

**SUPREME COURT OF INDIA**  
**ADMN. MATERIALS (P & S)**  
**Tilak Marg, New Delhi - 110201**

F. No.102/PP/19/SCI(AM)  
Dated the 17<sup>th</sup> January, 2019

Last date for submission of Tender  
is 07<sup>th</sup> February, 2019 upto 03:00 p.m.

**NOTICE INVITING TENDER FOR**  
**SUPPLY OF A-3 AND A-4 SIZE PHOTOCOPIER PAPERS**

Sealed tenders are invited, on the Proforma attached herewith for the supply of following sizes of Photocopier papers -

<b>S. No.</b>	<b>Size of the Photocopier Paper</b>	<b>GSM and Brand Name</b>	<b>Quantity</b>
1.	A-3 size Photocopier Paper	75 GSM of "Copy Power" by Ballarpur Industries Limited	2500 Reams
2.	A-4 size Photocopier Paper	75 GSM of "Copy Power" by Ballarpur Industries Limited	16,500 Reams

The approximate quantity mentioned above in the table may vary at the time of placing the order. Any inquiry regarding aforesaid matter can be made by contacting Branch Officer, Admn. Materials (Purchase & Stores), Telephone Nos. 23388745, 23111403, 23112257 or can personally visit Registry's Reception Counter No. 37 near PRO Office for any clarification before quoting the rates on any working day between 10.30 A.M. to 4.00. P.M. except Saturday/ Sunday / Holiday.

**A. TENDER**

- Two separate sealed envelopes should be used for submitting (a) Earnest Money and (b) Tender Document superscribing (a) Earnest Money for the Tender of A-3 and A-4 Photocopier Papers and (b) Tender Document for A-3 and A-4 Photocopier Papers on the cover of the respective envelope.
- 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 working day of the Registry will be treated as due date of Tender.

### **B. TERMS AND CONDITIONS OF TENDER**

5. The tenderer is required to quote its lowest rates on the **Annexure 'A'** enclosed herewith mentioning therein Brand of Paper, GSM of Paper, Name of Manufacturing Company, rates, delivery period, discount on bulk purchase and percentage of GST.
6. Tenderer is required to quote the rates only with respect to the aforesaid brand of A-3 and A4 size Photocopier Paper fit for Laserjet Printers. 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 in this regard.
7. The tenderer is required to send its tender alongwith a Demand Draft of **Rs.70,000/- (Rupees Seventy Thousand only)** drawn in favour of 'The Registrar (Admn.), Supreme Court of India' as **Earnest Money**, which will be refunded to unsuccessful tenderer on its written request after awarding of the contract to the successful tenderer. Name of the firm, telephone number and name of the item to be supplied may be written on the reverse side of the Demand Draft.
8. The rates should be valid for a minimum period of 120 days from the date of opening of Tenders. The tenderer shall not be entitled during the said period of 120 days to revoke or cancel its tender or to vary the tender or any terms thereof.
9. Hypothetical or conditional tender 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. The tenderer shall be bound by the terms and conditions of the tender. If the tender is withdrawn or altered by the concerned party at any time after it is submitted, appropriate action may be taken.
10. The Registry will deal with the tenderer directly and no middle-men/ Agents/Commission Agents etc. should be asked by the tenderer to represent its cause and they will not be entertained by the Registry. The tender form is not transferable and agency shall not be permitted to transfer its rights and obligations to any other person/ organization or otherwise.

11. The tenderer shall give an undertaking (as per Annexure 'B') that the firm/ Partners/ Director/ Proprietor has not been blacklisted and its business dealings with Central/ State Government/ Public Sector units/ Autonomous bodies have not been banned/ terminated on the account of poor performance.
12. 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.
13. 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.
14. 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 at any stage of tendering process.
15. The tenderer shall quote rates both in figures and words.
16. Tender submitted for paper other than 75 GSM of "Copy Power" by Ballarpur Industries Limited are liable to be summarily rejected and no claim in this regard shall be entertained.
17. 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.
18. The Registry is not bound to accept the rates submitted by the lowest tenderer or any other tenderer nor does it undertake to assign any reasons for its decision in this matter.

### **C. TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER**

19. The successful tenderer shall have to give performance security deposit @ 5% of total amount of the Purchase Order after adjusting the amount of Rs.70,000/- already deposited with the tender as Earnest Money 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.
20. 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 sample/specifications and if the same is not running at the speed of 120 copies per minute non- stop, the same will liable to be rejected and the entire supply will have to be replaced 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.

21. The supply of the material as per the required specifications/ samples shall be 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.
22. The payment will be made only after the full supply is received and accepted as per approved sample/specifications. No part payment or advance payment will be made.

#### **D. PENALTIES**

23. 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 E.M.D./ Performance Security of the Tenderer.
24. 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 wilful 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 their lowest sealed tender in two separate sealed envelopes containing (a) Earnest Money and (b) Tender Document superscribing (a) Earnest Money for the Tender of A-3 and A-4 Photocopier Papers and (b) Tender Document for A-3 and A-4 Photocopier Papers on the cover of the respective envelope addressed by name to the undersigned or may be handed over personally to Registry's Reception Counter No. 37 near PRO Office on or before 07<sup>th</sup> February, 2019 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 authorized representatives who may wish to remain present. The tenders received after due date and/or time and/or without earnest money will not be entertained. In the first instance, envelopes containing Earnest Money will be opened, thereafter, the envelopes containing Tenders will be opened.

Sd/-

(Basu Dev Sharma)  
Addl. Registrar (AM)

Encl: Annexure 'A' & Annexure 'B'

**Annexure 'A'**

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**PROFORMA****TO BE FILLED BY THE TENDERER**

**WITH REFERENCE TO THE NOTICE INVITING TENDER FOR**  
**SUPPLY OF A-3 AND A-4 SIZE PHOTOCOPIER PAPERS**

1. Name of the tenderer :  
with address
2. Name of the Contact Person :  
with Telephone/Mobile No./ fax no./ e-mail ID
3. GST Registration Number :  
(Copy to be attached)
- 3A. PAN number :  
(Copy to be attached)
4. Details regarding Photocopier Paper

S.No.	Size of the Photocopier Paper	Brand Name	Rate per Ream	GST
1.	A-3 size Photocopier Paper	75 GSM "Copy Power" by Ballarpur Industries Limited		
2.	A-4 size Photocopier Paper	75 GSM "Copy Power" by Ballarpur Industries Limited		

5. Discount on bulk purchase (if any) :
6. Delivery Schedule

Dated:-

Signature  
with stamp

**ANNEXURE 'B'****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: