

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

F.No.90/Fur.Repair/15/SCI (AM)
Dated: 23.09.2015

Last date: 8th October, 2015

NOTICE INVITING TENDER
FOR
AWARDING OF CONTRACT FOR 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.

Sealed Tenders are invited, on the Proformas attached herewith as **Annexures-'A' and 'B'** for entering into annual rate contract for a period of **Two Years** for awarding of Contract for maintenance and repair of locks & keys etc. of misc. furniture items, providing and fixing of sunmica, ply, keyboard trays etc. on tables and providing & fixing of glasses for tables etc. in the Registry, at the residential offices and Chambers of Hon'ble The Chief Justice of India/ Hon'ble Judges, E-Committee office, and the Guest House/Rooms for a period of TWO YEARS. The residential offices of Hon'ble Judges / Guest House and E-Committee office 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 furniture items in the Registry by contacting Branch Officer (AM), Supreme Court of India (Tel.: 23388745, 23112257, 23111403) 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) Tender document and (II) Earnest Money alongwith a demand draft of Rs.5,000/- (Rupees Five Thousand only) drawn in favour of "The Registrar, Supreme Court of India" superscribing on the respective envelopes (a) Tender for awarding the contract of maintenance and repair of locks & keys etc. of misc.

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furniture items, providing and fixing of sunmica, ply, keyboard trays etc. on tables and providing & fixing of glasses for tables etc. (b) Earnest Money for awarding the contract of locks & keys etc. of misc. furniture items, providing and fixing of sunmica, ply, keyboard trays etc. on tables and providing & fixing of glasses for tables etc. Earnest Money will be refunded to the un-successful tenderers on their written request.

2. The tender may be sent by post sufficiently early so as to reach the Registry within time, or may be delivered to the R&I Branch of the Registry or in the office of Sh. Rakesh Kumar, Deputy Registrar (PR) (near 'D' gate Reception Counters) of the Supreme Court of India 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 Office / Members of the Committee at the time of opening of tenders at Reception Counter No.37.
3. The bidder is expected to examine 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 rates should be valid for 120 days from the date of opening of tender.

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7. 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.
8. Rates for repair and maintenance **with labour and cartage charges** of furniture items/providing of glasses 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.
9. 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.
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 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/organisation or otherwise.
12. 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.
13. 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.

14. It is not binding to accept the lowest tender.
15. 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.
16. The tenderer should submit proof of his domicile in Delhi city along with address of the office.
17. The tenderer should have a well established workshop & possess minimum three years experience including in the Government Offices.
18. The Registry reserves the right to award the contract to more than one firm for maintenance and repair of locks & keys etc. of misc. furniture items, providing and fixing of sunmica, ply, keyboard trays etc. on tables and providing & fixing of glasses for tables etc. subject to the terms and conditions of the tender.

C. TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER

19. The Successful tenderer will have to deposit Performance Security amount @ 10% of total expenditure incurred in last two years for respective works 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.
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.

21. 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.
22. 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.
23. At least one good skilled carpenter shall be made available by the firm and he will be required to report for work to the Branch Officer (Admn. Material-Maintenance) on all working days from 10:00 a.m. to 6:00 p.m.
24. If the work is found unsatisfactory 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.
25. The work is to be carried out in the premises of the Registry/residential offices of Hon'ble Judges. 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.
26. 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.
27. 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.

- 27A. Provide full details of the persons deputed. Police verification of the deputed persons with no criminal record and with ID proof shall also be carried out by the contractor.
28. The firm/contractor shall be responsible for any injury or accident to the carpenter/person employed by them.
29. 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.
30. 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 users.

D. PENALTIES

31. In case the successful bidder backsout and/or fails to take up the job, under the contract, the Performance Security will be forfeited by the Competent Authority.
32. 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.
33. 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.

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34. 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.
35. 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.
36. 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 two separate sealed envelopes containing (i) Tender Document and (ii) Earnest Money superscribing on the respected envelopes (a) "Tender for awarding the contract of maintenance and repair of locks & keys etc. of misc. furniture items, providing and fixing of sunmica, ply, keyboard trays etc. on tables and providing & fixing of glasses for tables etc." (b) "Earnest Money for awarding the contract of maintenance and repair of locks & keys etc. of misc. furniture items, providing and fixing of sunmica, ply, keyboard trays etc. on tables and providing & fixing of glasses for tables etc.", addressed by name to the undersigned as to reach on or before **8th October, 2015** 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 case less than three tenders are received, due to inadequate competition, the same may not be opened and will be opened later on after obtaining more tenders at the place, time and date to be notified in due course to the tenderers.

(Rakesh Sharma)
Deputy Registrar (PR)
23.09.2015

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

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

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Dated: 23.09.2015

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PROFORMA

(To be filled in by the tenderers with reference to Notice Inviting Tender dated 23.09.2015 for Awarding of Contract for maintenance and repair of locks & keys etc. of misc. furniture items, providing and fixing of sunmica, ply, keyboard trays etc. on tables and providing & fixing of glasses for 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. Service Tax 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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S. No.	Items	Qty.	Rates (Rs.)
(A) STEEL TABLES			
1	Adjustment of Drawer	Each	
2	Providing of duplicate Key	Each	
3	Opening of Drawer	Each	
4	Providing & Fixing of Steel Handle	Each	
5	Providing & Fixing of complete painted Drawer Box with three drawers (painted) with lock	Each	
6	Providing & fixing of new Drawer(painted) 18 Gauge	Each	
7	Repair of Lock	Each	
8	Providing & fixing of Lock	Each	
9	Repair of Locking System	Each	
10	Providing & fixing of Locking system	Each	
11	Providing & Fixing of legs 25mm square pipe	Each	
12	Minor Repair with nails, screws etc.	Each	
(B) WOODEN TABLES			
13	Providing and fixing of Handle	Each	
14	Repair of Lock	Each	
15	Providing & fixing of Lock	Each	
16	Repair of Locking System	Each	

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S. No.	Items	Qty.	Rates (Rs.)
17	Providing & fixing of Locking system	Each	
18	Repair of 'Godrej' Lock of Judge Table (Wooden)	Each	
19	Replacement of 'Godrej' Lock of Judge Table (Wooden)	Each	
20	Providing Key of 'Godrej' Lock of Judge Table	Each	
21	Providing and fixing of 0.1 mm Sunmica of "National" / "Marino" / "Greenply" Brand	Per Sq. Ft.	
22	Providing and fixing of 0.6 mm Sunmica of "National" / "Marino" / "Greenply" Brand	Per Sq. Ft.	
23	Providing and fixing of 0.8 mm Sunmica of "National" / "Marino" / "Greenply" Brand	Per Sq. Ft.	
24	Providing and fixing of 4mm ply of ISI mark with polishing	Per Sq. Ft.	
25	Providing and fixing of 6mm ply of ISI mark with polishing	Per Sq. Ft.	
26	Providing and fixing of Teak Wood Margin of 3/4" with polishing	Per running Ft.	
27	Providing and fixing of 19 mm Nova Pan Top	Per Sq. Ft.	
28	Providing and fixing of Key Board Tray (plastic) with channels etc.	Each	
29	Providing and fixing of Key Board Tray (plastic)	Each	
30	Providing and fixing of Key Board Tray (wooden) with channels	Each	
31	Providing and fixing of Key Board Tray (wooden)	Each	
32	Providing and fixing of New Channel 18 Guage (for plastic/wooden keyboard trays and drawers)	Each	
33	Providing and fixing of Wooden beading / Moulding (as per design and size available)	Per running Ft.	
34	Skirting (as per design and size available)	Per running Ft.	
35	Minor Repair with nails, screws etc.	Each	
(C) STEEL ALMIRAHS (Big/small)			
36	Providing and fixing of Handle	Each	
37	Repair of Lock	Each	

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S. No.	Items	Qty.	Rates (Rs.)
38	Providing & fixing of Lock	Each	
39	Repair of Locking System	Each	
40	Providing & fixing of Locking system	Each	
41	Adjustment of Shelf	Each	
42	Providing of Duplicate key	Each	
43	Minor Repair with nails, screws etc.	Each	
44	Opening of Almirah	Each	
45	Providing and fixing of new steel base(16 Gauge) sheet	Each	
46	Providing and fixing of New shelf	Each	
47	Replacement of new Bush	Each	
48	Adjustment of Door	Each	
49	Providing and fixing of leg(good quality) 18 Gauge	Each	
50	Providing and fixing of steel rod (for wardrobes)	Each	
(D) WOODEN ALMIRAHS (Big/small)			
51	Providing & fixing of Lock for Wooden Almirah	Each	
52	Repair of Lock of Wooden Almirah	Each	
53	Providing & fixing of Handle	Each	
54	Providing & fixing of new wooden shelf	Each	
55	Minor Repair with nails, screws etc.	Each	
(E) STEEL FILING CABINET			
56	Providing and fixing of Handle	Each	
57	Repair of Lock	Each	

S. No.	Items	Qty.	Rates (Rs.)
58	Providing & fixing of Lock	Each	
59	Repair of Locking System	Each	
60	Overhauling and Greasing	Each	
61	Steel Ball	Each	
62	Providing of duplicate Key	Each	
63	Opening of Filing Cabinet	Each	
64	Adjustment of Drawer	Each	
65	Providing and fixing of new channel(18 Gauge)	Each	
66	Providing and fixing of Push Button	Each	
67	Minor Repair with nails, screws etc.	Each	
(F) STEEL BOOK CASES/SHELVES			
68	Replacement of Lock	Each	
69	Replacement of metallic Handle	Each	
70	Repair of Locking System	Each	
71	Providing of duplicate Key	Each	
72	Adjustment of shelves	Each	
73	Providing & Fixing of new steel shelf	Each	
74	Opening of locked steel book case/shelf	Each	
75	Minor Repair with nails, screws etc.	Each	
(G) WOODEN BOOK CASES/SHELVES			
76	Replacement of Lock	Each	
77	Replacement of wooden Handle	Each	
78	Repair of Locking System	Each	

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S. No.	Items	Qty.	Rates (Rs.)
79	Providing of duplicate Key	Each	
80	Adjustment of shelves	Each	
81	Providing & Fixing of new wooden shelf	Each	
82	Opening of locked wooden book case/shelf	Each	
83	Minor Repair with nails, screws etc.	Each	
(G) MISCELLANEOUS			
84	Providing of key for different size of pad locks		
	(i) 30 mm	Each	
	(ii) 50 mm	Each	
	(iii) 65mm	Each	
85	Providing of Key for Chest of Drawers (Wooden)	Each	
86	Providing & fixing of Multi purpose 'Godrej' Lock	Each	
87	Providing & fixing of Kunda Chapka	Each	
88	Providing and fixing of Handle (Brass) (3" or 4")	Each	
89	Providing and fixing of Brass Knobs	Each	
90	Providing & Fixing of Curtain Rod/channels (Alluminum)	Per running Ft.	
91	Alteration/stitching & Fixing of Curtains (including rings, clips, hooks etc.)	Each	
92	Repair of Venetian Blinds (clips, threads etc.)	Each	
93	Opening of Steel Racks (Big size)/Steel long Almirahs	Each	
94	Fixing of Steel Racks (Big size)/Steel long Almirahs	Each	
95	Cutting of Steel Racks (Big size)/Steel long Almirahs	Each	
96	Providing & Fixing of Wooden Boards/Panels on Steel Racks	Per Sq. Ft.	
97	Minor Repair of misc. furniture items with nails, screws etc.	Each	

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S. No.	Items	Qty.	Rates (Rs.)
98	Welding of Steel Tables / Steel Trolleys / Steel Benches etc. (per point)	Per Point	
(H) Providing & Fixing of glasses on misc. furniture items			
99	Providing of Table Glass (5mm)	Per Sq. Ft.	
100	Providing and fixing of Table Glass (8mm)	Per Sq. Ft.	
101	Providing and fixing of Table Glass (10mm)	Per Sq. Ft.	
102	Cutting & Buffing of Glass (if required)	Per running Ft.	
103	Making hole in Table glass for cable manager (standard size: 3" x 3")	Each	
104	Providing & Fixing of glasses on doors of steel/wooden Book cases/Almirahs and Filing cabinets with sliding doors	Per Sq. Ft.	
105	Providing of fitting accessories for Glass doors (per set) of Book shelves/Almirahs etc.	Each	
106	Providing & Fixing of Vaccum for fixing Table Glasses	Each	

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

VAT/TAX extra, if any :

Signature with date and
Rubber Stamp of the tenderer