

SUPREME COURT OF INDIA  
ADMN. MATERIAL (P&S)  
*Tilak Marg, New Delhi-110001*

F.No.78/RC/19/SCI (AM)  
Dated: 21<sup>st</sup> December, 2019

**Last date: 10<sup>th</sup> January, 2020**

**NOTICE INVITING TENDER**  
**FOR**  
**AWARDING OF CONTRACT FOR MAINTENANCE & REPAIR OF**  
**'GODREJ' AND OTHER MAKE REVOLVING / COMPUTER CHAIRS,**  
**STEEL PIPE CANE CHAIRS, IRON TROLLEYS AND MOBILE**  
**BARRICADES, MAINTENANCE & REPAIR OF LOCKS & KEYS OF MISC.**  
**FURNITURE ITEMS, PROVIDING AND FIXING OF SUNMICA, PLY,**  
**KEYBOARD TRAYS, ETC. ON TABLE AND PROVIDING AND FIXING OF**  
**GLASSES FOR TABLES, ETC.**

Sealed Tenders are invited, on the Proformas attached herewith as **Annexures-'A' , 'B', 'C' and 'D'** 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, Iron trolleys, mobile barricades, Maintenance & Repair of Locks & Keys etc. of Misc. Furniture items, Providing and fixing of Sunmica, Ply, Keyboard Trays, etc. on tables and Providing and Fixing of glasses for tables, 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.

Interested parties may see the aforesaid furniture items in the Registry by contacting Branch Officer, Admn. Material (P&S), Supreme Court of India (Tel.: 23112257) on any working day between 10:30 A.M. to 4:00 P.M. (except Saturdays/Sundays/Holidays).

## **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 Iron trolleys etc., Maintenance & Repair of Locks & Keys etc. of Misc. Furniture items, Providing and fixing of Sunmica, Ply, Keyboard Trays, etc. on tables and Providing and Fixing of glasses for tables, 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 Iron trolleys etc., Maintenance & Repair of Locks & Keys etc. of Misc. Furniture items, Providing and fixing of Sunmica, Ply, Keyboard Trays, etc. on tables and Providing and Fixing of glasses for tables, 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.42.
3. No Earnest Money shall be required from the Tenderers whose names are included in NSIC list or registered in NSIC/Small Scale Industrial Unit but the tenderer is required to submit the photocopy of valid certificate alongwith the tender in place of earnest money.
4. The tenderer 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.

5. 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.
6. 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**

7. The tenderers are required to quote their lowest rates, GST (with percentage) discounts and details (inclusive of labour).
8. The tenderers are required to send their tender along with **Demand Draft of Rs.3,000/- (Rupees Three Thousand only), Rs.200/- (Rupees Two Hundred only), Rs.2000/- (Rupees Two Thousand Only), Rs.3,000/-(Rupees Three Thousand only), Rs.500/- (Rupees Five Hundred only), Rs.500/-(Rupees Five Hundred Only) SEPARATELY** for awarding of Contract for (i)maintenance and repair of 'Godrej' and other make Chairs, (ii) repairing of Steel Pipe Cane Chairs & (iii)repairing of Iron Trolleys, etc. (iv) Maintenance and Repair of Locks, keys, etc. of Misc. Furniture items, (v) Providing and fixing of Sunmica, Ply, top, Keyboard trays, etc. on tables (vi) Providing and fixing of glasses on tables, etc. respectively drawn in favour of **“The Registrar (Admin.) Supreme Court of India” payable at New Delhi as Earnest Money**, by writing the name of the firm and telephone number on the reverse side of the Demand Draft. No Interest will be payable on EMD. If EMD is exempted, Certificate has to be submitted alongwith the tender documents.
9. 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 tenders. A copy of cancel cheque is required to facilitate refund of EMD amount.

10. The rates should be valid for 60 days from the date of opening of tender.
11. 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.
12. 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.
13. 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.
14. Over-writing/over-typing or erasing of the figures which render it doubtful or ambiguous are not allowed and shall render the tender invalid.
15. 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.

16. The tenderer shall give an undertaking (as per Annexure-'D') 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 the account of poor performance.
17. 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.
18. 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.
19. It is not binding to accept the lowest tender.
20. 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.
21. The tenderer should submit proof of his domicile in Delhi city along with address of the office.
22. The tenderer should have a well established workshop & possess minimum three years experience including in the Government Offices.
23. 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 Iron trolleys etc., Maintenance & Repair of Locks & Keys etc. of Misc. Furniture items, Providing and fixing of Sunmica, Ply, Keyboard Trays, etc. on tables and Providing and Fixing of glasses for tables, etc. subject to the terms and conditions of the tender.

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

24. The Successful tenderer will have to deposit **Performance Security amount of Rs.15,000/- (Rupees Fifteen Thousand only), Rs.1000/- (Rupees One Thousand only), and Rs.10,000/- (Rupees Ten Thousand only), Rs.15,000/- (Rupees Fifteen Thousand only) Rs.2500/- (Rupees Two Thousand Five Hundred only) and Rs.2500/- (Rupees Two Thousand Five Hundred Only) SEPARATELY** for the contract of (i) repair of Revolving Chairs & Executive Chairs, (ii) Repair of Steel pipe Cane Chairs and (iii) Repair of Iron Trolleys and Mobile Barricades, (iv) Maintenance and Repair of Locks, keys, etc. of Misc. Furniture items, (v) Providing and fixing of Sunmica, Ply, top, Keyboard trays, etc. on tables (vi) Providing and fixing of glasses on tables, etc. respectively by way of Bank Guarantee drawn in favour of "The Registrar (Admn.), Supreme Court of India, New Delhi, which will be refunded after successful completion of the contractual period of payment of the last bill whichever occurs later.
25. 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.
26. 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.
27. 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.
28. 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.

29. 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.
30. 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.
31. 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.
32. 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.
33. The firm/contractor shall be responsible for any injury or accident to the carpenter/person deployed by them.
34. 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.

35. 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.
36. 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**

37. 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.
38. 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.
39. 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.
40. 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.
41. 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.



42. 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, Iron 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, Iron trolleys and mobile barricades etc., Maintenance & Repair of Locks & Keys etc. of Misc. Furniture items, Providing and fixing of Sunmica, Ply, Keyboard Trays, etc. on tables and Providing and Fixing of glasses for tables, etc.", addressed by name to the undersigned as to reach on or before **10<sup>th</sup> January, 2020** upto 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.

sd/-

(B.L.N. Achary)  
Addl. Registrar (AM)  
21.12.2019

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

**Note : Registry will remain close w.e.f. 25.12.2019 to 01.01.2020 during Christmas/New Year Holidays**

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

F.No.78/RC/19/SCI (AM)

Dated: 21.12.2019

**Last date: 10<sup>th</sup> January, 2020**

**PROFORMA**

(To be filled in by the tenderers with reference to Notice Inviting Tender dated 21.12.2019 for Awarding of Contract for maintenance and repair of 'Godrej' and other make revolving/computer chairs, steel pipe cane chairs, Iron trolleys and mobile barricades etc, Maintenance & Repair of Lock & Keys of Misc. Furniture items, Providing and fixing of Sunmica, Ply, top, keyboard, etc. of tables, Providing and fixing of glasses on tables, 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

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(To be filled in by the tenderers with reference to Notice Inviting Tender dated 21.12.2019 for awarding of Contract for maintenance and repair of 'Godrej' and other make revolving/computer chairs, steel pipe cane chairs, Iron trolleys and mobile barricades etc., Maintenance & Repair of Lock & Keys of Misc. Furniture items, Providing and fixing of Sunmica, Ply, top, keyboard, etc. of tables, Providing and fixing of glasses on tables, etc. ):

S.No.	Items	Qty.	Rates (Rs.)
<b><u>(A) 'GODREJ' MAKE EXECUTIVE REVOLVING CHAIRS (LEOMA, ULTIMA ETC.) AND EXECUTIVE REVOLVING CANE CHAIRS</u></b>			
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	
<b><u>(B) OTHER MAKE EXECUTIVE/ REVOLVING/ COMPUTER/ COUNTER CHAIRS</u></b>			
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 of chairs (Wooden tub Chairs/Cane Chairs/Revolving Chairs, etc.) with screw, nut, bolt, minor stitching etc.	Each	
<b><u>(C) STEEL PIPE CANE CHAIRS</u></b>			
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 bolt with painting etc.)	Each	
<b>(D) IRON TROLLEYS, SERVICE/TEA TROLLEYS, HEAVY DUTY TROLLEYS</b>			
24	Providing & Fixing of Heavy duty wheel (6")	Each	
25	Providing & Fixing of Heavy duty wheel (8")	Each	
26	Providing & Fixing of Hand Trolley Wheel	Each	
27	Providing & Fixing of Clamp	Each	
28	Minor Repair (with Oiling/Greasing, nut, bolt, etc.)	Each	
29	Replacement of base (18 Gauge Iron Sheet) of Trolley (Sq.ft.)	Each	
30	Replacement of Handle (Heavy Iron Round Pipe) of Trolley (Per Running ft.)	Each	
<b>(E) BARRICADES</b>			
31	Providing & Fixing of Ball-bearing Rubber wheel (6")	Each	
32	Providing & Fixing of Ball-bearing Rubber wheel (8")	Each	
33	Oiling and Greasing	Each	
<b>(F) MISCELLANEOUS</b>			
34	Providing and Fixing of new wheels (small) of <b>folding Wheel chairs</b> (as per design)	Each	
35	Providing and Fixing of new wheels of <b>Wheel-Barrows</b> (as per design)	Each	
36	Welding of chairs, trolleys etc.	Per point	

S. No.	Items	Qty.	Rates (Rs.)
<b>(G) STEEL TABLES</b>			
37	Adjustment of Drawer	Each	
38	Providing of duplicate Key	Each	
39	Opening of Drawer	Each	
40	Providing & Fixing of Steel Handle	Each	
41	Providing & Fixing of complete painted Drawer Box with three drawers (painted) with lock	Each	
42	Providing & fixing of new Drawer(painted) 18 Gauge	Each	
43	Repair of Lock	Each	
44	Providing & fixing of Lock	Each	
45	Repair of Locking System	Each	
46	Providing & fixing of Locking system	Each	
47	Providing & Fixing of legs 25mm square pipe	Each	
48	Minor Repair with nails, screws etc.	Each	
<b>(H) WOODEN TABLES</b>			
49	Providing and fixing of Handle	Each	
50	Repair of Lock	Each	
51	Providing & fixing of Lock	Each	
52	Repair of Locking System	Each	

S. No.	Items	Qty.	Rates (Rs.)
53	Providing & fixing of Locking system	Each	
54	Repair of 'Godrej' Lock of Judge Table (Wooden)	Each	
55	Replacement of 'Godrej' Lock of Judge Table (Wooden)	Each	
56	Providing Key of 'Godrej' Lock of Judge Table	Each	
57	Providing and fixing of 1 mm Sunmica of "National" / "Marino" / "Greenply" Brand	Per Sq. Ft.	
58	Providing and fixing of 0.6 mm Sunmica of "National" / "Marino" / "Greenply" Brand	Per Sq. Ft.	
59	Providing and fixing of 0.8 mm Sunmica of "National" / "Marino" / "Greenply" Brand	Per Sq. Ft.	
60	Providing and fixing of 4mm ply of ISI mark with polishing	Per Sq. Ft.	
61	Providing and fixing of 6mm ply of ISI mark with polishing	Per Sq. Ft.	
62	Providing and fixing of Teak Wood Margin of 3/4" with polishing	Per running Ft.	
63	Providing and fixing of 19 mm Nova Pan Top	Per Sq. Ft.	
64	Providing and fixing of Key Board Tray (plastic) with channels etc.	Each	
65	Providing and fixing of Key Board Tray (plastic)	Each	
66	Providing and fixing of Key Board Tray (wooden) with channels	Each	
67	Providing and fixing of Key Board Tray (wooden)	Each	
68	Providing and fixing of New Channel 18 Guage (for plastic/wooden keyboard trays and drawers)	Each	
69	Providing and fixing of Wooden beading / Moulding (as per design and size available)	Per running Ft.	
70	Skirting (as per design and size available)	Per running Ft.	
71	Minor Repair with nails, screws etc.	Each	
<b>(I) STEEL ALMIRAHS (Big/small)</b>			
72	Providing and fixing of Handle	Each	
73	Repair of Lock	Each	

S. No.	Items	Qty.	Rates (Rs.)
74	Providing & fixing of Lock	Each	
75	Repair of Locking System	Each	
76	Providing & fixing of Locking system	Each	
77	Adjustment of Shelf	Each	
78	Providing of Duplicate key	Each	
79	Minor Repair with nails, screws etc.	Each	
80	Opening of Almirah	Each	
81	Providing and fixing of new steel base(16 Gauge) sheet	Each	
82	Providing and fixing of New shelf	Each	
83	Replacement of new Bush	Each	
84	Adjustment of Door	Each	
85	Providing and fixing of leg(good quality) 18 Gauge	Each	
86	Providing and fixing of steel rod (for wardrobes)	Each	
<b>(J) WOODEN ALMIRAHS (Big/small)</b>			
87	Providing & fixing of Lock for Wooden Almirah	Each	
88	Repair of Lock of Wooden Almirah	Each	
89	Providing & fixing of Handle	Each	
90	Providing & fixing of new wooden shelf	Each	
91	Minor Repair with nails, screws etc.	Each	
<b>(K) STEEL FILING CABINET</b>			
92	Providing and fixing of Handle	Each	
93	Repair of Lock	Each	

S. No.	Items	Qty.	Rates (Rs.)
94	Providing & fixing of Lock	Each	
95	Repair of Locking System	Each	
96	Overhauling and Greasing	Each	
97	Steel Ball	Each	
98	Providing of duplicate Key	Each	
99	Opening of Filing Cabinet	Each	
100	Adjustment of Drawer	Each	
101	Providing and fixing of new channel(18 Gauge)	Each	
102	Providing and fixing of Push Button	Each	
103	Minor Repair with nails, screws etc.	Each	
<b>(L) STEEL BOOK CASES/SHELVES</b>			
104	Replacement of Lock	Each	
105	Replacement of metallic Handle	Each	
106	Repair of Locking System	Each	
107	Providing of duplicate Key	Each	
108	Adjustment of shelves	Each	
109	Providing & Fixing of new steel shelf	Each	
110	Opening of locked steel book case/shelf	Each	
111	Minor Repair with nails, screws etc.	Each	
<b>(M) WOODEN BOOK CASES/SHELVES</b>			
112	Replacement of Lock	Each	
113	Replacement of wooden Handle	Each	
114	Repair of Locking System	Each	



S. No.	Items	Qty.	Rates (Rs.)
115	Providing of duplicate Key	Each	
116	Adjustment of shelves	Each	
117	Providing & Fixing of new wooden shelf	Each	
118	Opening of locked wooden book case/shelf	Each	
119	Minor Repair with nails, screws etc.	Each	
<b>(N) MISCELLANEOUS</b>			
120	Providing of key for different size of pad locks		
	(i) 30 mm	Each	
	(ii) 50 mm	Each	
	(iii) 65mm	Each	
121	Providing of Key for Chest of Drawers (Wooden)	Each	
122	Providing & fixing of Multi purpose 'Godrej' Lock	Each	
123	Providing & fixing of Kunda Chapka	Each	
124	Providing and fixing of Handle (Brass) (3" or 4")	Each	
125	Providing and fixing of Brass Knobs	Each	
126	Providing & Fixing of Curtain Rod/channels (Alluminum)	Per running Ft.	
127	Alteration/stitching & Fixing of Curtains (including rings, clips, hooks etc.)	Each	
128	Repair of Venetian Blinds (clips, threads etc.)	Each	
129	Opening of Steel Racks (Big size)/Steel long Almirahs	Each	
130	Fixing of Steel Racks (Big size)/Steel long Almirahs	Each	
131	Cutting of Steel Racks (Big size)/Steel long Almirahs	Each	
132	Providing & Fixing of Wooden Boards/Panels on Steel Racks	Per Sq. Ft.	
133	Minor Repair of misc. furniture items with nails, screws etc.	Each	

S. No.	Items	Qty.	Rates (Rs.)
134	Welding of Steel Tables / Steel Trolleys / Steel Benches etc. (per point)	Per Point	
<b>(O) Providing &amp; Fixing of glasses on misc. furniture items</b>			
135	Providing of Table Glass (5mm)	Per Sq. Ft.	
136	Providing and fixing of Table Glass (8mm)	Per Sq. Ft.	
137	Providing and fixing of Table Glass (10mm)	Per Sq. Ft.	
138	Cutting & Buffing of Glass (if required)	Per running Ft.	
139	Making hole in Table glass for cable manager (standard size: 3" x 3")	Each	
140	Providing & Fixing of glasses on doors of steel/wooden Book cases/Almirahs and Filing cabinets with sliding doors	Per Sq. Ft.	
141	Providing of fitting accessories for Glass doors (per set) of Book shelves/Almirahs etc.	Each	
142	Providing & Fixing of Vaccum for fixing Table Glasses	Each	

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

GST/TAX extra, if any :

Signature with date and  
Rubber Stamp of the tenderer

**SUPREME COURT OF INDIA  
ADMN. MATERIAL(P&S)**F.No.78/RC/19/SCI (AM)  
Dated: 21.12.2019**Last date: 10<sup>th</sup> January, 2020****PROFORMA FOR SUBMITTING SAMPLES**

(To be filled in by the tenderers with reference to Notice Inviting Tender dated 21.12.2019 for Awarding of Contract for maintenance and repair of 'Godrej' and other make revolving/computer chairs, steel pipe cane chairs, Iron trolleys and mobile barricades etc., Maintenance & Repair of Lock & Keys of Misc. Furniture items, Providing and fixing of Sunmica, Ply, top, keyboard, etc. of tables, Providing and fixing of glasses on tables, etc.):

S.No.	Items	Qty.	S.No. in Tender	Sample submitted (Yes/No)	Guarantee Period (if any)
1	'Godrej' Wheel (as per the design of Chair)	Each	1		
2	Hydraulic (Branded with ISI mark)	Each	5		
3	Coaster Wheel (Plastic) (Branded with ISI mark)	Each	7		
4	Handle (Branded / ISI mark)	Each	9		
5	Canned Seat (Teak Wood)	Each	16		
6	Canned Back (Teak Wood)	Each	17		
7	Heavy duty Wheel (6") (Branded/ISI marked)	Each	24		
8	Clamp	Each	27		
9	Locks for Steel and Wooden Table (with make) (Branded with ISI marked)	Each	44 & 51		
10	Handle for Tables (with make) (Branded/ISI marked)	Each	49		
11	Godrej Lock for Judges Table (Wooden) (with make)	Each	55		
12	Lock for Steel Almirah (with make) (Branded with ISI marked)	Each	74		
13	Handle for Steel Almirah (with make)	Each	72		
14	Steel rod (for Steel Almirahs/ Wardrobes ) (with make)	Each	86		

15	Curtain Rod (Aluminium) (with make)	Each	126		
16	Brass Handle (3" or 4") (with make)	Each	124		
17	1 mm Sunmica of National"/ "Marino"/ "Greenply" Brand	Sq. Ft.	57		
18	0.6 mm Sunmica of "National"/ "Marino"/ "Greenply" Brand	Sq. Ft.	58		
19	6mm ply of ISI mark with polishing (with make)	Sq. Ft.	61		
20	19mm Nova Pan Top	Sq. Ft.	63		
21	Key Board Tray (Plastic) (with make) (Branded/ISI marked)	Each	64		
22	Table Glass (5mm)	Sq. Ft.	135		
23	Table Glass (8mm)	Sq. Ft.	136		
24	Table Glass (10mm)	Sq. Ft.	137		
25	Glass for doors of steel/ wooden book cases/ steel filing cabinets	Sq. Ft.	140		

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

**ANNEXURE-'D'**

**UNDERTAKING**

I/We undertake that (name of the company) has not been blacklisted/banned by any Government Department/Public Sector Undertaking/Autonomous Body.

(Signature with rubber stamp)

Date :

Place: