

SUPREME COURT OF INDIA  
ADMN. MATERIAL BRANCH  
*Tilak Marg, New Delhi-110201*

F.No.129/Washing/2016/SCI(AM)  
Dated: 27.07.2016

**Last date for Submission of Tender is  
11<sup>th</sup> August, 2016 upto 3:00 P.M.**

NOTICE INVITING TENDER  
FOR  
AWARDING OF CONTRACT FOR UNDERTAKING THE JOB OF  
WASHING OF SEAT COVERS AND TOWELS OF CARS

Sealed Tenders are invited, as per the Proformas attached herewith as Annexures 'A' and 'B', for entering into rate contract for a period of **Two Years** for awarding of contract for undertaking the job of Washing/cleaning of seat covers and towels of Cars in the Registry.

The total number of cars presently available in the Registry is as given below:

<u>Make of cars</u>	<u>Total nos. of cars presently available in the Registry</u>
INNOVA	14
ALTIS	31
ECO SPORT	16
Ambassador Car	3
Camry	1

Interested parties, if so desire, may contact Mr. T.D. Pant, Branch Officer, Admn. Material Branch (Tel.: 23388745, 23112257, 23111403, 23111483) on any working day between 10:30 A.M. to 4:00 P.M. (except Saturdays and holidays) for any further information before quoting the rates.

**TERMS AND CONDITIONS**

**A. TENDER**

1. Two separate Sealed envelopes should be used for submitting (i) Earnest Money and (ii) Tender document, superscribing (a) "Earnest Money for AMC for Washing of seat covers & towels of Cars" and (b) "Tender for AMC for Washing of seat covers & towels of Cars" on the cover of the respective envelope.

2. The tender may be sent by post sufficiently early so as to reach the Registry within time, or may be delivered to the undersigned. If tender is sent through Messenger, an authority letter from the tenderer with proof of identity may also be given to the Messenger so that he could show the same alongwith his own identity proof to the Reception Officer at Reception Counter No.37 for issuance of Entry Pass.
3. The tenderers are expected to examine all the instructions, Annexures, 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 holiday by the Govt. of India then next day will be treated as due date of the tender.
5. Rates quoted in the tender will remain unchanged during the contractual period. Under no circumstances rate revision will be allowed.

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

6. The tenderers are required to quote their lowest rates and details (inclusive of labour and cartage charges) for washing of the items as per the Annexures-'A' and 'B' annexed hereto.
7. The tenderers are required to send their tender alongwith a Demand Draft of Rs.1,000/- (Rupees One Thousand only) drawn in favour of "The Registrar, Supreme Court of India, New Delhi" as Earnest Money which will be refunded to the unsuccessful Tenderer on their written request after awarding the contract to the successful Tenderer. Name of the firm, telephone no. and name of the job may be indicated on the reverse side of the Demand Draft.
8. The rates should be valid for a minimum period of 120 days from the date of opening of the Tender documents.
9. 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, appropriate action may be taken.
10. The Registry will deal with the tenderer directly and no middleman/ commission agents etc. should be asked by the tenderer to represent their cause and they will not be entertained by the Registry.
11. Over-writing/over-typing or erasing of the figures which render it doubtful or ambiguous are not allowed and shall render the tender invalid.

12. The Registry reserved 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.
13. The tenderer shall quote rates both in figures and words.
14. 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.
15. It is not binding to accept the lowest tender.
16. The tenderer should submit proof of his domicile in Delhi city along with address of the office.
17. The tenderer should have a well established workshop & possess minimum three years experience including in the Government Offices.
18. Each tenderer has to certify that all the terms and conditions are acceptable to him. The Earnest Money/Security deposit shall stand forfeited in case of breach of any of the conditions mentioned herein.

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

19. The Successful tenderer will have to deposit Performance Security amount of Rs.5,000/- (Rupees Five Thousand only) within a week from the date of awarding of contract, by way of Demand Draft drawn in favour of "The Registrar, Supreme Court of India, New Delhi," which will be refunded after two months of the successful completion of the contractual period or payment of the last bill whichever occurs later, on written request of the tenderer.
20. The rates should be valid for a period of **Two Years** from the date of awarding of Contract, as the washing of seat covers and towels of Cars will be required to be done at different intervals during the contractual period as and when required. Rates quoted shall include costs of commuting and no separate travelling charges shall be admissible.
21. 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. The tenderer will have to get the items washed and returned within 24 hour of entrustment.
22. 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.

23. 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.
24. 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 assistance on this account.
25. The firm shall be responsible for any injury or accident to the person deployed by them for performing the job.
26. No space/Dhobighat will be provided by the Registry.
27. The successful tenderer to whom contract is awarded shall be required to attend the job within 24 hours irrespective of the number of items to be washed on call basis after the receipt of work order/message from Branch Officer (Transport). The successful Tenderer may collect and deliver the seat covers/towels from the Transport Branch directly for washing purpose for which no cartage charges will be paid to the tenderer.
28. The stained clothes should be cleanly wash without any blot and any loss to the material of the cloth.
29. The job will be required to be done on bill basis. The payment will be made, quarterly after receipt of the complete bill in all respects through the Branch Officer (Transport).

#### **D. PENALTIES**

30. The work executed by the firm should be to the satisfaction of the concerned officer. If the same is not found satisfactory, the firm will have to do the job again at its own cost. The decision of the concerned officer (Transport) and of the Registry in this regard will be final and unassailable and binding on the tenderer.
31. 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 difference of rates will be deducted from the Bill, apart from penalty that may be imposed for deficiency in service.
32. Irrespective of the fact whether the Registry gets the job done or not from the outside, a penalty upto 1% of total cost of delayed job will be deducted from the Bill in respect of the jobs which are not done within the stipulated period (if the delay is due to wilful laches of the tenderer).

33. Any loss/damage sustained to the Registry's fabric/furnishing items etc. will be recovered from the successful tenderer.
34. Even after awarding the said contract, the Registry reserves the right to terminate the same, if services of the successful tenderer are not found satisfactorily.
35. In case of default of any conditions stated in regard to, by the successful tenderer during the period of their contract, the security deposit shall stand forfeited without any further notice of opportunity.

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

Interested parties may send their **sealed tenders** in two separate sealed envelopes, one containing (i) Earnest Money and (ii) Tender document, superscribing on the envelopes (a) "**Earnest Money for AMC for Washing of seat covers & towels of Cars**" and (b) "**Tender for AMC for Washing of seat covers & towels of Cars**" respectively addressed by name to Mr. Basudev Sharma, Additional Registrar (AM), or may be handed over personally to Registry's Reception Counter No.37 near PRO office on or before **11<sup>th</sup> August, 2016**, upto 3:00 P.M. which will be opened on the same day 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 tenders received after due date and/or time and/or without Earnest Money will not be entertained. In the first instance envelopes containing Earnest Money will be opened, and then Tender documents will be opened.

Sd/-  
(Basudev Sharma)  
Additional Registrar (AM)  
27.07.2016

Encl.: Annexures-'A' and 'B'



**SUPREME COURT OF INDIA  
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**PROFORMA**

(To be filled in by the tenderers with reference to Notice Inviting Tender dated 27.07.2016 for awarding of Contract for washing of seat covers and towels of cars) :

S.No.	Description of Items	Unit Rate (Rs.) (in words) (for washing)
1.	Seat covers (for 5-seater car) <b>(complete set)</b> (with ironing)	
2.	Seat covers (for 7/8-seater car) <b>(complete set)</b> (with ironing)	
3.	Towels (Big size) <b>(Each)</b>	

Signature with date and  
Rubber Stamp of the tenderer