

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

**TENDER FORM**

**Cost of tender form Rs. 100/-**

**Sr. No.**

**Signature**

1.Name of the Firm :

2.Full postal Address :

3.Telephone No./Mobile  
No./Fax No. :

4.Name of the responsible  
officer of the firm. :

5.Sale /Service Tax Regn. No. :

6.Pan No. :

7.Amount of Demand Draft/  
Pay order with No.  
and name of issuing bank. :

8. Has the tenderer ever been  
blacklisted by any Govt.  
Deptt. If yes, give details. :

9. Are any cases pending in the  
the court related to any supply. :

Signature of tenderer  
with date and seal of  
the firm

**PURCHASE OF FURNITURE ARTICLES FOR THE USE OF  
RESIDENTIAL OFFICE OF THE JUDICIAL OFFICERS.**

Name of the Item	Quantity	Maximum Amount (Rs.)	UNIT PRICE (Rs.)
<b>1. Visitor Chair</b> <i>It should be made of superior quality teak wood in 'U' shape having cushion 4" thick sheet and 3" thick back covered with superior quality leather / tapestry cloth/foam.</i>	<b>280 nos.</b>	<b>2500/-each</b>	<hr/> <hr/> <hr/> <hr/> <hr/>
<b>2. Center Table (size 4'X2')</b> <i>Center table made of superior quality glass having brass made legs or it must be made of superior quality sun mica or teak wood.</i>	<b>166 Nos.</b>	<b>7000/-each</b>	<hr/> <hr/> <hr/> <hr/> <hr/>
<b>3. Corner Table</b> <i>Corner table must be size of 2'X2' made of sunmica top and bottom shelves made of teak wood.</i>	<b>166 Nos.</b>	<b>2500/-each</b>	<hr/> <hr/> <hr/> <hr/> <hr/>
<b>4. Acrylic Carpet (9'X6')</b> <i>Acrylic carpet of the size must be superior quality and fine finishing.</i>	<b>166 Nos.</b>	<b>12,500/-each</b>	<hr/> <hr/> <hr/> <hr/> <hr/>
<b>5. Curtain Cloth</b> <b>166X18 mtr = 2988 mtrs.</b> <i>The rate of curtains must be including stitching charges and cost of ring lac. The cloth of curtain must be synthetic, self design, single or multicolor. One year guarantee of color and shades.</i>		<b>300/-per mtr.</b>	<hr/> <hr/> <hr/> <hr/> <hr/>

**Signature of tenderer  
with date and seal of  
the firm**

## Special Terms & Conditions

1. The tenders are invited in **two bid system** i.e. Technical bid and Financial bid. The technical bid should contain details specifications of the items along-with necessary documents as mentioned at **serial No. 5, 13, 17, 25 and 26**. The financial bid should contain competitive price of goods and other relevant description etc.
2. The quotations / tender complete in all respect be put only in tender box placed in **room No 326, 3<sup>rd</sup> Floor Tis Hazari Courts**, Delhi on or before **14.08.2007 at 3.00 P.M.**, which will be opened on the same day in the presence of tenderers.
3. The financial bid of only those tenderers shall be considered who are eligible and qualified in their technical bid.
4. The financial bid of only those tenderers will be opened whose samples will be selected for purchase.
5. **The tenderers are required to submit two sealed envelopes in a single envelope. One envelope should contain technical bid and another financial bid. On the top of the envelope financial and technical bid must be mentioned clearly, without so, the tenders/quotations are liable to be rejected.**
6. **The tenderer are required to furnish the specifications & raw material used for preparation of the furniture articles, in a separate letter along with Technical Bid and the same will be opened along with the Technical bids.**
7. Quotations through Direct, courier, post and any other means, shall not be accepted / entertained in any case.
8. The tenders received after due date and time shall not be considered by the Purchase Committee in any case.
9. The tenderers should submit the necessary samples at the time of submitting their tender bids. The quotations/tenders without requisite samples will not be entertained and liable to be rejected. The list of samples provided should be given separately. The approval/selection of the items would be on the basis of their samples.
10. Any person who is in government service or an employee of this department should not be made a partner to the tenderer by the tenderer directly or indirectly in any manner whatsoever.
11. Quoted rates of the furniture articles shall remain valid for a minimum period of one year starting from the date of submitting the tender bids.
12. The successful tenderers are bound to supply the articles strictly as per approved sample as well as in terms of supply order.
13. The firm will supply only ISI marked product which have been notified by the Bureau of Indian Standard (BIS), wherever applicable.
14. The firms must have sales tax / VAT / TIN no. and Income tax / PAN Nos. and those who have not the same, need not apply. Also the firm must submit proof of depositing sales tax/VAT to indenting department.
15. No payment will be made in advance to the tenderers. The payment will be made as deemed fit by this department at the time of placing supply order and only after receiving the goods in complete and good condition.
16. The quoted rates should be mentioned in figures as well as in words and **without any overwriting or erasing which will render the tender of the particular item invalid. If overwriting or erasing has to be made the tenderer must verify the same by making his initial.** Also tax position should be mentioned clearly,(if ST/VAT not mentioned, rates of concerned item will be treated as inclusive of ST,VAT, Excise Duty etc.)
17. The rates as well as supply should be F.O.R. Tis Hazari, Karkardooma, Patiala House and Rohini Courts, Delhi or at the residence of Judicial officers in Delhi/NCR or as directed by this office. No cartage/transport charges will be paid extra.

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18. The tenderers are required to attach photocopy of current Sales Tax Clearance Certificate along with their quotations.
19. **The Tenderers will furnish warranty/Guarantee against manufacturing defects at least for minimum period of one year.**
20. The Purchase Committee in its discretion may reject or accept any or all the quotations/tenderer at any time without assigning any reasons.
21. The firm should not be blacklisted by any Govt. Department/Semi Govt. If any proof of blacklisting 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.
22. When any working day is declared a holiday then the tenders will be opened on the next working day.
23. In case of job work or material used is found below the standard and not according to the specifications/sample, 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.
24. 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.
25. In case of dispute the decision of Purchase Committee shall be final and binding upon the tenderer/firm/contractor/supplier.
26. **Each tender form should be accompanied by demand draft/pay order/FDR/Bank Guarantee for amount of 5% of total quoted rate and value of purchase as EMD in favour of "District & Sessions Judge, Tis Hazari Courts, Delhi".**
27. The amount of security will be refunded as soon as possible to the unsuccessful tenderers on written request. The Govt. Stores who have been declared exempted 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.
28. 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.
29. The unapproved samples could be taken back by the unsuccessful tenderer(s) within 7 days of accomplishment of final allotment / grant of tender. Unsuccessful tender(s) are advised to collect their unapproved samples within the said stipulated period of 7 days. This department would not entertain/accept any claim of loss of sample(s) & would not in any manner, be responsible for any such loss, if any.
30. The Purchase Committee will not be responsible for any loss or damage to any sample supplied with tender due to viz major natural calamities i.e. Fire, flood, stampede, earthquake, tornado etc.
31. The term risk and the cost would mean to include additional costs incurred towards the articles, goods etc. and also the cartage/transport charges thereon to be borne by the contractor/supplier and the payment deducted from amount due for unaccomplished contract/supplies.
32. The extra expenditure incurred by the Purchase Committee shall be deducted from the security deposit and the balance will be recoverable from the contractor/supplier as arrears of land revenue. The Purchase Committee further reserves right to impose cost & liquidate damages as it thinks fit for any delay/defective work or material etc.

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33. In case of disputes Delhi Courts alone would have the jurisdiction.
34. The tenders which do not comply with any terms & conditions are likely to be rejected.
35. It will be at the discretion of the purchase Committee to make inquiries either itself or through any other officer/officials of this office to judge the suitability & capability of any firm/tenderer and its decisions to enter into a contract with any tenderer would be final.
36. The purchase committee reserves the right to waive or alter any of the General Terms & conditions if it finds sufficient reasons to accept a tender having regard to the price, quality, standing of the tenderer in the market and other relevant conditions.
37. After the tenders are opened, no attempt shall be made to meet any member/Chairman of the Committee to influence their decision.
38. Each paper of the tender should be numbered, stamped and signed by the tenderers with the date and seal of the firm.
39. The tender form is not transferable to any other firm.
40. The tender form must be accepted unconditionally and any other counter terms & conditions by a firm would not be accepted/entertained in any case and the same may be rejected by the Purchase Committee without assigning any reason.

**Acceptance of The aforementioned Terms & Conditions**

1. The Terms & Conditions mentioned above and attached with the proforma are acceptable to me/us. I/We bound myself/ourself to abide by the same.
2. I/we hereby certify that I/we have gone through the terms & conditions mentioned above and undertake to comply with the same. The rates quoted by me/us are valid and binding on me/us for the acceptance for the period w.e.f. \_\_\_\_\_ to \_\_\_\_\_.

Signature of owner/partner  
with address & telephone no.  
with seal of the firm & Date

witnesses:-