

SUPREME COURT OF INDIA
Tilak Marg, New Delhi-110001
ADMN.MATERIALS (P&S)

F.No.32B/Comp./21/SCI(AM)

Date: 17.02.2021

Last date for Submission of Tender: 10th March, 2021 upto 3:00 P.M.
at Counter No. 17(R&I)

For any query, please contact at Counter No. 26

NOTICE INVITING TENDER
FOR
AWARDING OF RATE CONTRACT AND ANNUAL MAINTENANCE
CONTRACT FOR REPAIRING OF COMPACTORS

Sealed Tenders are invited from Delhi- NCR based reputed firms/ partners/ directors/ proprietors on the Proformas attached herewith as Annexures- 'A', 'B' and 'C' for entering into rate contract for a period of Three Years for awarding of contract for repairing of Compactors installed in the Registry, Legislation Section and at the Secretariat of Hon'ble the Chief Justice of India, located within a radius of 3-4 kilometers from the Supreme Court and the work will be executed there itself, as and when required.

Interested parties, if so desire, may contact Branch Officer, Admn. Materials (P&S) at Telephone No.011-23112257 or personally visit at Reception Counter No.26 for any clarification on any working day between 10:30 AM and 4:00 PM (except Saturdays, Sundays and Holidays).

TENDER

1. The tenderer is required to quote its lowest rates, GST (with percentage) and details (inclusive of labour and cartage charges) for Repair of Compactors as per the Annexures- 'A' and 'B' annexed hereto.
2. The tender may be sent in two separate sealed envelopes superscribing (a)"Earnest Money for undertaking the job of Repairing of Compactors" and (b) "Tender for undertaking the job of Repairing of Compactors" on the cover of the respective envelope 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).
3. The tenderers are expected to examine all the instructions, Proformas, terms & conditions and specifications in the tender documents. Failing to furnish all information required by the tender document in any respect will be at the tenderer's risk and may result in the rejection of the tender.

4. The tender must be received not later than the date & time specified for submitting the same. In case, the date of submitting the tender will be declared as a holiday, then next working day of the Registry will be treated as due date of the tender.

TERMS AND CONDITIONS OF TENDER

5. The rates should be valid for a period of three years from the date of awarding of Tender. The tenderer shall not be entitled during the said period to revoke or cancel its tender or to vary the tender or any terms thereof.
6. The tenderers are required to send their Tender along with a Demand Draft of Rs.5,000/- (Rupees Five Thousand Only) drawn in favour of "The Registrar (Admn.), Supreme Court of India, New Delhi" as Earnest Money by writing the name of the firm, telephone number 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.
7. 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.
8. 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 tenderer may be debarred to participate in the tender process of the Supreme Court of India.
9. The Registry will deal with the tenderer directly and no middlemen/agents/commission agents etc. should be asked by the tenderers to represent their cause and they will not be entertained by the Registry. The tender form is not transferable and agency shall not be permitted to transfer their rights and obligations to any other person/ organization or otherwise.
10. Over-writing/over-typing or erasing of the figures which render it doubtful or ambiguous are not allowed and shall render the tender invalid.
11. The tenderer shall quote the rates both in figures and words with blue/black ball pen. In case of any discrepancy, the figures mentioned in words will be considered.
12. The Registry in its discretion, reserves the right to make any change, at

any time, in the terms and conditions of the Notice Inviting Tender without assigning any reason thereof.

13. The Registry is not bound to accept the rates submitted by the lowest tenderer.
14. The tenderer should submit proof of his/her domicile in Delhi-NCR along with address of the office.
15. The tenderer should possess minimum three years experience in the reputed organization/ institution.
16. Each tenderer has to certify that all the terms and conditions are acceptable to him/ her.
17. All the pages of quotation including the documents submitted therein must be duly signed and stamped failing which the offer shall be liable for rejection.
18. Periodical servicing has to be carried out once in the month of May and October, for all the compactor bodies, which covered under AMC. During the course of servicing, the tenderer should service the items with proper care and thoroughly check-up. Presently 218 bodies are being used, however this figure may change in near future.
19. Only branded Grease/ oil will be used for the purpose of oiling/ greasing carrying ISI or whatever mandatory standard in the field, under supervision of Registry.
20. During the subsistence of contract, in case of breach of any condition or deficiency in service, the Registry shall have a right to terminate the contract and to entrust the work to another contractor. The loss, if any, sustained by the Registry on that account shall be recovered from the tenderer.

TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER

21. The tenderers 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.
22. The successful tenderer shall have to deposit Performance Security amount of Rs.20,000/- (Rupees Twenty Thousand Only) by way of Bank Guarantee/ Demand Draft, drawn in favour of “The Registrar (Admn), Supreme Court of India, New Delhi.” The Bank Guarantee/ Demand Draft will be released after 60 days from of the successful completion of the contractual period or payment of the last bill, whichever occurs later.
23. The successful tenderer to whom contract is awarded will be required to attend the job howsoever small it may be within 24 hours either on call basis or after the receipt of work order whichever is communicated

earlier. The person attending the work should be available in the Registry at short notice.

24. There is no assurance regarding the number of items to be entrusted at each time and the number of items entrusted at a time may vary from time to time. The successful tenderer shall accept the entrustment even if the number of items entrusted is considerably low.
25. 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 etc.
26. The successful tenderer shall undertake/ensure that the character and antecedents of each individual employee deployed by them have been got verified by the Police Authorities and record be maintained to this effect and further shall be verified from time to time so far.
27. If the repairing is not possible in the above mentioned premises the same may be collected from the location, done by the successful tenderer at their workshop and returned back by the tenderer for which no extra charges will, however, be payable on this account.
28. Payment of the work done shall be made on bill basis generally within 15 days from the date of presentation of proper bill with satisfactory report of the concerned officer.
29. The Registry shall have no liability, financial or otherwise , for any harm/ damage/ injury incurred by the personnel deployed by the successful tenderer in the course of performing of the work. Neither the successful tenderer nor his workers shall have any claim on this Registry for compensation or financial assistant on this account.
30. The firm shall be responsible for any injury or accident to the person deployed by them for performing the job.
31. The tenderer shall give an undertaking (as per Annexure- 'C') 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.
32. The successful tenderer will have to abide by the terms and conditions as may be fixed from time to time by the Registry.
33. There shall be no increase in rates during the contract period. All orders placed till last date of contract shall have to be completed without fail.

PENALTIES

34. The work executed by the firm should be to the satisfaction of the concerned officer of the Registry where work has to be executed. If the same is not found satisfactory, the firm will have to do the job again at its own cost. The decision of the Registry in this regard will be final and unassailable and binding on the tenderer.
35. If the job is not done within stipulated period and the Registry is forced to get it done from open market at higher rates, the tenderer will have to make payment of the loss caused to the Registry.
36. Irrespective of the fact as to whether or not, the Registry makes the services from outside, the Registry may impose penalty of 1% per week of the total cost for delayed, subject to maximum penalty of 10% of the total cost.
37. Even after awarding the said contract, the Registry reserves the right to terminate the same at any point of time during the contract period, if services of the successful tenderer are not found satisfactorily.
38. The Performance Security shall stand forfeited in case of breach of any of the conditions mentioned herein.

INVITATION OF TENDER

Interested parties may send their sealed tenders in two sealed envelopes containing (i) Earnest Money and (ii) Tender Documents **for awarding the contract of Repairing of Compactors** addressed by name to the undersigned or may be handed over personally to the Registry's Reception Counter No.17 on or before **10th March, 2021** upto **3.00 P.M.** which will be opened at 3.30 P.M. on the same day by a Committee of Officers constituted for the purpose before the tenderers or their authorized representatives who may wish to remain present. The tenders received after due date and/or time and without Earnest Money will not be entertained. In the first instance, envelopes containing Earnest Money will be opened. Thereafter, the envelopes containing tender documents will be opened.

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(Anil Kumar Sharma)
Additional Registrar (AM)
17.02.2021

Encls.: Annexures-'A', 'B' and 'C'.

SUPREME COURT OF INDIA
(ADMN. MATERIALS BRANCH)

ANNEXURE-'A'

F.No.32B/Comp./21/SCI(AM)
Dated: 17.02.2021

Last date : 10th March, 2021

**PROFORMA TO BE FILLED BY THE TENDERERS WITH REFERENCE TO
NOTICE INVITING TENDER DATED 17.02.2021 FOR AWARDING OF RATE
CONTRACT AND ANNUAL MAINTENANCE CONTRACT FOR REPAIRING OF
COMPACTORS**

1. Name of the tenderer with address :

2. Name of the contact person with
Mobile / Fax / Telephone No. (s) :

3. Fax No./E-mail ID :

4. Goods and Services Tax Number (GST)
(with copy) :

5. Pan Card No. (with copy) :

6. Whether all the terms & conditions of
the N.I.T. are agreeable :

7. Details of past experience in the field :

8. Whether rates are inclusive of GST : Yes/ No

9. List of clientele:

10. Whether Annexure 'C' filed :

Dated _____

Signature with date and
Rubber Stamp of the tenderer

SUPREME COURT OF INDIA
(ADMN. MATERIALS BRANCH)F.No.32B/Comp./21/SCI(AM)
Dated: 17.02.2021**Last date : 10th March, 2021****PROFORMA**

(To be filled by the tenderers with reference to Notice Inviting Tender dated 17.02.2021 for Awarding of Contract for Repairing of Compactors).

S.No.	JOB DESCRIPTION	Rates (in Rs.)
1.	Annual Maintenance Contract (AMC) charges including service of all compactors bodies / minor repair charges/ oiling/greasing charges etc. for two times in a year.	

S.No	JOB DESCRIPTION	Unit	Rate (Rs.)
1.	Supply & Fixing of Compactor Shelf	Per Shelf	
	(Rates in Words)		
2.	Labour Charges including Removing & Re-fixing of Compactor bodies with oiling, greasing, alignment etc. (after two services in a year)	Per Body of Compactor	
	(Rates in words)		
3.	Labour Charges for Removing of Compactor Bodies.	Per Body of Compactor	
	(Rates in words)		
4.	Labour Charges for Re-installing of Compactor Bodies.	Per Body of Compactor	
	(Rates in words)		
5.	Providing/Fixing of Compactor Rod for Drive Unit	Per Rod	
	(Rates in words)		

6.	Ball Bearings for Compactors (small size)	Per Ball Bearing	
	(Rates in words)		
7.	Ball Bearings for Compactors (Big size)	Per Ball Bearing	
	(Rates in words)		
8.	Static Drive Cover Unit for H Bay	Per Unit	
	(Rates in words)		
9.	Last Drive Cover Unit	Per Unit	
	(Rates in words)		
10.	Twin Mobile Drive Cover Unit	Per Unit	
	(Rates in words)		
11.	Rails Channel	Per Unit	
	(Rates in words)		
12.	Hinge Door Pair	Per Unit	
	(Rates in words)		
13.	Under Structure charges	Per Unit	
	(Rates in words)		
14.	Chain	Per Unit	
	(Rates in words)		

15.	Sprotic Wheel	Per Unit	
	(Rates in words)		
16.	Rolling Shifting Bearings	Per Unit	
	(Rates in words)		
17.	Drive Unit Lever	Per Unit	
	(Rates in words)		
18.	Drive Unit Mechanism	Per Unit	
	(Rates in words)		
19.	Adjustment of Shelf with accessories like shelf supporter/ clip/ screw etc.	Per shelf	
	(Rates in words)		
20.	Minor Repair with labour charges/ Oiling/ Greasing. (after two services in a year)	Per body	
	(Rates in words)		

Guarantee/Warranty of parts replaced:

Signature with date and rubber
Stamp of the tenderer

UNDERTAKING

I/We undertake that (the Firm/Partners/Director/Proprietor) has not been blacklisted/
banned by any Government Department/ Public Sector undertaking/ Autonomous
Body.

(Signature with rubber stamp)

Date:

Place: