

**SUPREME COURT OF INDIA**  
**ADMN. MATERIALS**

**F. No. 002/LWP/2022-SCI(AM)**  
**Dated : 03<sup>rd</sup> March, 2022**

Last date for Submission of Tender: 24<sup>th</sup> March, 2022 upto 3:00 P.M.  
at Counter No. 17(R&I)

For any query, please contact at Counter No. 41

**NOTICE INVITING TENDER FOR AWARDING OF CONTRACT FOR**  
**LIFTING OF WASTE PAPERS, FILE COVERS, FILE BOARDS (IN SHREDDED FORM)**  
**AND NEWSPAPERS (WITHOUT BEING SHREDDED) ETC. TO BE ACCUMULATED**  
**FOR A PERIOD OF ONE YEAR**

Sealed Tenders as per enclosed **Annexures 'A & B'**, are invited for entering into contract for removal/disposal of approximately **1,00,000** kgs. Waste Papers (in shredded form) and **50,000** kgs. File Covers and File Boards etc. (in shredded form) with Newspapers (without being shredded), on **“As is where is & whatever there is basis”** from Scrap Godown situated in the Supreme Court of India premises. The Waste Papers, File Covers and File Boards will be allowed to be shredded and removed along-with Newspapers (without being shredded) on regular basis on advance payment at each time of lifting for a period of one year from the next date of awarding of the contract of lifting of Waste Papers, File Covers, File Boards etc. (in shredded form) with Newspapers (without being shredded).

Interested parties, if they so desire, may contact the Branch Officer, Admn. Materials Branch telephonically at 011-23115864 or personally visit at Reception Counter No. 41 for any clarification on any working day between 10.30 A.M. and 4.00 P.M. except Saturdays, Sundays & Holidays.

**A. TENDER**

1. Two separate sealed envelopes should be used for submitting the tender (a) "Earnest Money Deposit (EMD) for Awarding of Contract for Lifting of Waste Papers, File Covers, File Boards and Newspapers, etc." and (b) "Tender for Awarding of Contract for Lifting of Waste Papers, File Covers, File Boards and Newspapers, etc." on the covers of the respective envelopes.
2. If both the envelopes are kept inside a single envelope, it should be specifically written outside the envelope. Every page must be signed and stamped by the authorized official of the quoting firm, failing which it is liable to be rejected.
3. The tender may be sent by post sufficiently early so as to reach the Registry within time, or may be delivered at R & I Counter No.17. If tender is sent through Messenger, an authority letter from the tenderer with proof of identity may also be given to the said Messenger.

4. The tenderers are expected to examine all the instructions, Proforma's terms & conditions and specifications in the tender documents. Proper index of the documents shall be prepared. Failing to furnish all information required by 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 next working day will be treated as due date of tender.
6. The Registry will not be responsible for any particular quantum of waste paper etc. made available during the said period, as the quantity may increase or decrease.

### **B. TERMS AND CONDITIONS OF TENDER**

7. The tenderers are required to quote their highest rates for awarding of the contract for a period of ***one year*** as per the enclosed Proforma '**Annexure-A**'. The approved rates will remain static during the period of contract. The tenderer shall quote rates both in figures and words with blue/black ball pen. In case of any discrepancy, the price mentioned in words will be considered.
- 7A. Terms and Conditions for the rates quoted per kg for Waste Papers, File Covers, File Boards and Newspapers separately (Annexure-A) are as follows:-
- (i) The rates quoted shall be valid for 60 days from the date of opening of tender.
  - (ii) The rates approved by the Competent Authority shall be valid for a ***period of one year*** from the date of awarding the contract.
  - (iii) The successful tenderer will be required to install his/her own heavy duty shredding machine in the Supreme Court premises and suitable space will be provided by the Registry at the basement for the purpose of tearing/shredding of waste papers etc. as per the rules, under the Supervision of Additional Registrar). Tenderer is requested to visit the premises for visual inspection of the scrap godown.
  - (iv) The tenderer shall weigh the waste paper, file covers, file boards and newspapers on the weighing machine owned by the Registry and shall have the weighment done in the presence of Officers of the Registry who will certify the net weight of waste papers, file covers, file boards, newspapers, etc.
  - (v) The tenderer shall ***permanently deploy minimum 4 labours*** and sufficient labour on immediate basis for removal of the waste papers, etc as per the requirement of the Registry of the Supreme Court immediately on demand and in any case not later than three days of the receipt of intimation, failing which their contract shall be liable to be terminated without giving them any further notice or opportunity.

8. The tenderers are required to send their tender along-with a Demand Draft of **Rs. 50,000/- (Rupees Fifty Thousand only)** drawn in favour of “The Registrar (Admn.), Supreme Court of India” as **Earnest Money Deposit**, by writing the name of the firm, telephone number and name of the item 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.
9. Earnest Money Deposit of 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.
10. 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, the earnest money deposited by him shall stand forfeited.
11. The Registry will deal with the tenderer directly and no middleman/ Commission agents etc. should be approached by the tenderer to represent the cause and they will not be entertained by the Registry.
12. Over-writing/ over-typing or erasing of the figures which render it 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, partly or completely, at any time without assigning any reason thereof.
14. Registry is not bound to accept the highest tender and 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.
15. Each tenderer has to certify that all the terms and conditions are acceptable to him. The Earnest Money Deposit shall stand forfeited in case of breach of any of the conditions mentioned herein.
16. 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.
17. The tenderers shall give an undertaking (**as per Annexure -'B'**) that the Firm/Partners/Director/Proprietor has not been blacklisted and their business dealings with Central/State Government/Public Sector Units/Autonomous Bodies have not been banned/terminated on the account of poor performance.

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

18. The successful tenderer shall have to deposit the **Performance Security amount @ 3% of the Total value of the contract** for a period of one year by way of Demand Draft or Bank Guarantee drawn in favour of 'The Registrar (Admn.), Supreme Court of India' within one week from the date of receiving the work order which will be refunded after 60 days from the date of successful completion of contract or payment of the last bill whichever is later.
19. The successful tenderer will have to deposit an advance payment (on the basis of the approximate quantity of shredded and unshredded waste to be lifted) by way of Demand Draft in favour of 'The Registrar (Admn.), Supreme Court of India' atleast 3 days before the lifting of the Waste Papers, File Covers, File Boards and Newspapers, etc. is to be done.
20. The successful tenderer shall engage his own labour for the purpose of shredding of waste, packing and lifting the same from the place earmarked for the purpose.
21. The successful tenderer will lift the shredded papers himself and not through any proxy.
22. The successful tenderer will ensure that the said waste material does not accumulate more than a truck load in the Registry at a time and will have to attend the job of shredding Waste Papers, File Covers, File Boards & Newspapers, etc. and lifting the same as and when called for.
23. The successful tenderer will have to abide by the terms and conditions as may be fixed from time to time by the Registrar (Admn.), Supreme Court of India, New Delhi.
24. The successful tenderer shall ensure that the personnel so deployed should maintain due decorum as well as prohibit its personnel on duty from smoking or lighting fire within the premises where they are deployed and also restrain them from collaborating or mixing up with any outside element or with the workers/ staff of the Advocates, etc.
25. The successful tenderer shall undertake that the character and antecedents of each individual employee deployed by him have been got verified from the competent authorities and record maintained to this effect and the successful tenderer will further ensure that all personnel deployed by him in the premises of the Registry from time to time are duly verified by the Police authorities insofar as their character and antecedents are concerned.
26. The successful tenderer shall provide full details of the persons deployed for the job. Police verification of the deputed person with no criminal record and with ID proof shall also be carried out by the successful tenderer.
27. The Registry shall have no liability, financial or otherwise, for any harm/damage/injury incurred to the manpower deployed by the contractor in the course of performing the work. Neither the successful tenderer nor its workers shall have any claim on this Registry for compensation or financial assistance on this account.
28. The successful tenderer shall be responsible for any injury or accident to the person deployed by him for performing the job.

#### **D. PENALTIES**

29. Even after awarding the said contract, the Registry reserves the right to terminate the same, if the services of the successful tenderer are not found satisfactory and to entrust the work to another tenderer, and to recover from the successful tenderer, the loss if any, sustained to the Supreme Court.
30. In case of default of any conditions stated in regard to, by the successful tenderer during the period of his engagement, the Performance Security deposit shall stand forfeited without any further notice/ opportunity.

#### **E. INVITATION OF TENDER**

Interested parties may send their sealed tenders in two separate envelopes superscribing (a) 'Earnest Money for tender for Awarding of Contract for Lifting of Waste Papers, File Covers, File Boards & Newspapers, etc.' and (b) 'Tender for Awarding of Contract for Lifting of Waste Papers, File Covers, File Boards & Newspapers, etc.' respectively addressed by name to the undersigned, at Registry's R & I Counter No. 17 on or before 24.03.2022 upto 3.00 P.M. which will be opened at 3.30 P.M. by a Committee of Officers constituted for the purpose before the tenderers or their authorized representatives who may wish to remain present. The tender received after due date and/or time and/or without Earnest Money Deposit (unless they are exempted from depositing earnest money) will not be entertained. In the first instance, envelopes containing Earnest Money and thereafter envelopes containing tender documents will be opened.

**Encls: Annexures - 'A' & 'B'**

S/d-  
(Anil Kumar Sharma)  
Additional Registrar (AM)  
03.03.2022

**Note : The Supreme Court Registry will remain closed from 17<sup>th</sup> March to 19<sup>th</sup> March, 2022 on account of Holi Holidays.**

SUPREME COURT OF INDIA  
ADMN. MATERIALS

F.No. 002/LWP/2022-SCI(AM)

**Dated : 03<sup>rd</sup> March, 2022**

Due Date: 24-03-2022

1. Name of the tenderer :  
with address
  
2. Name of the Contact Person :  
with Telephone/Mobile No./ e-Mail Id/  
Fax No.
  
3. Details of Rates in ₹ (To be valid for period of one year) :

Waste papers (₹) (Shredded)		File Covers(₹) (Shredded)		File Boards(₹) (Shredded)		Newspapers(₹) (Unshredded)	
Rate per kg (in Figures)	Rate per kg (in Words)	Rate per kg (in Figures)	Rate per kg (in Words)	Rate per kg (in Figures)	Rate per kg (in Words)	Rate per kg (in Figures)	Rate per kg (in Words)

4. GST No. (with copy) :
  
5. PAN Card No. (with copy) :
  
6. Whether your firm has been blacklisted/  
banned by any Government Department/  
Public Sector undertaking/ Autonomous  
Body : Yes/No (Fill in the undertaking as  
mentioned in **Annexure-'B'**) :
  
7. Whether all the terms and conditions of NIT are agreeable :

Signature  
with stamp

Dated:

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

**ANNEXURE – 'B'**  
F.No. 002/LWP/2022-SCI(AM)  
**Dated : 03<sup>rd</sup> March, 2022**

**UNDERTAKING**

I/We undertake that (name of the company \_\_\_\_\_ )  
has not been blacklisted/banned by any Government Department/Public Sector  
undertaking/Autonomous Body.

Signature of the authorised  
signatory of the firm/ company/  
organisation/ Official Stamp/Seal.

Date:

Place: