

SUPREME COURT OF INDIA
ADMN. MATERIAL (P&S)
Tilak Marg, New Delhi-110201

F.No.78/RC/17/SCI (AM)
Dated: 3rd, November, 2017

Last date: 24th November, 2017

NOTICE INVITING TENDER
FOR
AWARDING OF CONTRACT FOR MAINTENANCE & REPAIR OF
'GODREJ' AND
OTHER MAKE REVOLVING / COMPUTER CHAIRS, STEEL PIPE CANE
CHAIRS, STEEL TROLLEYS AND MOBILE BARRICADES ETC.

Sealed Tenders are invited, on the Proformas attached herewith as **Annexures-'A' , 'B' and 'C'** for entering into annual rate contract for awarding of Contract for maintenance and repair of 'Godrej' and other make revolving/computer chairs, steel pipe cane chairs, steel trolleys, mobile barricades etc. in the Registry, the residential offices of Hon'ble Judges, Creche, E-Committee office and the Supreme Court Guest House **for a period of TWO YEARS**. The residential offices of Hon'ble Judges / Guest House/ E-Committee office/ Creche are located within a radius of 3-4 kilometers from the Supreme Court and they are maintained from there itself, as and when required.

The total details of items are given below:

S.No.	Items	Qty. (approx)
1	Executive Revolving chairs (Godrej-Leoma/ Ultima/ Regency/ Vijay Delux)	250
2	Executive Revolving Cane Chairs	
3	Revolving chairs (Executive/ Computer/ Counter) (with wheels)	5000
4	Steel Pipe Cane chairs	
5	Folding wheel chairs	50
6	Heavy Duty Trolleys	9
7	Steel Trolley (size: 30"x20"x20")	90
8	Steel Trolley (size: 30"x18"x18")	31
9	Mobile Barricades	23
10	Wheel Barrows	10
11	Service/Tea Trolleys, etc.	3

Interested parties may see the aforesaid furniture items in the Registry by contacting Branch Officer (AM), Supreme Court of India (Tel.:

23112235, 23111483) on any working day between 10:30 A.M. to 4:00 P.M. (except Saturdays).

A. TENDER

1. Three separate sealed envelopes should be used for submitting (I) Tender document and (II) Samples as per Annexure 'C' and (III) Earnest Money superscribing on the respective envelopes (a) Tender for awarding the contract of maintenance and repair of 'Godrej' and other make revolving / computer chairs, steel pipe cane chairs and steel trolleys etc. (b) Samples as per Annexure 'C' and (c) Earnest Money for awarding the contract of maintenance and repair of 'Godrej' and other make revolving/computer chairs, steel pipe cane chairs and steel trolleys etc.
2. The tender may be sent by post sufficiently early so as to reach the Registry within the stipulated date and time, or may be delivered to the undersigned and if 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.
3. The bidder is expected to read all the instructions, Proformas' terms & conditions and specifications in the bidding documents. Failing to furnish all information required by the bidding document in every respect will be at the bidder's risk and may result in the rejection of the bid.
4. The bid 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, GST (with percentage) discounts and details (inclusive of labour).
7. The tenderers are required to send their tender along with **Demand Draft of Rs.3000/- (Rupees Three thousand only), Rs.500/- (Rupees Five Hundred only) and Rs.2500/- (Rupees Two Thousand Five Hundred Only) SEPERATELY** for awarding of Contract for (i)maintenance and repair of 'Godrej' Chairs, (ii) repairing of Steel Pipe Cane Chairs & (iii)repairing of Steel Trolleys, etc. respectively drawn in favour of “The Registrar (Admin.) Supreme Court of India” payable at New Delhi as **Earnest Money**, which will be refunded to the unsuccessful tenderers on their written request after awarding of the contract. **Name of the firm and telephone number** may be written on the reverse side of Demand Draft.
8. The rates should be valid for 120 days from the date of opening of tender.
9. It is made clear that if the services rendered by the firm are not found satisfactory at any time during the period of contract, the contract is liable to be cancelled without any notice subject to the terms and conditions of the tender.
10. Rates for repair and maintenance **with labour and cartage charges** of furniture items are required to be submitted in the format as per Annexure-'A' and 'B' for two years. The rates shall remain in

force for the entire period of contract unless it is terminated. Further, the contract may also be extended for further subject to satisfactory performance.

11. Hypothetical or conditional Tenderers 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.
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 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. 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.
14. 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 therefor.
15. 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.
16. It is not binding to accept the lowest tender.
17. Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid bid security shall be forfeited.

18. The tenderer should submit proof of his domicile in Delhi city along with address of the office.
19. The tenderer should have a well established workshop & possess minimum three years experience including in the Government Offices.
20. The Registry reserves the right to award the contract to more than one firm for maintenance and repair of 'Godrej' and other make revolving/computer chairs, steel pipe cane chairs and steel trolleys etc. subject to the terms and conditions of the tender.

C. TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER

21. The Successful tenderer will have to deposit **Performance Security amount of Rs.10,000/-(Rupees Ten Thousand only), Rs.2,000/-(Rupees Two Thousand only) and Rs.10,000/-(Rupees Ten Thousand only) SEPARATELY for the contract of (i) repair of Revolving Chairs & Executive Chairs, (ii) Repair of Steel pipe Cane Chairs and (iii) Repair of Steel Trolleys and Mobile Barricades respectively after adjustment of Earnest Money amount deposited by the tenderer**, within a week from the date of awarding of contract, by way of Demand Draft drawn in favour of the "Registrar (Admn.), 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.
22. The rates should be valid for a period of **Two Years** from the date of approval of rates. Rates quoted shall include costs of commuting and no separate travelling charges shall be admissible.

23. The successful tenderer will have to abide by the terms and conditions as may be fixed from time to time by the Registrar, Supreme Court of India, New Delhi.
24. The successful tenderer to whom contract is awarded shall be required to attend the job within 24 hours either on call basis or after the receipt of work order by post, through e-mail or fax, whichever is communicated earlier.
25. At least one skilled carpenter shall be made available in the Registry by the firm and he will be required to report for work to the Branch Officer (Admin. Material-Maintenance) on all working days from 9:00 am to 6:00 pm or as per requirement arises from time to time.
26. If the work is found unsatisfactory, items replaced are not found in conformity with the approved samples or the visit of skilled worker to the office is not regular, the contract can be terminated by the Registry at any time without assigning any reason therefor. The decision of the Registry in this regard shall be final and binding on the firm.
27. The work is to be carried out in the premises of the Registry/residential offices of Hon'ble Judges and other places as and when required. The work which cannot be done in the office premises would be allowed to be done outside for which no extra charges will, however, be payable on this account.
28. Any loss or damage caused to any of the Registry's item by the successful tenderer while doing/performing the job will be recovered from the successful tenderer and the decision of the Registry in this regard will be final and unassailable.
29. The Registry shall have no liability, financial or otherwise, for any harm/damage/injury incurred by the manpower deployed by the contractor in the course of performing of work of this Registry.

Neither the Contractor nor his workers shall have any claim on this Registry for compensation or financial assistance on this account.

30. The firm/contractor shall be responsible for any injury or accident to the carpenter/person deployed by them.
31. The tenderer shall provide full details of the person/carpenter 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 contractor.
32. The work executed by the firm should be to the satisfaction of the concerned officer where work was 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 concerned officer and of the Registry in this regard will be final and unassailable and binding on the tenderer.
33. Payment of the work done shall be made on bill basis generally within 15 days from the date of the presentation of proper bill with satisfactory reports from the concerned officer/official.

D. PENALTIES

34. In case the successful bidder backs out and/or fails to take up the job, under the contract, the Performance Security will be forfeited by the Competent Authority.
35. Irrespective of the fact whether the Registry gets the job done or not from the open market, a penalty upto 1% per week for value of delayed job may be deducted from the Bill in respect of the jobs which are not done within the stipulated period, if the delay is attributable to the wilful laches of the tenderer.
36. Even after awarding the said contract, the Registry reserves the right to terminate the same, if the services of the Contractor are not found

satisfactory and to entrust the work to another, and to recover from the Contractor, the loss if any, sustained to the Supreme Court.

37. If the work is not done by the Contractor within stipulated period and the Registry is forced to get it done at higher rates, the difference will be deducted from the bill/Performance Security.
38. If at any stage, it is found that the performance, quality of work and material is not satisfactory, the contract will be liable to be terminated without any notice and the performance security shall be forfeited.
39. The successful tenderer will be obliged to attend to the work as per the requirement and the Performance Security shall stand forfeited in case of breach of any of the conditions mentioned herein and if the services of the contractor are found unsatisfactory.

E. INVITATION OF TENDER

Interested parties may send their Tenders in three separate sealed envelopes containing (i) Tender Document and (ii) Samples as per Annexure 'C' and (iii) Earnest Money superscribing on the respected envelopes (a) "Tender for awarding the contract of maintenance and repair of 'Godrej' and other make revolving/computer chairs, steel pipe cane chairs, steel trolleys and mobile barricades etc." (b) "Earnest Money for awarding the contract of maintenance and repair of 'Godrej' and other make revolving/computer chairs, steel pipe cane chairs, steel trolleys and mobile barricades etc.", addressed by name to the undersigned as to reach on or before **24th November, 2017** 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 of the Registry 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 and/or without earnest money will not be entertained. In the first instance, envelopes containing Earnest Money and thereafter, Envelopes containing Samples, then Tender respectively will be opened.

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(Neena Ahuja)
Deputy Registrar (AM)
03.11.2017

Encl.: Annexures-'A' , Annexure-'B' & Annexure-'C'

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

F.No.78/RC/17/SCI (AM)

Dated: 03.11.2017

Last date: 24th November, 2017

PROFORMA

(To be filled in by the tenderers with reference to Notice Inviting Tender dated 03.11.2017 for Awarding of Contract for maintenance and repair of 'Godrej' and other make revolving/computer chairs, steel pipe cane chairs, steel trolleys and mobile barricades etc.):

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. Traders Identification Number (TIN) :
(copy)

5. GST No. (with copy) :

6. Pan Card No. (with copy) :

7. Whether all the terms & conditions of
the N.I.T. Are agreeable :

8. Details of past experience in the field:

9. Details of important clients with Contact Nos.:

Signature with date and
Rubber Stamp of the tenderer

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

F.No.78/RC/17/SCI (AM)
Dated: 03.11.2017

Last date: 24th November, 2017

PROFORMA

(To be filled in by the tenderers with reference to Notice Inviting Tender dated 03.11.2017 for Awarding of Contract for maintenance and repair of 'Godrej' and other make revolving/computer chairs, steel pipe cane chairs, steel trolleys and mobile barricades etc.):

S.No.	Items	Qty.	Rates (Rs.)
<u>(A) 'GODREJ' MAKE EXECUTIVE REVOLVING CHAIRS (LEOMA, ULTIMA ETC.) AND EXECUTIVE REVOLVING CANE CHAIRS</u>			
1	Replacement of 'Godrej' Wheel (as per the design of chair)	Each	
2	Replacement of Handle (as per the design of chair)	Each	
3	Replacement of Shocker	Each	
4	Replacement of Base	Each	
5	Replacement of Hydraulic System	Each	
6	Minor repair with nuts, screws etc.	Each	
<u>(B) OTHER MAKE EXECUTIVE/ REVOLVING/ COMPUTER/ COUNTER CHAIRS</u>			
7	Replacement of Coaster Wheel (Plastic)	Each	
8	Replacement of Coaster Wheel (Steel)	Each	
9	Replacement of Handle	Each	
10	Providing & fixing of Axle	Each	
11	Replacement of Shocker	Each	
12	Replacement of Base	Each	
13	Change of Back Cover (Plastic)	Each	
14	Providing & fixing of Iron Plate	Each	
15	Minor repair with nuts, screws etc.	Each	
<u>(C) STEEL PIPE CANE CHAIRS</u>			
16	Providing & Fixing of Canned Seat (Teak Wood)	Each	

S.No.	Items	Qty.	Rates (Rs.)
17	Providing & Fixing of Canned Back (Teak Wood)	Each	
18	Providing & Fixing of Plastic Cap	Each	
19	Providing & fixing of New Steel Strip to support the Seat	Each	
20	Providing & Fixing of Teak Wood Arm	Each	
21	Providing & Fixing of Rubber Shoe	Each	
22	Minor repair with nuts, screws etc.	Each	
23	Complete Renovation of a cane chair (replacement of seat & back, cap, handles, rubber shoe including nut bold with painting etc.)	Each	
(D) STEEL TROLLEYS, SERVICE/ TEA TROLLEYS, HEAVY DUTY TROLLEYS			
24	Providing & Fixing of Heavy duty wheel (6")	Each	
25	Providing & Fixing of Heavy duty wheel (8")	Each	
26	Providing & Fixing of Clamp	Each	
27	Oiling and Greasing	Each	
28	Replacement of base (18 Gauge Iron Sheet) of Trolley (Sq.ft.)	Each	
29	Replacement of Handle (Heavy Iron Round Pipe) of Trolley (Per Running ft.)	Each	
(E) BARRICADES			
30	Providing & Fixing of Ball-bearing Rubber wheel (6")	Each	
31	Providing & Fixing of Ball-bearing Rubber wheel (8")	Each	
32	Oiling and Greasing	Each	
(F) MISCELLANEOUS			
33	Providing and Fixing of new wheels (small) of folding Wheel chairs (as per design)	Each	
34	Providing and Fixing of new wheels of Wheel-Barrows (as per design)	Each	
35	Welding of chairs, trolleys etc.	Per point	

**Note: All rates should be inclusive of labour/cartage charges.*

GST/TAX extra, if any :

Signature with date and
Rubber Stamp of the tenderer

Annexure-'C'

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

F.No.78/RC/17/SCI (AM)

Dated: 03.11.2017

Last date: 24th November, 2017

PROFORMA FOR SUBMITTING SAMPLES

(To be filled in by the tenderers with reference to Notice Inviting Tender dated 03.11.2017 for Awarding of Contract for maintenance and repair of 'Godrej' and other make revolving/computer chairs, steel pipe cane chairs, steel trolleys and mobile barricades etc.):

S.No.	Items	Qty.	S.No. in Tender	Sample submitted (Yes/No)
1	'Godrej' Wheel (as per the design of Chair)	Each	1	
2	Hydraulic	Each	5	
3	Coaster Wheel (Plastic)	Each	7	
4	Handle	Each	9	
5	Canned Seat (Teak Wood)	Each	16	
6	Canned Back (Teak Wood)	Each	17	
7	Heavy duty Wheel (6")	Each	24	
8	Clamp	Each	26	

Note : All the items must have tags/stickers duly signed/stamped by the tenderer with the description of each item.

Signature with date and
Rubber Stamp of the tenderer