

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

F. No. 1010/UP/2023/SCI(AM)  
New Delhi, dated the 17.08.2023

**Last date for submission of Tender: 11.09.2023 upto 03:00 p.m.**  
**at Counter No. 17 (R&I)**

**NOTICE INVITING TENDER**  
**FOR SUPPLY OF URINAL PADS OF ANY REPUTED BRAND**

Sealed tenders are invited from Delhi-NCR based reputed firms / manufacturers / retailers / authorised dealers, as per the Proforma attached herewith at Annexure A, for the supply of **6000 Nos. Urinal Pads of any reputed brand** to be used in the Urinal pots of washrooms. The approximate quantity as mentioned in the Proforma for each item may vary at the time of placing the actual order. The NIT shall be uploaded on 17.08.2023 after 12:00 p.m. on Supreme Court Website i.e. [www.sci.gov.in](http://www.sci.gov.in) under Tenders Tap and also to be uploaded on [www.eprocure.gov.in](http://www.eprocure.gov.in)

Interested parties, if they so desire, may contact Branch Officer, Admn. Materials (Purchase & Stores) at Telephone No. 011- 23115941 for any clarification before quoting the rates on any working day between 10:30 A.M. and 4:00. P.M. (except Saturdays, Sundays and Holidays).

**TENDER**

1. The tenderer has to submit the sample of Urinal Pad of any reputed brand.
2. The tenderer is required to quote its lowest rates as per Annexure-'A' enclosed herewith mentioning the GST percentage, if any. Tenders once submitted will not be allowed to be withdrawn till finalization of the matter.
3. The tender may be sent in three separate sealed envelopes superscribing **(a) Earnest Money for Supply of 6000 Nos. Urinal Pads of any reputed brand, (b) Samples of Urinal Pads of any reputed brand and (c) Financial Bid for Supply of 6000 Nos. Urinal Pads of any reputed brand**, by post sufficiently early so as to reach the Registry within date and time or may be delivered at the Counter No. 17 (R&I) personally. If tender is sent through Special 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 for issuance of entry pass. Tenderers are required to clearly mention on the top of the envelopes or at appropriate place, the subject, NIT Number and date in capital letters apart from the contents of the envelopes in all the Tender documents.

4. The tenderers are expected to examine all the instructions, terms & conditions and specifications as mentioned in the tender documents. Failing to furnish all information required as per the tender document in any respect will be at the tenderer's risk and may result in rejection of the tender.
5. The tender must be received not later than the date & time specified for submitting the same. In case, the date of submitting the tender is declared as Holiday, then the next working day of the Registry will be treated as due date for submission of the Tender.

#### **TERMS AND CONDITIONS OF TENDER**

6. The rates should be valid for a minimum period of 90 days from the date of opening of tenders. The tenderer shall not be entitled during the said period of 90 days to revoke or cancel its tender or to vary the tender or any terms thereof.
7. The tenderers are required to send their tender along with **Demand Draft of Rs. 10,000/- (net) (Rupees Ten Thousand only)** in favour of "The Registrar (Admn.), Supreme Court of India" payable at New Delhi as Earnest Money, by writing the name of the firm, telephone number of the firm on the reverse side of the Demand Draft. If the firm is exempted from depositing the EMD, a certificate to this effect has to be submitted along with the tender document. No interest will be payable on EMD. The dealers who are empenelled with the Registry are not required to submit the Earnest Money Deposit.
8. Earnest Money Deposit of the unsuccessful tenderers would be returned by way of RTGS/ NEFT or cheque after the contract has been finally awarded to the successful tenderer. A copy of cancelled cheque is required to facilitate refund of EMD amount.
9. Hypothetical or conditional tenders 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, the tenderer may be debarred to participate in the tender process of the Supreme Court of India.
10. Tenderers are required to mention the brand for which they are quoting the rates and should supply the item of latest manufacturing date. No claim in this regard shall be entertained by the Registry and the decision of the Registry shall be final.
11. The Registry will deal with the tenderer directly and no middlemen/ 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 the agency shall not be permitted to transfer their rights and obligations to any other person/ organization or otherwise.
12. The tenderer shall quote rates both in figures and in words with blue/black ball pen. In case of any discrepancy, the figures mentioned in words will be considered.
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 thereof.

14. Over-writing, over-typing or erasing of the figures which render it doubtful or ambiguous are not allowed and shall render the tender invalid. The Tenderers are required to ensure that all Tenders are received in the Registry duly properly sealed and should not be in a torn conditions, and if that may be so, the person submitting the Tender has to endorse on the Tender document accordingly while submitting the Tender in this Registry.
15. All the pages of tender quotation including the documents submitted therein must be duly signed and stamped failing which the offer shall be liable for rejection.
16. The Registry is not bound to accept the rates submitted by the lowest tenderer.
17. 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 account of poor performance.
18. The Performance Security deposit shall stand forfeited in case of breach of any of the conditions mentioned herein and if the supply is found unsatisfactory.
19. Each tenderer has to certify that all the terms and conditions are acceptable to him/her.
20. The tenderer should submit proof of his/her domicile in Delhi-NCR along with address of the office.

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

23. The tenderer should specifically state whether rates are inclusive of GST (as applicable and if it is not, it will be deemed that rates are inclusive of GST).
24. The successful tenderer shall have to give Performance Security Deposit @ 5% of the total amount of the Purchase Order, by way of Demand Draft / Bank Guarantee drawn in favour of "The Registrar (Admn.), Supreme Court of India", within one week from the receipt of Purchase Order. The Bank Guarantee/Demand Draft will be released after 60 days from the date of final bill payment and after satisfactory supply of the items.
23. 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.
25. The time is the essence of the tender. The supply of the items as per the required specifications shall be required to be made **within 07 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.

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26. The payment will be made only after full supply is received and accepted as per approved samples/specifications. No part payment or advance payment shall be made.
27. The successful tenderer will have to abide by the terms and conditions as may be fixed from time to time by the Registry.
28. Rates quoted shall include costs of commuting, delivery and no separate traveling/ delivery charges shall be admissible.

#### **PENALTIES**

28. If delivery is not made within the specified date and time and the Registry is required to make purchase from other dealer(s), the tenderer will be liable to make good the loss in case of higher payments as compared to approved rates and the difference will be deducted from the performance security deposited by the tenderer. The Registry reserves the right to recover loss upto the amount of Performance Security in case the quality is low or in case of deficiency of service.
29. Irrespective of the fact as to whether or not the Registry makes purchases from outside, the Registry may impose penalty upto 1% per week subject to maximum penalty of 10% of the total cost for delayed delivery.
30. The Earnest Money / Performance Security deposit shall stand forfeited in case of breach of any of the conditions mentioned herein and if the supply of the items is found unsatisfactory.

#### **INVITATION OF TENDER**

**Interested parties may send their sealed tender in three separate sealed envelopes containing (i) Earnest Money for Supply of 6000 Nos. Urinal Pads of any reputed brand, (ii) Samples of Urinal Pad of any reputed brand and (iii) Financial Bid for Supply of 6000 Nos. Urinal Pads of any reputed brand addressed by name to the undersigned, or may be handed over personally to Registry's Reception Counter No. 17 (R&I) on or before 11.09.2023 at 3:00 P.M. which will be opened on the same day i.e. on 11.09.2023 at 4:00 p.m. by a Committee of Officers constituted for the purpose before the tenderers or their authorized representative(s) who may wish to remain present. The Tenderer(s) who wish/ intend to attend the Tender Opening Process should send their attendee(s) details to the Admn.Materials Branch at "[boamsupremecourt.sc@sci.nic.in](mailto:boamsupremecourt.sc@sci.nic.in)" well in advance, that is, at least 2 hours before the due time of opening of the Tender so that Entry Pass preparation process can be done on time.**

The tenders received after due date and time and/or without Earnest Money and/or without Samples, will not be entertained. In the first instance, envelopes containing Earnest Money will be opened, thereafter, envelopes containing samples will be opened. If samples are found to be as per requirement, only then the envelopes containing financial bid will be opened.

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

**Encls.: Annexures 'A' and 'B'**

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

F. No. 1010/UP/2023/SCI(AM)  
New Delhi, dated the 17.08.2023

Last date for Submission of Tender is  
11.09.2023 upto 03:00 PM

**NOTICE INVITING TENER FOR SUPPLY OF URINAL PADS OF ANY REPUTED BRAND**

1. Name of the Tenderer with Address :
2. Name of the Contact Person with Telephone No./ E-mail ID :
3. GST Registration Number (copy to be attached) :
4. Details regarding Items :

<b><u>S. No.</u></b>	<b><u>Name of the Items</u></b>	<b><u>Quantity required (approx.)</u></b>	<b><u>(per unit price) Rate in Words (Rs.) (without GST)</u></b>	<b><u>(per unit price) Rate in Numbers (Rs.) (without GST)</u></b>	<b><u>GST %</u></b>
1.	<b>Urinal Pads of any reputed brand</b>	6000 Nos.			

5. Whether all the terms & conditions of NIT are acceptable : YES/NO
6. Whether EMD enclosed : YES/NO  
If YES : DD No. \_\_\_\_\_ dated \_\_\_\_\_
7. Discount, if any :
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

**UNDERTAKING**

I/We undertake that..... (Name of the Firm / Proprietor/ Company/ Director) has not been blacklisted/ banned by any Central/ State Government/ Public Sector Units/ Autonomous Bodies.

Date:

Place:

Signature  
of the authorised signatory of the  
Firm/Company/Organisation  
with Official Stamp/Seal