

**SUPREME COURT OF INDIA**  
**ADMN. MATERIAL**

**F. No. 88/LWP/18/SCI(AM)**

Dated:- 06-01-2020

**Due Date: 27-01-2020**

**NOTICE INVITING TENDER FOR AWARDING OF CONTRACT FOR**  
**LIFTING OF WASTE PAPERS AND FILE COVERS/BOARDS (IN SHREDDED FORM)**  
**ETC. TO BE ACCUMULATED FOR**  
**A PERIOD OF TWO YEARS**

Sealed Tenders as per enclosed Annexure-A are invited for entering into contract for removal/disposal of approximately **1,00,000** kgs. waste Papers (in Shredded form) and **40,000** kgs. file covers/boards etc. (in shredded form), on **“As is where is & whatever there is basis”** from the Supreme Court of India premises. The Waste Papers and File Covers/Boards will be allowed to be shredded and removed on regular basis on advance payment at each time of lifting for a period of two years from the next date of awarding of the contract of lifting of waste paper (in shredded form). Any inquiry regarding aforesaid matter/ inspection of above said items can be made by contacting Branch Officer (Admn. Material Maintenance), Telephone NO. 23111483 or can personally visit Registry for any clarification before quoting the rates on any working day between 10:30 A.M. to 04:00 P.M. except Saturday / Sunday/ Holidays.

**A. TENDER**

1. Two separate Sealed envelopes should be used for submitting (i) Earnest Money and (ii) Tender document superscribing on the respective envelopes (a) “Earnest Money in respect of tender for contract for lifting of Waste Papers and File Covers/Boards (in shredded form) etc. and (b) “Tender for contract for lifting of Waste Papers and File Covers/Boards (In shredded form) etc.

2. The tender may be sent by post sufficiently early so as to reach the Registry within time, or may be delivered at Reception Counter No. 42. 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. 42 at the time of opening of tender.
3. 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 working day will be treated as due date of the tender.
4. The Registry will not be responsible for any particular quantum of waste paper etc. made available during the said period, as the quantity may increase or decrease.

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

5. The tenderer has to quote their highest rates in the format as given in Annexure-A.

### **5A. Terms and Conditions for the rates to be quoted as per Annexure-A are as follows:-**

- (i) The rates quoted should be valid for 60 days from the date of opening of tender.
- (ii) The rates approved by the Competent Authority should be valid for a period of two years from the date of awarding the contract.
- (iii) The successful tenderer will be required to install his own heavy duty shredding machine in the Supreme Court premises and suitable space will be provided by the Registry for the purpose of tearing/shredding of waste papers as per the rules, under the Supervision of Additional Registrar (Caretaking).

- (iv) The Registry shall weigh the waste paper/file covers on its own weighing machine and shall have the weighment done in the presence of Officers of the Registry who will certify the net weight of waste paper and file covers/boards.
- (v) The tenderer shall deploy sufficient labour for removal of the waste papers as per the requirement of the Supreme Court immediately on demand and in any case not later than two days of the receipt of intimation, failing which their engagement shall be liable to be terminated without giving them any further notice or opportunity.
6. 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, the earnest money deposited by him shall stand forfeited.
7. The tenderers are required to send their tender along-with Earnest Money of **Rs.50,000.00** (Rupees Fifty Thousand only) by way of Demand Draft addressed to **“The Registrar (Admn.), Supreme Court of India, New Delhi”** which will be refunded to the unsuccessful tenderers by way of RTGS/NEFT after the contract has been finally awarded to the successful tenderer. A copy of cancelled cheque with Bank details is required to facilitate refund of EMD amount .
8. The Registry will deal with the tenderer directly and no middleman/ Commission agents etc. should be asked by the tenderer to represent the cause and they will not be entertained by the Registry.
9. Over-writing/ over-typing or erasing of the figures which render it doubtful or ambiguous are not allowed and shall render the tender invalid.
10. 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.

11. 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.
12. 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.
13. Each Tenderer has to fill in the undertaking as mentioned in **Annexure 'B'** stating that the firm has not been blacklisted/banned by any Government Department/ Public Sector undertaking/ Autonomous Body.

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

14. The successful tenderer will have to deposit Performance Security amount of **Rs. 2,50,000/- (Rupees Two Lakhs and Fifty Thousand Only)** after adjusting the amount of **Rs.50,000/- (Rupees Fifty Thousand only)** already deposited as Earnest Money along-with the Tender by way of a bank guarantee. The Performance Security will be refunded upon written request after two months of successful completion of the contractual period. If the successful tenderer abandons the contract prematurely, or fails to perform tenderer's part of contract, the security deposit or any part thereof is liable to be forfeited.
15. The successful tenderer will have to deposit the advance payment by way of Demand Draft in favour of Registrar (Admn.), Supreme Court of India atleast 3 days before whenever the lifting of the waste papers and file covers/boards is to be done.
16. The successful tenderer/contractor shall engage his own labour for the purpose of shredding of waste paper, packing and lifting the same only from the place earmarked for the purpose.
17. The successful tenderer will lift the shredded paper himself and not through proxy.

18. The successful tenderer will ensure that the said waste material does not accumulate more than a truck load in the Registry at a time and will have to attend to the job of shredding waste paper and lifting the same as and when called for.
19. The successful tenderer will have to abide by the terms and conditions as may be fixed from time to time by the Registrar (Admn.), Supreme Court of India, New Delhi.
20. 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 workers/ staff of the Advocates, etc.
21. The successful tenderer shall undertake that the character and antecedents of each individual employee deployed by them have been got verified from the competent authorities and record maintained to this effect and the successful tenderer will further ensure that all personnel deployed by them in the premises of the Registry from time to time are duly verified by the Police authorities in so far as their character and antecedents are concerned.
22. The successful tenderer shall provide full details of the persons deployed for the job. Police verification of the deputed persons shall also be carried out by the successful tenderer.
23. 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 the work. Neither the successful tenderer nor its workers shall have any claim on this Registry for compensation or financial assistance on this account.
24. The successful tenderer shall be responsible for any injury or accident to the person deployed by them for performing the job.

#### **D. PENALTIES**

25. Even after awarding the said contract, the Registry reserves the right to terminate the same, if the services of the successful tenderer are not found satisfactory and to entrust the work to another tenderer, and to recover from the successful tenderer, the loss if any, sustained to the Supreme Court.
26. In case of default of any conditions stated in regard to, by the successful tenderer during the period of their engagement, the Performance Security deposit shall stand forfeited without any further notice/ opportunity.

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

The Interested parties may send their sealed Tenders in two separate sealed envelopes containing (I) Earnest Money and (II) Tender superscribing on the respective envelopes (a) "Earnest Money in respect of tender for contract for lifting of Waste Papers and File Covers/Boards (in shredded form) etc." and (b) "Tender for contract for lifting of Waste Papers and File Covers/Boards (in shredded form) etc." addressed by name to the undersigned so as to reach on or before **27-01-2020 by 3:00 P.M.** which may 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 authorised representatives who may wish to remain present. The tenders received after due date/time and/or without earnest money will not be entertained.

sd/-  
(B.L.N. ACHARY)  
ADDITIONAL REGISTRAR (AM)  
06-01-2020

Enclosure :- Annexure-A and Annexure-B.

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NOTICE INVITING TENDER  
FOR  
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LIFTING OF WASTE PAPERS AND FILE COVERS/BOARDS (IN SHREDDED  
FORM) ETC. TO BE ACCUMULATED FOR A PERIOD OF TWO YEARS

1. Name of the tenderer with address :
2. Name of the Contact Person with Telephone/Mobile No./ e-Mail Id/ Fax No. :
3. Details of Rates:
  - (a) Rate per kg for waste papers **(Two Years)** :
  - (b) Rate per kg for file covers **(Two Years)** :
  - (c) Rate per kg for file boards **(Two Years)** :
4. GST No. (with copy) :
5. PAN Card No. (with copy) :
6. Whether your firm has been blacklisted/ banned by any Government Department/ Public Sector undertaking/ Autonomous Body : Yes/No (Fill in the undertaking as mentioned in **Annexure-'B'**) :
7. Whether all the terms and conditions of NIT are agreeable :

Signature  
with stamp

Dated:

**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: