

SUPREME COURT OF INDIA
ADMN. MATERIAL (P&S)

F. No.33/Movers & Packers/2020-21/SCI(AM)

Dated : 25th July, 2020

Last date for Submission

of Tender : 18th August, 2020 up to 03:00 p.m.

<u>NOTICE INVITING TENDER FOR AWARDING THE CONTRACT FOR SHIFTING THE HOUSEHOLD GOODS, OFFICE FURNITURE ETC. FROM ONE BUNGALOW TO ANOTHER BUNGLOW, SITUATED WITHIN RADIUS OF 5 KM OF HON'BLE JUDGES OF THE SUPREME COURT OF INDIA.</u>
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Sealed tenders are invited from the reputed Movers & Packers for **awarding the contract for shifting the household goods, office furniture etc. which include packing/unpacking, loading/unloading and transporting the household goods, office furniture and other goods etc. from one residential Bungalow to another residential Bungalow, situated within radius of 5 kms of Hon'ble Judges of the Supreme Court of India in Delhi/New Delhi and shifting at new location in Delhi/New Delhi or within city** as per Proformas enclosed herewith from **Annexure-'A' to 'C'**. Approx numbers of Bungalows are 35 to 40 and shifting will be done as and when required as per the requirements. The average shifting of Bungalow is 5 to 6 Bungalows in a year and the same may vary from year to year.

Interested parties, if so desire, may contact Branch Officer, Admn. Material (P&S) telephonically or personally visit at Reception Counter No.42 for any clarification on any working day between 10.30 A.M. and 4.00 P.M. (except Saturdays & holidays) on Telephone No. 011-23111483.

A. TENDER

1. The tender should be sent in two Sealed Envelopes superscribed with (a) "Earnest Money for contract for shifting of household goods etc." and (b) "Financial Bid for contract for shifting of household goods etc" by post sufficiently early so as to reach the Registry within date and time or may be delivered to the undersigned. If tender is sent through Special Messenger, an authority letter from the tenderer with proof of identity may also be given to the Messenger so that he/she could show the same along with his/her own identity proof to the Reception Officer at Reception Counter No.42 for issuance of entry pass.

2. 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.

3. 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 working day of the Registry will be treated as due date of Tender.

B. TERMS AND CONDITIONS OF TENDER

4. The tenderers are required to quote their lowest rate per Bungalow for **shifting the household goods, office furniture etc. which include packing/unpacking, loading/unloading and transporting the household goods, office furniture and other goods etc. of the residential Bungalow allotted to Hon'ble Judges of the Supreme Court of India in New Delhi and shifting them at new location in New Delhi** mentioning rates for all inclusive in Annexure-‘C’ enclosed herewith and the rates should be valid for a minimum period of one year from the award of the contract. The tenderer shall not be entitled during the contractual period of one year to revoke or change the quoted rate or to vary the terms & conditions of tender or any terms thereof.

5. The tenderers are required to send their tender along with Demand Draft drawn in favour of "The Registrar (Admn), Supreme Court of India“ towards **Earnest Money Deposit of Rs. 5,000/-** for shifting of household goods etc.(Name of the firm, telephone number and name of the item may be written on the reverse side of the Demand Draft). No interest will be payable on EMD. If EMD is exempted, Certificate/Registry empanelment letter has to be submitted along with the tender documents. Earnest money will be refunded to the unsuccessful tenderer on their written request after awarding of the Contract to the successful tenderer.

6. Hypothetical or conditional Tender shall 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, EMD submitted by tenderer may be confiscated and in future the tenderer may be debarred to participate in the tender process of the Supreme Court.

7. The Registry will deal with the tenderer directly and no middlemen/commission agents etc. should be asked by the tenderer to represent the cause and they will not be entertained by the Registry.
8. Over-writing/over-typing or erasing of the figures which render the tender doubtful or ambiguous are not allowed and shall render the tender invalid.
9. The Registry, in its discretion, reserves the right to reject or accept any or all tenders, partly or completely, at any time without assigning any reason thereof.
10. Each tenderer has to certify that all the terms and conditions are acceptable to him.

C. TERMS & CONDITIONS OF THE SUCCESSFUL TENDERER

11. The successful tenderer shall have to deposit **Performance Security @ 5% of the total amount of the contract or Rs.25,000/- whichever is higher** by way of Bank Guarantee drawn in favour of "The Registrar (Admn), Supreme Court of India, New Delhi." The Bank Guarantee will be released after two months of successful completion of the warranty period or payment of the last bill, whichever occurs later.
12. The shifting the household goods, office furniture and other goods etc. of the residential Bungalow allotted to Hon'ble Judges of the Supreme Court of India in New Delhi and shifting them in New Delhi at new locations shall be made within a week or as per the directions of Hon'ble Judges on receipt of the Order. In case shifting of household goods etc. is not made within the stipulated time/period and the Registry is forced to make the work from other agency to meet the emergent demand, the tenderer will be liable to make the loss due to difference which the Registry may directly deduct from Bill/Security Deposit. Non-availability of man power, vehicle etc. shall not be accepted as a ground for delay in shifting etc and shall equally be penalized.
13. Even after awarding the Rate Contract, the Registry reserves the right to terminate the same at any time, if the services of the tenderer are not found satisfactory.
14. The tenderer shall give an undertaking (**as per Annexure 'B'**) that the firm/ Partners/ Director/ Proprietor has not been blacklisted and its business dealings with Central/State Government/Public Sector units/ Autonomous bodies have not been banned/ terminated on account of poor performance.

15. The successful tenderer will have to abide by the terms and conditions as may be fixed from time to time by the Registry.

16. The payment will be made only after the completion of the shifting etc. of Bungalow of Hon'ble Judges and as per the satisfaction of Hon'ble Judges and accepted as per approved requirements.

D. PENALTIES

17. If the work/shifting is not made in given time/period and the Registry is required to make work/shifting from outside at higher rates, the loss, if any, sustained by the Registry would be recovered from the tenderer.

18. Irrespective of the fact as to whether or not the Registry makes work from outside, the Registry may impose penalty up to **1% per day subject to maximum of 10%** of total cost of delayed shifting(in every case), or of forfeiting the performance security if the delay in services is due to wilful laches or negligence on the part of the tenderer irrespective of inconvenience caused to the Registry.

19. The Security Deposit shall stand forfeited in case of breach of any of the conditions mentioned herein or if the service is found unsatisfactory/not as per specifications.

E. INVITATION OF TENDER

Interested parties may send their Tenders in two sealed envelopes superscribing (a) "Earnest Money for Shifting of household goods etc" and (b) "Financial Bid for Shifting of household goods etc." addressed by name to the undersigned so as to reach on or before **18th August 2020 up to 3:00 P.M. which will be opened on the same day at 3:30 P.M.** in the Registry by a Committee of Officers in the presence of the tenderers or their authorized representatives who may wish to remain present there at that time. The tenders received after due date and/or time or without Earnest Money Deposit will not be entertained. In the first instance, envelopes containing Earnest Money may be opened and thereafter the envelopes containing Financial Bids (**Annexure-'C'**) will be opened.

Sd/-
(Madhu Arora)
Additional Registrar (AM)

Encl : Annexure – A to C

Supreme Court of India
Admn. Material (P & S)

ANNEXURE-'A'

F. No.33/Movers & Packers/2020-21/SCI(AM)

Dated : 25th July, 2020

Last date for Submission

of Tender : 18th August, 2020 up to 03:00 p.m.

NOTICE INVITING TENDER FOR THE CONTRACT FOR SHIFTING OF HOUSEHOLD GOODS ETC. OF
THE BUNGALOW ALLOTTED TO HON'BLE JUDGES
(Proforma to be filled by the Tenderer)

1. Name of the Tenderer : _____
with Delhi Address
2. Name of the Contact Person
with Telephone/Mobile No./
Fax No./E-Mail ID : _____
3. PAN No. : _____ (Attach Proof)
4. GST Registration No. : _____ (Attach Proof)
5. Whether all the terms & conditions
of NIT are acceptable : Yes/No : _____
6. Whether Undertaking of Non-blacklisting attached: _____
7. Delivery Schedule : _____
8. Name & address of the Govt. Offices etc.
of which the tenderer is having the contract
with name of contact person and
his telephone/mobile number: _____
9. Details of previous experience
in the field & infrastructure of the Company: _____
10. Whether EMD is submitted or
Certificate for its exemption is enclosed: _____

Dated:
Place:

Signature
(Name of firm with stamp)

ANNEXURE-'B'

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

F. No.33/Movers & Packers/2020-21/SCI(AM)

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of Tender : 18th August, 2020 up to 03:00 p.m.

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:

Supreme Court of India
Admn. Material (P & S)

ANNEXURE-‘C’

F. No.33/Movers & Packers/2020-21/SCI(AM)
Dated : 25th July, 2020

Last date for Submission

of Tender : 18th August, 2020 up to 03:00 p.m.

**NOTICE INVITING TENDER FOR THE CONTRACT FOR SHIFTING OF HOUSEHOLD GOODS
ETC. OF THE BUNGALOW ALLOTTED TO HON’BLE JUDGES.**

(Proforma to be filled by the Tenderer)

Financial Bid

S.No.	Name of work/contract	Price per Bungalow exclusive of GST (in Rs.)	GST % as applicable	Net Price per Bungalow (in Rs.)
1.	Rates for shifting of the household goods, office furniture etc. which include packing/unpacking, loading/unloading and transporting the household goods, office furniture and other goods etc. of the residential Bungalow allotted to Hon’ble Judges of the Supreme Court of India in New Delhi to other new locations in New Delhi or within city movement.			
2.	Any other items, if require			

3. Escalation of Rates in 2nd year : _____ (%)

4. Escalation of Rates in 3rd year : _____ (%)

Signature
(Name of firm with stamp)

Date:
Place: