

**OFFICE OF THE DISTRICT & SESSIONS JUDGE::
TIS HAZARI COURTS ::: DELHI**

Through Registered Post

No _____/Purchase Cell/2011

Dated _____

LIMITED TENDER IN TWO BID SYSTEM

To,

1. Notice Board:- At Tis Hazari, Patiala House, Karkardooma, Dwarka, Saket and Rohini Courts, for information to other Government stores/Emporium/General tenderers.
2. District Courts Web-site Committee, Tis Hazari Courts, Delhi with the request to place the tender form on the website of District Courts, Delhi and **proof of uploading be also send to this office.**
3. The Manager, Kendriya Bhandar, West Block VIII, Wing-III, Ground Floor, R.K. Puram, N. D.
4. The Manager, NCCF India Ltd, 92, Deepali Building, 6th Floor, Nehru Place, N.D.
5. The Manager DSIDC, Admn. Block Okhla Phase-I, Near Police Station, New Delhi
6. The Manager DCCW Store limited, Karam Pura Road, Moti Nagar, New Delhi-15.
7. The Manager, Delhi State Consumer Co-operative Federation Ltd, G-184, Basement, Behind Dena Bank , Hari Nagar, Delhi-64
8. The Sudhar Sabha Consumers Co-operative Store Ltd., DDA Shop No. A/1 Market, B-4, Lawrence Road, Delhi-35
9. M/s Khadi & Village Industries Commission, Khadi Gramodyog Bhawan, 24, Regal Building, New Delhi- 110001.
10. The Superintendent, Central Jail No. 2, Tihar, New Delhi.
11. M/s Hindustan Unilever Ltd., Hindustan Unilever House, 165/166, Backbay Reclamation, Mumbai-400020.
12. M/s Hindustan Unillever Ltd., Block-A, Plot No. B, South City-1, Delhi-Jaipur Highway, Gurgaon.
13. M/s Godrej Sara Lee Ltd., 1st Floor, Delite Cinema Building, 4/1 Asaf Ali road, New Delhi-02.
14. M/s Reckitt & Benckissr (India) Ltd., 227, Okhla Industrial Estate Phase-III, New Delhi-20.
15. M/s R.P.Locks Company, Harrison House, 14, Central Market, Punjabi Bagh (west), New Delhi-110026

Sub: 1. Purchase of 1800 bottles of Room Freshner for the use of District Courts.

EMD : Rs.2,700/-

(separate quotation for this item)

2. Purchase of following articles for the use of District Courts, Delhi.

- **2000 Kg. Broom,**
- **350 nos. Wiper**
- **200 nos. Pad Locks**

EMD : Rs. 2,900/-

(separate quotation for this item)

- **Limited tenders are invited in two bid system i.e. Technical bid and Financial bid separately for the purchase of 1800 bottles of Room Freshner, 2000 Kg Broom, 350 nos. Wiper & 200 nos. Pad Locks. The technical bid should contain details specification of the item along-with necessary documents/sample as mentioned in the terms & conditions. The financial bid should contain competitive price of goods and other relevant description etc.**

- ***The quotations / tenders complete in all respects must be put only in tender box placed in room No 08, Ground Floor, Tis Hazari Courts, Delhi on or before 11.01.2012 at 4.15 P.M., which will be opened if possible on the same day or on some other day in the presence of tenderers.***
1. The quotation must be accompanied by **sample** of the items. Without sample of the item quotation shall not be considered.
 2. Each sample should be marked and numbered by the firm, clearly visible, failing which the sample may not be considered.
 3. The financial bid/bids of only those tenderer/tenderers shall be considered who are eligible and qualified in their technical bid.
 4. The tenders/Quotations received after due date and time shall not be considered.
 5. **The tenderers are required to submit two sealed envelopes. One envelope should contain technical bid and the other financial bid. Both these envelopes must be contained in a big single envelope.** On the said Big single envelope the name/names of the articles/articles must be mentioned clearly for which quotation/quotations has/have been called.
 6. **The name of bid i.e. Technical or Financial as contained in both these envelopes must be mentioned on both the envelopes separately.**
 7. Quotations through Direct, courier, post and any other means, shall not be accepted / entertained in any case.
 8. **The firms must have sales tax / VAT / TIN no. and Income tax / PAN Nos. and those firms who are not having the same, need not apply. Also the firm must submit proof of depositing sales tax/VAT.**
 9. Random checking of the sample/supply of the articles will be done at the cost of supplier as per rules & the sample so used / damaged in the random checking should be replaced by the supplier.
 10. No payment will be made in advance to the tenderers. Payment of the bill will be paid only after the complete supply of the articles and completion of inspection process.
 11. The rates should be written in words as well as in figures and sales tax, VAT, Excise Duty must be mentioned separately, (if ST/VAT/Service Tax, Excise Duty etc. is not mentioned, the rates of concerned item will be treated as inclusive of ST,VAT, Excise Duty etc.). Further, rates should be valid for a period of one year from the date of order.
 12. The rates should be quoted for Tis Hazari, Karkardooma, Patiala House, Dwarka, Saket and Rohini Courts, Delhi or as directed by this office.
 13. **The tenderers are required to attach photocopy of current Sales Tax Clearance Certificate along with their quotations.**
 14. **The Tenderers must furnish warranty/Guarantee against manufacturing defects at least for minimum period of one year & must mention the said period in the Technical Bid.**
 15. **The firm will supply only the ISI marked product which have been notified by the Bureau of Indian Standards (BIS), wherever applicable.**
 16. **The firm should not be black listed by any Govt. Department/Semi Govt. If any proof of black listing is found against the tenderer/firm at any time during the period of contract/purchase, the whole claim or part thereof as decided by the Purchase Committee may be forfeited without assigning any reason and contract shall be cancelled.**
 17. In case any working day is declared a holiday then the tenders will be opened on the next working day or any other day subject to convenience.

18. In case of job work or material used is found below the standard and not according to the specifications, the Purchase Committee reserves the right to forfeit the whole claim or part thereof. The decision of Purchase Committee will be final in this regard.
19. The Purchase Committee reserves the right to terminate any contract at any time before the expiry of the period covered under the contract without assigning any reason thereof and without incurring any liability.
20. The Purchase Committee reserves the right to accept or reject any tender without assigning any reason whatsoever and no representation of any kind will be entertained.
21. The tenderers should submit separate quotation for each item as mentioned in the subject.
22. In case of dispute the decision of Purchase Committee shall be final and binding upon the tenderer/firm/contractor/supplier.
- 23. Each tender form should be accompanied by demand draft/pay order for amount as mentioned against the item in Notice Inviting Tender (NIT) as EMD in favour of "District & Sessions Judge, Tis Hazari Courts, Delhi".**
24. The amount of security will be refunded to the unsuccessful tenderers on written request as early as possible. The Govt. Stores who have been declared exempt from depositing EMD shall be required to submit documentary evidence as proof to prove that they are exempted from depositing earnest money by the Govt. of India/Govt. of NCT of Delhi. In the absence of earnest money/documentary evidence the quotation shall not be considered.
25. The respective EMD/bid security submitted by the successful firm would be returned to them with the condition to submit the performance security as deemed fit by the Purchase Committee of this department in form of FDR/Bank Guarantee/Demand Draft. The said performance security would be valid for a period of all contractual obligations.
26. The department reserves the right to impose any other condition at the time of placing order.

(PADAM KANT SAXENA)
Chairman, Purchase Committee/
Additional District & Sessions Judge, Delhi.