

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

F.NO.001//19/SCI(AM)

Dated : 19.08.2019

LAST DATE FOR SUBMISSION OF TENDER : 11.09.2019

NOTICE INVITING TENDER

FOR

**SHIFTING OF OFFICIAL RECORDS, ALMIRAHs, IT EQUIPMENTS AND
OTHER OFFICE MATERIALS FROM MAIN BUILDING OF THE SUPREME
COURT OF INDIA TO ADDITIONAL BUILDING COMPLEX, NEAR PRAGATI
MAIDAN METRO STATION, NEW DELHI**

Sealed tenders are invited from interested agencies for packing and transporting of official records, Almirahs, IT equipments and other office materials from Main Building of Supreme Court of India to Additional Building Office Complex near Pragati Maidan, New Delhi.

TENDER

1. The tender may be sent in sealed envelopes superscribing (a) Earnest Money Deposit for Shifting of Official Records etc, b) Technical/Eligibility Bid for Shifting of Official Records etc. and, (C) Financial Bid for shifting of Official Records 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 alongwith his/her own identity proof to the Reception Officer at Reception Counter No.42 for issuance of entry pass.

Contd..2/-

2. The work to be done by the Tenderer/bidder includes the following :

(i) Shifting of Official Records, Almirahs, IT Equipments and other office material from different Sections/Branches of the Supreme Court of India main Building to Additional Building Office Complex.

(ii) Packing of all items of the office using standard packing materials/boxes keeping in view the safety of the items.

(iii) The packing material/boxes are to be arranged by the Tenderer. No separate amount will be paid by the office for this purpose.

(iv) Loading, transportation and unloading of Official Records/official materials for designated places.

(v) Transportation for safely shifting of Official Records, Almirahs, IT Equipments and other office material from Supreme Court main building to Additional Building Office Complex.

(vi) Labour for packing, moving the items from Supreme Court main Building to Additional Building Office Complex, loading, transporting, unloading and unpacking/ arranging the material in the respective rooms at Additional Office Complex.

(vii) Any other work relating to shifting etc.

(viii) The following Sections/Branches are likely to be shifted from Supreme Court of India Main Building to Additional Building Office Complex.

a) Judicial Branches b) Administrative Branches
 (Approx 35) (Approx 25)

c) Library Division d) Ancillary Branches

(ix) The details of the shifting of different Sections/Branches will be intimated to the tenderer at the time of pre-bid meeting.

Contd..3/-

3. The tenderer is expected to examine all the instructions, Proforma's 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 working day of the Registry will be treated as due date of Tender.

TERMS & CONDITIONS OF THE TENDER

5. While submitting the quotation following points are required to be noted :
 - (i) Tender will be evaluated based on the rate quoted as per **Annexure-D** enclosed. No other charges will be paid by this Registry. The tenderer who quoted the lowest rates in most of the categories will be treated as the lowest tenderer.
 - (ii) The Tenderer charging any taxes should enclose the documentary evidence showing the registration under the relevant act.
 - (iii) Proper documentation for the items/packets to be shifted is to be made by the successful bidder.
 - (v) Shifting of the Records/Branches will be made in different phases as per convenience of the Supreme Court of India.
 - (vi) Exclusive vehicles to be used for transportation of materials.
 - (vii) Sufficient labour needs to be deployed so that the work could be completed within the given time.

(viii) The Registry will not be responsible for any injury caused to the labour while performing the assigned work in connection with packing/unpacking, loading/unloading and shifting of items as per this tender.

(ix) Tenderer will be responsible for any damage caused to the Government property/items during the course of shifting on account of breakage, pilferage or vageries of weather.

6. The tenderers are required to quote their lowest rates as required for the items detailed in **Annexure- 'D'** enclosed herewith and the rates should be valid for a minimum period of 60 days from the date of opening of Tenders. The tenderer shall not be entitled during the said period of 60 days to revoke or cancel its tender or to vary the tender or any terms thereof.

7. The tenderers are required to send their tender alongwith Demand Draft, Banker's Cheque or Pay Order drawn in favour of "The Registrar (Admn), Supreme Court of India" towards Earnest Money Deposit of **Rs. 10,000/-** (Name of the firm and telephone number may be written on the reverse side of the Demand Draft).

8. Earnest Money Deposit of 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 cancel cheque is required to facilitate refund of EMD amount.

9. 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.

Contd...5/-

10. 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.
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, 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.
13. Each tenderer has to certify that all the terms and conditions are acceptable.
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.

TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER

15. The Successful Tenderer has to carry out following jobs :-
 - (i) Shifting of Official Records, Almirahs, IT Equipments and other office material from different Rooms/Branches of the Supreme Court of India main Building to Additional Building Office Complex near Pragati Maidan, New Delhi.
 - (ii) Packing of files, official records and Almirah and IT Equipments, available in the respective Rooms/ Branches at Supreme Court Main Building.
 - (iii) Loading, transportation and unloading of Official Records/official materials for designated places.

(iv) Packing of all items of the office using standard packing materials/boxes keeping in view the safety of the items.

(v) The packing material/boxes are to be arranged by the Tenderer. No separate amount will be paid by the Registry for this purpose.

(vi) Transportation for safely shifting of Official Records, Almirahs, IT Equipments and other office material from Supreme Court main building to Additional Building Office Complex.

(vii) The selected Tenderer has to use their own good quality packing material, like gunny bags, packing tape, ropes, cardboard cartons, thermocol sheets etc.

16. If any dispute arises between the Tenderer and its manpower in the matter of wages or any service conditions, the same will be settled by the Tenderer and the workers engaged by it themselves. The Registry in no case shall be a party to such a dispute.

17. Responsibility of taking necessary permission from the traffic police Authority for shifting shall be of the responsibility of the Tenderer, if required.

18. The successful tenderer will have to deposit Performance Security amount which will be 5% of the total cost of the contract by way of Bank Guarantee drawn in favour of " The Registrar (Admn), Supreme Court of India, within a week from the date of awarding of Contract, which will be refunded after 60 days of the successful completion of the work or payment of the last bill, whichever occurs later. If the successful tenderer abandons the contract pre-maturally, or fails to perform his part of contract, the Security deposit or any part thereof will be liable to be forfeited.

19. Liability towards damage/theft/loss etc., if any, of official record/material during shifting or physical injury to any labour in loading/unloading shall rest on the Tenderer.

Contd..7/-

20. The damage caused, if any to the property or records of the Registry by negligence or otherwise during packing, loading while on transit, unloading, unpacking and while taking to the designated rooms, shall be at risk and responsibility of the Tenderer. The financial or any other loss suffered by the office of the Registry on this account shall be made good by the Tenderer.

21. The successful bidder shall complete the entire shifting work by the date specified by the Registry.

22. The tenderer shall comply with all relevant and existing Labour Legislation and Acts. The tenderer must submit an Undertaking towards compliance of all Labour Laws (Annexure-C).

23. The successful tenderer shall undertake/ensure that the character and antecedents of each individual labour/ vendor 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 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 worker/staff of the Advocates, etc.

25. The payment shall be made after satisfactory completion of the shifting work.

26. The shifting of each Branch shall be under the supervision of the Supervisory Officers of the concerned Branch. Hence the successful tenderer shall be required to coordinate with him/ her at the time of shifting of the concerned Branch.

PENALTIES

26. The tenderer has to maintain adequate number of labour/loaders, transportation as per the requirement and also to arrange the materials in proper manner. Whenever and wherever it is found that the assigned work is not performed upto the entire satisfaction of the Registry, a penalty of Rs.1000/- per day will be imposed subject to maximum of 10% of the total cost.

SUBMISSION OF NIT

The Registry would convene a **Pre-Bid meeting** with all prospective NIT bidders on 28.08.2019 at 11:30 AM with the Committee of Officers, to clarify any points regarding items and locations and the proposed route to be taken. Vendors are requested to intimate their participation to this meeting by confirming their participation and sending the same to the following email id: boamsupremecourt.sc@nic.in.

INVITATION OF TENDER

Interested parties may send their separate three sealed tenders superscribing (a) Earnest Money Deposit for Shifting of Official Records etc., b) Technical/Eligibility Bid for Shifting of Official Records etc. and, (C) Financial Bid for shifting of official records etc. addressed to the undersigned by name so as to reach on or before **11/09/2019**, upto **3.00 P.M.**

The Technical Bids (**Annexure- A to C**) only will be opened on the same day ie. 11/09/2019 at 3.30 P.M. in the Registry by a Committee of Officers constituted for the purpose before the representatives of the Tenderer, who may wish to remain present at the time of opening the tenders, if they are interested. In the first instances, envelopes containing Earnest Money may be opened and thereafter the envelopes containing Technical Bids will be opened. One representative of each tenderer will be allowed to remain present at the time of opening the sealed tenders. The representative of each tenderer should carry the identity card and letter of authority of the tenderer.

The Financial/Commercial bids of those tenderers whose technical offers are found proper and who qualify for contract shall be opened on subsequent date that will be announced later. The tenders received after due date and time and without Earnest money will not be entertained.

Sd/-
(Basu Dev Sharma)
Additional Registrar (AM)

Encls : 'Annexures 'A', 'B' 'C' & 'D'

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

Due Date: 11-09-2019

No. 01/P&T/17/SCI(AM)

Dated : 19-08-2019

PROFORMA TO BE FILLED BY THE TENDERER WITH REFERENCE TO
NOTICE INVITING TENDER FOR SHIFTING (PACKAGING &
TRANSPORTATION) OF RECORDS AND ALMIRAHs AND OTHER MATERIALS

1) Name of the Applicant/Tenderer/Firm: _____

2) Address: _____

(Attached documentary proof)

3) Constitution of the Applicant: _____

Proprietorship/Partnership/Company

4) Name & Address of
Proprietor/Partner/Directors
of the applicant _____

5) Telephone Nos. Off. _____ Res _____ Fax : _____

E-mail:- _____ Mobile _____

6) PAN No. :
(Attach photocopy)

7) GST. NO. :
(Attach photocopy)

8) Turnover for the last five years
(Attached documentary proof)

01	02	03	04	05

SIGNATURE _____
(AUTHORISED SIGNATORY)

NAME _____

DESIGNATION _____

STAMP OF THE APPLICANT _____

ANNEXURE - 'B'

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:

UNDERTAKING

I/We undertake that (name of the company) comply with all the Labour Laws.

I/We further undertake that (name of company) comply with Minimum Wages Act, PF/ESI Act/Statutory obligations. Etc.

Signature of the authorised/
signatory of the firm
/company organization/official stamp/seal

Dated :

Place :

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MATERIALS

- 1) Name of the Applicant/Tenderer/Firm: _____

- 2) Address: _____
(Attached documentary proof)

- 3) Constitution of the Applicant: _____
Proprietorship/Partnership/Company

- 4) Name & Address of
Proprietor/Partner/Directors
of the applicant _____

- 5) Telephone Nos. Off. _____ Res _____ Fax : _____

E-mail:- _____ Mobile _____

6) **Rates :**

Rates quoted for Shifting, packing/unpacking and transporting and arranging of all items of the office at the designated places.	Lumpsum Rates (per Branchwise) (in Rs.) (List of Branches will be provided by the Registry at the time of pre-bidding)
a) Judicial Branches	
b) Administrative Branches	
c) Library Divisions	
d) Misc. Branches	
Taxes if any (in Rs.) (copy of Registration Certificate as documentary evidence is to be attached for the applicable taxes)	
Total Amount	

Notes:

1.Items mentioned above are only indicative and are not exhaustive. The Tenderer must visit the actual site on pre-bid meeting to have a realistic assessment of the quantity / volume of items to be shifted before quoting the price.

2.Evaluation of tender for deciding L1 bidder shall be done on the basis of total lowest rates quoted for the items as indicated above.

SIGNATURE_____

(AUTHORISED SIGNATORY)

NAME _____

DESIGNATION _____

STAMP OF THE APPLICANT _____