

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

F. No. 200/TI/16/SCI(AM)
New Delhi, dated the 19 May, 2016

Last date for Submission of Tender is
09.06.2016 upto 03:00 PM

NOTICE INVITING TENDER
FOR SUPPLY OF VARIOUS TOILETRY ITEMS

Sealed tenders are invited, as per the Proforma attached herewith, for the supply of various **Toiletry Items** for the use of Supreme Court Registry. 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 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 sealed envelopes should be used for submitting (i) Earnest Money, (ii) Samples of unbranded Toiletry Items and (iii) Tender Document superscribing **(a) Earnest Money for the Tender of Toiletry Items, (b) Samples of Toiletry Items and (c) Tender Document for 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 / she could show the same along with his / her own identity proof to the Reception Officer at Counter No. 37 for issuance of entry pass at the time of opening of tender.
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 for all the Toiletry Items or for individual items alongwith samples of star marked unbranded items if they are quoting for the same as per the enclosed Proforma marked as **Annexure 'A'** mentioning discount, if any, percentage of Sales Tax/VAT etc. **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 tenderers 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 rates should be valid for a period of 120 days from the date of Opening of Tender Documents.

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. 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.

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 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.

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.

12. 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.

13. 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.

14. 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.

15. The Registry is not bound to accept the rates submitted by the lowest tenderer.

C. TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER

16. 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 as Earnest Money, within one week from the receipt of purchase order. The Security Deposit will be refunded 60 days after payment of the final bill on their written request and after satisfactory supply of the material.

17. 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.

18. 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. Non availability of raw material shall not be accepted as a ground for delay in supply and shall equally be penalised.

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

D. PENALTIES

20. 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.

21. 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) Earnest Money, (ii) Samples of unbranded Toiletry Items and (iii) Tender Document superscribing **(a) Earnest Money for the Tender of Toiletry Items, (b) Samples of Toiletry Items and (c) Tender Document for Toiletry Items** addressed by name to Mr. Basudev Sharma, Addl. Registrar (AM), or may be handed over personally to Registry's Reception Counter No. 37 near PRO Office on or before **09.06.2016 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 and/or without Earnest Money and/or Samples, will not be entertained. In the first instance envelopes containing Earnest Money will be opened, and thereafter envelopes containing Samples and then Tender Documents will be opened.

Encl.: Proforma

Sd/-
(Basudev Sharma)
Addl. Registrar (AM)
19.05.2016

Annexure 'A'

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

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 New Delhi, dated the 19 May, 2016

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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. Traders Identification Number (TIN) :
4. Details regarding Toiletry Items :

S. No.	ITEMS	Quantity proposed to be purchased	Rate (Rs.)	VAT
01	Harpic 500 ml.	1300 nos.		
02	Colin Spray 500 ml.	1000 nos.		
03	Brasso 450 ml.	150 nos.		
04	Washing Soda "Light Soda Ash" manufactured by M/s Tata Chemicals Ltd.	50 kgs.		
05	Brooms (Phool)*	1200 nos.		

S. No.	ITEMS	Quantity proposed to be purchased	Rate (Rs.)	VAT
06	Brooms (Stick with guli)*	700 nos.		
07	Homacol 5L Can	250 cans		
08	Dettol Hand Sanitizer 200 ml.	As per requirement		
09	Dettol Liquid Hand wash Bottle 215 ml. Sensitive / Skincare	1100 nos.		
10	Refill of Dettol Hand wash 185 ml. Sensitive / Skincare	700 nos.		
11	Lifebouy Total (125 gms)	1500 nos.		
12	Lux (100 gms.)	200 nos.		
13	Surf Excel Bar (200gms.)	400 nos.		
14	Wipers with rod*	250 nos.		
15	All out Machine with Refill	175 nos.		
16	All out Refill of 60 Nights	1200 nos.		
17	Naphthalene Balls (1 Kg. pack) manufactured by M/s Bengal Chemicals & Pharmaceuticals Ltd. (ISI Mark)	250 Kgs.		
18	Toilet Brush*	120 nos.		
19	Dustbins (open) 12" size Unilite Brand	180 nos.		
20	Paddle Bins (12 L). Unilite Brand	180 nos.		
21	Dustbins in big size with lid swing (60 L) Unilite Brand	120 nos.		
22	Plastic Buckets (16 L) Unilite Brand	100 nos.		
23	Plastic Mugs (1.5 L) Unilite Brand	100 nos.		
24	Plastic Jugs with Lid (2 L) Unilite Brand	150 nos.		
25	Gunny bags in the size of 3 ft. x 4ft.*	1400 nos.		
26	Odonil Stick 100 Grams	1550 nos.		

S. No.	ITEMS	Quantity proposed to be purchased	Rate (Rs.)	VAT
27	Room Fresheners "Premium make" Assorted Fragrances 125 gms	1100 nos.		
28	Vim Powder 1Kg. pack	1700 nos.		
29	Toilet Paper Roll 'Wintex Excel' make Two Ply 200 sheets each 99mm x 100mm size	400 nos.		
30	Cleanzo 5Ltr. Can	1250 nos.		
31	Finit 5 Ltr. Tin of HPC	150 Cans		
32	Phenyl 5 L Can manufactured by M/s Bengal Chemicals & Pharmaceuticals Ltd. (ISI Mark)	300 Cans		
33	Paper Napkin (30 x 30cm) 2 Ply of Good Quality * (Pack of 50)	2200 nos.		
34	Cotton Hand Gloves of good quality Black/Blue Color*	600 pairs		
35	Cotton Cloth Face Masks of good quality Green Color*	1800 nos.		
36	Air Wick Automatic Air Freshener Machine with Refill of 250 ml.	50 nos.		
37	Refill of Air Wick Automatic Air Freshener 250 ml.	100 nos.		
38	Ambi Pur Car Perfume Machine with Refill	50 nos.		
39	Refill of Ambi Pur Car Perfume 7.5 ml.	100 nos.		

Note : Samples of all the star marked items (S. No. 5, 6, 14, 18, 25, 33, 34 & 35) 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