

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

F.No. 33/Silver Plaques/2023/SCI(AM)

Dated : 17th August, 2023

Last Date for Submission of Tenders: 12.09.2023 upto 03:00 p.m. at Counter No. 17 (R&I)

Date & Time of Opening of Tenders: 12.09.2023 at 04:00 p.m.

**NOTICE INVITING TENDER FROM REPUTED/ HIGHLY EXPERIENCED DEALERS/
MANUFACTURERS FOR BEING EMPANELED FOR SUPPLY OF CUSTOMIZED
SILVER PLAQUES/ MEMENTOS FOR A PERIOD OF 5 YEARS**

Sealed tenders are invited from the reputed/ highly experienced dealers/ manufacturers (preferably from Local Vendors i.e. from Delhi) for the being empaneled for supply of customized Silver Plaques/ Mementos as per the details given below:

TABLE-A Customization Details	
1.	Silver Tray Weight 55 Gms (Approx.) with 92.5% Purity.
2.	Rate of Silver with 92.5 % purity as per prevailing rate in the bullion market.
3.	Engraving (with Golden Polish) of Monogram of Supreme Court of India Building embossed on the silver tray.
4.	Gold Polish at corners of the tray.
5.	Etching of Text “ SUPREME COURT OF INDIA ” & “ ESTD. - 1950 ” below the monogram of Supreme Court of India.
6.	Covered with Transparent Acrylic Box.
7.	Hallmark of 92.5 % Silver at the back of the silver plaque.

Interested parties, if so desire, may contact Branch Officer, Admn. Materials (Maintenance) Branch at Telephone No. 011-23115864 or personally visit the Reception Counter established at Gate No. 1 of Additional Building Complex, Supreme Court of India for any query/clarification before quoting the rates, on any working day between 10.30 a.m. and 4.00 p.m. (except on Saturdays, Sundays and Holidays) or may write to us at boamsupremecourt.sc@nic.in .

A. TENDER

1. The tenderers are required to quote their lowest/best rates in the enclosed Proforma at **Annexure - 'A'**. Tenders once submitted shall not be allowed to be withdrawn till finalization of the matter.
2. Tender may be sent in two separate sealed envelopes containing and superscribed as follows:
 - (a) **Envelope No. 1 : "Earnest Money Deposit (EMD)"**
 - (b) **Envelope No. 2 : "Tender Document & Financial bid"**
3. If both the envelopes are kept inside a single envelope, it should be specifically written outside the envelopes. Every page must be signed and stamped by the authorized official of the quoting firm, failing which it is liable to be rejected.
4. The tender may be sent by post sufficiently early so as to reach the Registry within due date and time at Reception Counter No. 17 of Supreme Court Main Building Complex. If tender is sent through a special Messenger, an Authority Letter from the tenderer with proof of his/her identity should also be given to the said Messenger.
5. The tenderers are expected to examine all the instructions, Proforma's terms and conditions and specifications in the tender documents. Failing to furnish all information required by the tender document in every respect will be at the tenderer's risk and may result in rejection of the tender.
6. The tender must be received not later than the date and time specified for submitting the same. In case, the last date of submitting the tender is declared as a holiday by the Government of India, then the next working day shall be treated as due date for submission of the tender.
7. The approximate quantity of Silver Plaques/ Mementos that may be required to be supplied would be 150 Silver Plaques/ Mementos per year.

B. TERMS AND CONDITIONS OF TENDER

8. The tenderers are required to quote their lowest rate for preparation and supply of single piece of customized Silver Plaque/ Memento as per specifications mentioned at 'Table-A' and the rates should be valid for a minimum period of 5 (Five) years from the date of award of the contract. During the

contractual period, the tenderer shall not be entitled to revoke or change the quoted rate or to vary the terms & conditions of tender or any terms thereof.

9. The tenderers are required to send their tenders along with a **Demand Draft of Rs. 85,000/- (Rupees Eighty Five Thousand Only)** drawn in favour of “The Registrar (Admn.), Supreme Court of India, New Delhi” as **Earnest Money Deposit (EMD)**, (Name of the firm, telephone number and name of item may be written on the reverse side of the Demand Draft).

10. Earnest Money Deposit of unsuccessful tenderers would be returned after the contract has been finally awarded to the successful tenderer. A copy of cancelled cheque is required to facilitate refund of EMD amount.

11. Tenderers holding a valid NSIC or MSME certificates shall be exempted from depositing EMD. However, a copy of the same must be furnished along with tender in sealed envelope for EMD.

12. Hypothetical or conditional Tender will not be entertained. Tender once submitted shall not be allowed to be withdrawn or altered. If the tender is withdrawn or altered by the concerned party at any time after it is submitted, appropriate action will be taken which may include confiscation of EMD/Performance Security or/and also debarring the tenderer for future participation.

13. Tenderers should be authorized dealers/ manufacturers in making and selling of Silver items with valid licenses. Photocopies (self-attested) of license be attached.

14. All the tenderers are required to furnish the details of PAN, G.S.T, Registration and other relevant documents of the Firm.

15. The rate should be inclusive of all taxes & charges.

16. Sample of Silver Plaques/ Mementoes for design, packing & engraving may be seen at the Registry of Supreme Court of India between 2:00 p.m. and 4:00 p.m., for which prior permission of the Registry is required.

17. The quantity of Silver Plaques/ Mementoes may be increased or reduced by 35 %, as per Registry's requirements.

18. The Registry will deal with the tenderers directly and no middlemen/ Commission agents etc. should be asked by the tenderer to represent the cause and they will not be entertained by the Registry.
19. Over-writing /over-typing or erasing of the figures which render it doubtful or ambiguous of the tender are not allowed and shall render the tender invalid.
20. The Registry reserves the right to make any change, at any time, in the terms and conditions of the Notice Inviting Tender and accept or reject any or all tenders wholly or partly without assigning any reason thereof.
21. The tenderer shall quote rates both in figures and words with blue/black ball pen.
22. All the pages of quotation including the documents submitted therewith must be duly numbered, signed and stamped failing which the offer shall be liable for rejection.
23. It is not binding on the part of the Registry to accept the tender containing lowest rates.
24. The tenderer should submit proof of his domicile in Delhi along with address of the office.
25. The tenderer should have possessed minimum three years experience of similar work in any reputed organization including Government Offices.
26. Each tenderer has to certify that all the terms and conditions are acceptable to him. The *EMD/Performance Security* shall stand forfeited in case of breach of any of the conditions.
27. All the tenderers shall give an undertaking (**as per Annexure-B**) that the Firm/Partners/Director/Proprietor has/ have not been blacklisted and their business dealings with Central/State Government/Public Sector units/ autonomous bodies have not been blacklisted/banned/terminated on the account of poor performance.
28. The envelopes containing the tenders must be properly sealed and should not be in a torn condition.

29. The tenderers are required to clearly mention the subject, NIT number and date in capital letters apart from the contents of the envelopes such as Earnest Money Deposit (EMD), Financial Bid, etc., on the top of the envelopes or at appropriate place.

30. Those tenderers or their authorised representatives who wish to attend the Tender Opening Process, should request Admn. Materials Branch at least 2 hours before the due time of opening of the Tenders.

31. Notice Inviting Tenders will be available for download from www.sci.gov.in after 12:00 noon on 17.08.2023.

C. TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER

32. The successful tenderer shall have to deposit **Performance Security @ 5% of the total amount of the contract or Rs. 2,07,500/- (Rupees Two Lakh Seven Thousand Five Hundred Only) whichever is higher** by way of Bank Guarantee drawn in favor of "The Registrar (Admn.), Supreme Court of India, New Delhi", within one week from the date of the Work Order. The Bank Guarantee will be released after 60 days of successful completion of the Contract or payment of the last bill, whichever occurs later.

33. The **Earnest Money Deposit (EMD)** of the successful tenderer will be released after **30 days** from the date on which Performance Security in the form of Bank Guarantee is deposited in the Registry by the successful tenderer.

34. Supply of Silver Plaques/ Mementos as per the required specifications shall be made in the Registry strictly within **15 days** from the date of issue 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 penalized.

35. The Invoices/ Bills submitted by the successful tenderer must be accompanied by a Certificate/ Undertaking that the Silver Plaques/ Mementos supplied are of the desired quality, purity, weight and size. Deviation from the same may abide the successful tenderer for any action decided by the Registry. Delay in supply may fall in penalty decided by the Registry.

36. The payment will be made against the Invoices/ Bills, after the material supplied by the successful tenderer is inspected by Officers of the Registry and in case the material is found not in conformity with the required specifications and quality, the same shall liable to be rejected and the same will have to be replaced with the quality exactly commensurate with the approved specifications/ samples at cost of the successful tenderer. The decision of the Committee in this regard shall be final.

37. In case of breach of any conditions or deficiency in service during the subsistence of contract, the Registry has a right to terminate the contract and to entrust the work to another dealer/ manufacturer. The loss, if any, sustained by the Registry on that account will be recovered from the successful tenderer.

38. The successful tenderer shall abide by all the terms and conditions of the contract. In case the tender is accepted and the successful tenderer refuses or is not willing to execute the purchase orders or commits breach of any terms and condition of the contract, the Registry shall not only forfeit part or whole of the Performance Security but shall have the option to get the work done from another contractor at the risk and cost of the defaulting successful tenderer.

39. The price of Silver shall be determined on the basis of the rate of Silver published on the official website of “The Economic Times”, on the day the quotation is asked for from the Successful Tenderer. The price of Silver quoted by the successful tenderer should be less than the rate published on the official website of “The Economic Times”, on the day of receiving the quotation.

40. At the time of every supply, a Signed/ Stamped Certificate regarding the purity of Silver being 92.5% is to be provided by the Successful Tenderer.

41. Payment for Silver Used

Since the quality of Silver to be used is of 92.5 % purity, hence, the payment for Silver used in the Silver Plaques/ Mementos will be calculated at 92.5% of the rate quoted by the Successful Tenderer.

D. INVITATION OF TENDER

Interested parties may send their Tenders in two sealed envelopes superscribing (a) “Earnest Money for participating in the Tender process” and (b) “Tender documents & Financial Bid “Being Empaneled For Supply Of Customized Silver Plaques/ Mementos to Supreme Court Registry” addressed by name to the undersigned so as to reach on or before **12th September, 2023 up to 3:00 p.m. which will be opened on 12th September, 2023 at 4:00 p.m.** in the Registry by a Committee of Officers in the presence of the tenderers or their authorized representatives who may wish to remain present there at that time. The tenders received after due date and/or time or without Earnest Money Deposit will not be entertained. In the first instance, envelopes containing Earnest Money will be opened.

Encls. : Annexures – ‘A’ & ‘B’

Sd/-
(Anil Kumar Sharma)
Additional Registrar (AM)

**Supreme Court of India
Admn. Materials (P & S)**

F.No. 33/Silver Plaques/2023/SCI(AM)

Dated : 17th August, 2023

**NOTICE INVITING TENDER FROM REPUTED/ HIGHLY EXPERIENCED DEALERS/
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(Proforma to be filled by the Tenderer)

Application for supply of Customized Silver Plaques/ Mementoes to Supreme Court Registry

1.	Name of the Tenderer with Address in Delhi	
2.	Name of the Contact Person with Telephone/Mobile No./ Fax No./E-Mail ID	
3.	Year of Establishment	
4.	Status of Firm (Company/ Partnership Firm/ Proprietary Firm, etc.)	
5.	Name of Directors/ Partners/ Proprietor (as applicable)	
6.	Registration No. (Registration Certificate of Company/ Firm with relevant authority)	
7.	PAN No. (Attach Proof)	
8.	Goods & Services Tax Registration No. (Attach a copy of Certificate)	
9.	Bank details for refund of EMD:	Bank Name: Branch Name:

		Account No.		
		IFSC :		
10.	Whether all the terms & conditions of NIT are acceptable : Yes/No			
11.	Name & address of the Govt. Offices etc. of which the tenderer is having the contract with name of contact person and his telephone/mobile number:			
12.	Furnish copies of Audited Balance Sheet, Profit & loss A/c & IT Return- for the last 3 (three) years i.e. 2020-21, 2021-22, 2022-23.	Financial Year	Turn Over (in Rs.)	Profit/ Loss (in Rs.)
		2020-21		
		2021-22		
		2022-23		
13.	Whether ISO Certified? If yes, furnish the details & copy of Certificate thereof.			
14.	Quantities of Work Executed, Satisfactory Certificate, Supply Order etc.	You may attach the relevant documents for the work executed during last 5 years such as work orders, satisfactory certificates.		
15.	FINANCIAL BID			
	Rate for making and supply of each Silver Plaque/ Memento as per the customization specified in Table -A at page No. 1.	Applicable Taxes (In Rs.)	Delivery Time (in Days)	
	(In Figures)	(In Figures)	(In Figures)	
	(In Words)	(In Words)	(In Words)	

For Cost of Silver, Rate of Silver will be considered as per the rate published on the official website of “The Economic Times” on the day quotation is asked for from the Vendor.

Place:

(Seal and Signature of the Tenderer)

Date:

Supreme Court of India
Admn. Materials (P & S)

ANNEXURE-'B'

F.No. 33/Silver Plaques/2023/SCI(AM)

Dated : 17th August, 2023

UNDERTAKING

I/We undertake that _____ has
(name of the company)

not been blacklisted/banned by any Government/Public Sector undertaking/Autonomous
Body.

**Signature of the authorised
signatory of the firm/Company
Organization/Official Stamp/Seal**

Place :

Date :