

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

F.No.129/Wash/2015/SCI(AM)  
Dated: 12.08.2017

**Last date: 25<sup>th</sup> August, 2017**

NOTICE INVITING TENDER  
FOR AWARDING OF CONTRACT FOR UNDERTAKING THE JOB OF  
WASHING AND IRONING OF VARIOUS ITEMS,  
i.e. TOWELS, BEDSHEETS, PILLOW COVERS ETC.

Sealed Tenders are invited, on the Proforma attached herewith as **Annexures-'A' and 'B'** for awarding of contract for a period of **Two Years** for undertaking the job of washing and ironing of various items, i.e. Towels, Bedsheets, Pillow covers etc. in the Registry, at the residential offices and Chambers of Hon'ble The Chief Justice of India/ Hon'ble Judges, E-Committee office, Guest House/Rooms and Creche. The residential offices of Hon'ble Judges / Guest House and E-Committee office are located within a radius of 3-4 kilometer from the Supreme Court and they are maintained from there itself, as and when required.

Interested parties may submit their lowest rates separately for each type of work relating to washing/ironing. They may, if so desire, may contact 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. Two separate sealed envelopes should be used for submitting (i) Earnest Money and (ii) Tender documents, superscribing (a) Earnest Money for **awarding of contract for the job of washing and ironing of various items i.e. Towels, Bedsheets, Pillow covers etc.** (b) **Tender for awarding of contract for the job of washing and ironing of various items i.e. Towels, Bedsheets, Pillow covers etc.**
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 along with 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, Proforma's terms and conditions and specifications in the tender documents. Failing to furnish all information's required by the tender document in every respect will be at the tenderer's risk and may result in rejection of the tender.
4. The tender must be received not later than the date and time specified for submitting the same. In case, the date of submitting the tender will be declared as holiday by the Government of India then next working day of the Registry will be treated as due date of the tender.

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

5. The tenderers are required to quote their lowest rates, GST (with percentage), discounts and details (inclusive of labour) for the job of washing and ironing of various items i.e. Towels, Bedsheets, Pillow covers etc. as per **Annexure-B** enclosed.
6. The tenderers are required to send their tender along with a **Demand Draft of Rs. 2,000/- (Rupees Two Thousand Only) drawn in favour of "The Registrar (Admn.), 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 the Demand Draft.
7. The rates should be valid for a minimum period of 120 days from the date of opening of the Tender documents.
8. Hypothetical or conditional tenders will not be entertained. Tender once submitted shall not be allowed to be withdrawn and altered. If the tender is withdrawn and altered by the concerned party at any time after it is submitted, appropriate action may be taken.
9. The Registry will deal with the tenderer directly and no middle-men/agents/commission agents etc. should be asked by the tenderers to represent their cause and they will not be entertained by the Registry.

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 Registry in its discretion, reserves 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.
12. The tenderer shall quote rates both in figures and words with blue/black ball pen.
13. All the pages of quotation including the documents submitted therewith must be duly signed and stamped failing which the offer shall be liable for rejection.
14. It is not binding to accept the lowest tender.
15. The tenderer should submit proof of his domicile in Delhi-NCR along with address of the office.
16. The washing site must be preferably within the limit of Delhi/NCR and must possess minimum three years experience in any reputed organization including Government Offices.
17. Each tenderer has to certify that all the terms and conditions are acceptable to him. The Security deposit shall stand forfeited in case of breach of any of the conditions.
18. During the subsistence of contract, in case of breach of any conditions or deficiency in service, the Registry has 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 will be recovered from the tenderer.

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

19. The successful tenderer shall have to give Performance Security Deposit of Rs.5,000/- (Rupees Five Thousand Only) after adjustment of Rs.2,000/- deposited towards EMD by way of Demand Draft within a week from the date of awarding of contract, 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.

20. The rates should be valid for a period of Two Years from the date of approval of rates and work will be required to be done at different intervals during the contractual period of two years as and when required. Rates quoted shall include costs of commuting and no separate travelling charges shall be admissible. If the successful tenderer abandons the contract prematurely, or fails to perform his part of contract, the security deposit or any part thereof will be liable to be forfeited.
21. The successful tenderer to whom contract is awarded shall be required to attend the job immediately or as per the requirement either on call basis or after the receipt of work order by post, through e-mail or fax, whichever is communicated earlier.
22. 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.
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 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 thereof.
25. 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.
26. 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. In emergency, he will have to get the items washed and returned within 24 hour of entrustment.
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 Deputy Registrar (Caretaking). The successful

Tenderer may collect and deliver the clothes from the Caretaking Branch on the following days:

|   |   |   |
|---|---|---|
| 1 | Collecting of clothes for washing and ironing from Supreme Court Premises   | <b>Every Monday and Thursday</b> between 4 P.M. to 6 P.M.     |
| 2 | Delivery of clothes after washing and ironing at Supreme Court Premises   | <b>Every Wednesday and Saturday</b> between 8 A.M. to 10 A.M. |
| 3 | In Case of Emergency the Contractor may be called to collect the cloths any other day also and the successful tenderer shall collect and deliver the washed items as per instructions of DR(caretaking) |   |

28. No space/Dhobighat or any other infrastructural facilities will be provided by the Registry.
29. Items like towels, bedsheets, pillow cover, curtains etc. may be collected from the Registry/Guest House/E-Committee/Creche for washing purpose for which no separate cartage charges will be paid to the tenderer.
30. The stained clothes should be cleanly wash without any blot or any damage/loss to the material of the cloth.
31. The job will be required to be done on bill basis. The payment will be made, quarterly after receipt of the bill complete in all respects duly certified by the Deputy Registrar (CT).

#### **D. PENALTIES**

32. The Registry reserves the right to terminate the contract at any time during the subsistence of contract, in case of breach of any conditions, or deficiency in service, and to entrust the work to another dealer/vendor and to recover the loss, if any sustained by the Registry from the tenderer.
33. The work executed by the firm should be to the satisfaction of the concerned officer 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 concerned officer and of the Registry in this regard will be final and unassailable and binding on the tenderer.

34. 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.
35. If irrespective of the fact whether the Registry gets the job done or not from the outside, a penalty of 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 willful laches of the tenderer).
36. Any loss/damage sustained will be recovered from the successful tenderer.
37. The tenderer will be fully responsible for any damage/loss of the clothes and will be liable for paying damages. In such case, actual cost of the clothes as per Registry's rate will be recovered from the contractor.
38. 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.
39. In case of default of any of the conditions stated above by the successful tenderer during the period of their contract, the security deposit shall stand forfeited without any further notice or opportunity.

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

Interested parties may send their tenders in two sealed envelopes containing (i) Earnest Money and (ii) Tender Documents, superscribing (a) "Earnest Money for awarding the contract **for the job of washing and ironing of various items i.e. Towels, Bedsheets, Pillow covers etc.**" (b) "**Tender for awarding of contract for the job of washing and ironing of various items i.e. Towels, Bedsheets, Pillow covers etc.**" respectively, addressed by name to the undersigned or may be handed over personally at the Registry's Reception Counter No.37 near PRO office on or before **25<sup>th</sup>, August 2017** 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. If Earnest Money of the tenderers are found to be as per requirement, then only the Envelopes containing Tender Document will be opened. If less than three tenders are received, due to inadequate competition, the same may not be opened and more tenders may be called and will be opened later on at the place, date and time to be notified in due course to all the tenderers.

(Neena Ahuja)  
Deputy Registrar (AM)  
12.08.2017

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

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

F.No.129/Wash/2015/SCI(AM)

Dated: 12.08.2017

**PROFORMA**

(To be filled in by the tenderers with reference to Notice Inviting Tender dated 12.08.2017 for awarding of Contract for undertaking the job of washing of various items like towels, bedsheets, pillow cover, curtains etc.) :

1. Name of the tenderer with address :
  
2. Name of the contact person with  
Mobile/Telephone No. (s) :
  
3. Fax No./E-mail ID :
  
4. GST No. (copy) :
  
5. GST (in %)
  
6. Pan Card No. (Copy) :
  
8. Whether all the terms & conditions of the N.I.T. Are agreeable :
  
9. Details of past experience in the field (with documentary proof):
  
  
10. Details of important clients with Contact Nos.:

Signature with date and  
Rubber Stamp of the tenderer

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**PROFORMA**

(To be filled in by the tenderers for submit their quotations as per the following Proforma with reference to Notice Inviting Tender dated 12.08.2017 for awarding of Contract for undertaking the job of washing and ironing of various items like towels, bedsheets, pillow cover, curtains etc. Rates should be per piece/item wise and inclusive of all Taxes) :

| S.No. | Description of Items         | Unit Rate (Rs.) (in words)<br>(for washing including ironing) |
|-------|------------------------------|---|
| 1.    | Towels (Big)                 |   |
| 2.    | Towels (small)               |   |
| 3.    | Bed Sheets (Double Bed)      |   |
| 4.    | Bed Sheets (Single Bed)      |   |
| 5.    | Pillow cover                 |   |
| 6.    | Bed/Divan Cover              |   |
| 7.    | Curtains of windows          |   |
| 7A.   | Curtains of doors            |   |
| 7B.   | Curtains of side screen      |   |
| 7C.   | Curtains of vehicles         |   |
| 8.    | Loose seat cover of vehicles |   |
| 9.    | Chair's loose cover          |   |
| 10.   | Table cloth                  |   |
| 11.   | Duster                       |   |
| 12.   | Sofa Loose Cover (Small)     |   |
| 13.   | Diwan Cover                  |   |
| 14.   | Aprons                       |   |

Signature with date and  
Rubber Stamp of the tenderer