifications
6.	<u>COMPUTER REVOLVING CHAIR :</u> As per sample available in the Registry
7.	<p><u>STEEL ALMIRAH (WITHOUT LOCKER)(WITH HANGING ROD)</u></p> <p>Size of 78" x 36" x 18" with two shelves making two compartments in the bottom with provision of hanging rod and having gauge of door to be 16 while that of body and shelves of 18, should be powder coated, handle should be of Godrej type (die cast), locks should be 4-hole and 7 brass lever with stainless steel key. Nickel chrome plated hanging rod of 19mm OD, length - 909mm, Handle: Chrome plated mazack handle. Colour of the paint on the steel almirahs may be different as per requirement.</p>

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UNDERTAKING

I/We undertake that (Name of the Proprietor / Firm/ Company) has not been blacklisted/banned by any Government Department/Public Sector undertaking/Autonomous Body.

Signature of the authorised
signatory of the firm/company/
organisation/Official Stamp/Seal.

Date:

Place: