

BY SPEED POST

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

Due Date : 07.08.2015

F.No.200/TI/15/SCI(AM)

New Delhi, dated the 17<sup>th</sup> July, 2015

**NOTICE INVITING TENDER**  
**FOR SUPPLY OF VARIOUS TOILETRY ITEMS**

Sealed tenders are invited, as per the Proforma attached herewith, for the purchase of various **Toiletry Items** by the Supreme Court. The quantity mentioned in the proforma for each item is approximate and may vary at the time of placing the purchase order. Any inquiry regarding aforesaid matter can be made by contacting Branch Officer, Admn. Materials (Purchase & Stores), Telephone No. 23388745, 23111403, 23112257 and on e-mail ID [boamsupremecourt.sc@nic.in](mailto:boamsupremecourt.sc@nic.in) 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 / Holiday.

**TERMS AND CONDITIONS**

**1. TENDER**

1. Three separate envelopes should be used for submitting (i) Tender (ii) Earnest Money and (iii) Samples of Toiletry Items superscribing (a) "Tender for Toiletry Items", (b) "Earnest Money for the Tender of Toiletry Items and (c) "Samples of Toiletry Items" 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 Counter No. 37 for issuance of entry pass at the time of opening of tender.

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

3. Hypothetical/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 Tender once submitted shall not be allowed to be withdrawn or altered, otherwise appropriate action as may be deemed fit by the Registry will be taken, including forfeiture of Earnest Money.

**4. Tenderers are required to quote the rates only with respect to the brand of the items mentioned in the proforma. Tenders for any other brand of toiletry items 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 quote their lowest rates for all the Toiletry Items or for individual items as per the enclosed Proforma mentioning discount if any, percentage of Sales Tax/VAT etc. alongwith samples of unbranded items. **The Registry reserves the right to confirm the tender in favour of lowest tenderer of individual item or as a group or whole items.**

6. The Tenderers are required to send their tender alongwith a Demand Draft of Rs.20,000/- (Rupees Twenty thousand only) drawn in favour of "The Registrar (Admn.), Supreme Court of India" as Earnest Money which will be refunded to the unsuccessful tenderer on their written request. Name of the firm, telephone number and name of the item may be written on the reverse side of the Demand Draft.

7. 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.

8. Over-writing/over-typing or erasing of the figures which render it doubtful or ambiguous are not allowed and shall render the tender invalid.

9. 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.

10. The rates should be valid for a period of 120 days from the date of Opening of Tender Documents.

11. The Earnest Money / Security deposit shall stand forfeited in case of breach of any of the conditions mentioned herein or if the supply is found unsatisfactory.

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

12. The successful tenderer shall have to give Performance Security Deposit @ 5% of the total amount of the Purchase Order for branded items and @ of 10% of the total amount of the Purchase Order for unbranded items after adjusting the amount of Rs.20,000/- (Rupees Twenty thousand only) already deposited alongwith the tender within one week from the receipt of purchase order. The Security Deposit will be refunded 60 days after payment of the final bill on satisfactory supply of the material.

13. The material supplied will be inspected by an Inspection Committee comprising of Senior Officers of the Registry and in case the final supply is not found in conformity with the approved specifications/ samples, the same will be liable to be rejected and entire supply will have to be replaced with the quality exactly commensurate with the approved specifications/samples at the cost of the tenderer. The decision of the Committee in this regard shall be final.

14. 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 Purchase Order; otherwise the Security Deposit may be forfeited along with any other action as may be deemed appropriate by the Registry.

15. The payment will be made only after full supply is received and accepted as per approved samples/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 bill.
17. Irrespective of the fact as to whether or not the Registry makes the purchase from outside, the Registry may impose penalty of 1% per week on total cost, for delayed delivery, if the delay is due to wilful laches or negligence of the tenderer and it causes financial loss or inconvenience to the Registry.

#### E. INVITATION OF TENDER

Interested parties may send their lowest sealed tender in three separate sealed envelopes containing (i) Tender, (ii) Earnest Money and (iii) Samples superscribing (a) "Tender for Toiletry Items", (b) "Earnest Money for the Tender of Toiletry Items" and (c) "Samples of Toiletry Items" addressed by name to Mr. Rakesh Sharma, Deputy Registrar/PR so as to reach on or before **07.08.2015** 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 and/or without Earnest Money and/or Samples, will not be entertained. In the first instance envelopes containing Earnest Money, and thereafter envelopes containing Samples and then Tender Documents will be opened.

Encl.: Proforma

(RAKESH SHARMA)  
Deputy Registrar/PR  
17.07.2015

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

Due Date : 07.08.2015

F.No.200/TI/15/SCI(AM)  
 New Delhi, dated the 17<sup>th</sup> July, 2015

**PROFORMA**

**TO BE FILLED BY THE TENDERER WITH REFERENCE TO**  
**NOTICE INVITING TENDER**  
**FOR SUPPLY OF VARIOUS TOILETRY ITEMS**

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

S. No.	ITEMS	Quantity proposed to be purchased in nos.	Rate (Rs.)	VAT
01	Harpic 500 ml.	1200 nos.		
02	Colin Spray 500 ml.	850 nos.		
03	Brasso 450 ml.	100 nos.		
04	Washing Soda "Light Soda Ash" manufactured by M/s Tata Chemicals Ltd.	120 Kgs.		
05	Brooms (Phool)*	800 nos.		

S. No.	ITEMS	Quantity proposed to be purchased in nos.	Rate (Rs.)	VAT
06	Brooms (Stick with guli)*	650 nos.		
07	Homacol 5L	75 Canes		
08	Dettol Hand Sanitizer 200 ml.	50 nos.		
09	Dettol Liquid Hand wash Bottle 225 ml. Sensitive / Skincare	750 nos.		
10	Refill of Dettol Hand wash 185 ml. Sensitive / Skincare	600 nos.		
11	Lifebouy Total (125 gms)	4500 nos.		
12	Lux (100 gms.)	450 nos.		
13	Surf Excel Bar (250gms.)	150 nos.		
14	Wipers with rod*	400 nos.		
15	All out Machine with Refill	250 nos.		
16	All out Refill of <b>60 Nights</b>	650 nos.		
17	Naphthalene Balls (1 Kg. pack) manufactured by M/s Bengal Chemicals & Pharmaceuticals Ltd. (ISI Mark)	150 Kgs.		
18	Toilet Brush*	150 nos.		
19	Dustbins (open) 12" size Unilite Brand	380 nos.		
20	Paddle Bins (12 L). Unilite Brand	75 nos.		
21	Dustbins in big size with lid swing (60 L) Unilite Brand	50 nos.		
22	Gunny bags in the size of 3 ft. x 4ft.*	600 nos.		
23	Odonil Stick 100 Grams	1300 nos.		

S. No.	ITEMS	Quantity proposed to be purchased in nos.	Rate (Rs.)	VAT
24	Room Fresheners "Premium make" Assorted Fragrances	750 nos.		
25	Vim Powder 1Kg. pack	1300 Kgs.		
26	Toilet Paper Roll 'Wintex Excel' make Two Ply 200 sheets each 98mm x 105mm size	250 Rolls		
27	Cleanzo 5Ltr. Can	1300 nos.		
28	Finit 5 Ltr. Tin of HPC	20 nos.		

**Note :** Samples of all the star marked items (S. No. 5, 6, 14, 18 & 22) are required to be furnished alongwith tender.

5. Promotional Scheme, if any, for any of the above mentioned items :

6. Whether Samples of all unbranded items submitted :

7. Discount on bulk purchase :

8. Delivery Schedule

(a) Time to be taken for supply :

(b) F.O.R. Supreme Court Stationery Godown :

Dated:

Signature with stamp  
of the Tenderer