

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

BY SPEED POST

F. No. 23/Electrical Appliances /2015/SCI(AM)

Dated: 09.10.2015

LAST DATE OF TENDER : 30.10.2015

NOTICE INVITING TENDER
FOR AWARDING ANNUAL MAINTENANCE CONTRACT FOR DESERT
COOLERS, HEATERS, HEAT CONVECTORS, GEYSERS, HOT CASES ETC

Sealed tenders are invited on proforma attached herewith (Annexures A & B) for awarding Annual Maintenance Contract for maintenance of Desert Coolers, Single/Double Rod Heaters, Sunflows/Heat Convector/Blowers, Geysers, Hot Cases, Table Lamps, Oil Based Heaters (9 & 11 Fins) etc. provided at the residential offices of Hon'ble the Chief Justice of India and Hon'ble Judges, Guest House and E-Committee Office located within 3 to 4 kms from the Supreme Court of India and also in the Registry and the said electrical items are to be maintained at the sites where they are presently provided. The said contract is initially for one year. The tenderers are required to quote their rates for repairing/replacement of consumable parts as per the list attached herewith as Annexure 'B'.

Details of the Annual Maintenance Contract to be awarded in respect of Electrical Items are as follows:

AMC of Electrical Items will commence w.e.f. 18.01.2016.

AMC of Desert Coolers will commence w.e.f. 12.03.2016.

Any inquiry regarding aforesaid matter can be made from Branch Officer (Admn. Material/ Maintenance) (Telephone No. 23388745, 23112257 and 23111403 on any working day between 10:30 AM to 04:00 PM and on Saturday upto 12:00 noon.

A. TENDER

1. Two separate sealed envelopes should be used for submitting **(i) Tender document and (ii) Earnest Money superscribing (a) Tender for awarding Annual Maintenance Contract for various Electrical Items. (b) Earnest Money for awarding Annual Maintenance Contract for various Electrical Items.**
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) 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 Officer at the time of opening of tenders at Reception Counter No.37.
3. The bidder is expected to abide with all the instructions, Proformas' terms & conditions and specifications in the bidding documents. Failing to furnish all information required in 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 send their tender along with a Demand Draft of Rs. 10,000/- (Rupees Ten Thousand Only) drawn in favour of "The Registrar

(Admn.), Supreme Court of India” as Earnest Money, which will be returned to the unsuccessful tenderer by Speed Post/ Registered Post at their risk on their written request after the finalization of Contract. Name of the firm, telephone number and name of the item may be written on the reverse side of the Demand Draft.

7. The rates should be valid for a minimum period of 90 days.
8. 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.
9. Rates for repair and maintenance **with labour and cartage charges** of electrical items are required to be submitted in the format as per Annexures - 'A' and 'B' for one year. 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 period subject to satisfactory performance.**
10. 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.
11. Over-writing/over-typing or erasing of the figures which render it doubtful or ambiguous are not allowed and shall render the tender invalid.
12. 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.

13. 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.
14. 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.
15. It is not binding to accept the rates submitted by the lowest tenderer.
16. 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.
17. The tenderer should submit proof of his domicile in Delhi city along with address of the office.
18. The tenderer must submit proof of having a well established workshop and infrastructure with qualified staff for execution of work and must possess minimum three years' experience including in the Government Offices.
19. The Registry reserves the right to award the contract to more than one firm for maintenance and repair of electrical items subject to the terms and conditions of the tender.

C. TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER

20. The Successful tenderer will have to deposit Performance Security amount of Rs. 10,000/- 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.

21. The rates should be valid for a period of **One Year** from the date of approval of rates. Rates quoted shall include costs of commuting and no separate travelling charges shall be admissible.
22. 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.
23. At least one good skilled electrician 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 09:00 a.m. to 6:00 p.m.
24. Attendance of the Resident Electrician will be maintained by the Registry. In the absence of the Resident Electrician, alternative arrangement will have to be made by the successful bidder.
25. Complaints are to be required to be attended to even on Sundays/ Holidays and before/after office hours also, as and when required during the AMC period.
26. The complaint should be addressed within two hours, even at odd hours and during holidays, and the bidder shall rectify the fault at the earliest.
27. 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 (TA etc.) will be payable.
28. If the work is found unsatisfactory or the visit of skilled worker to the office is not regular, the contract will 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.
29. The tenderer shall maintain the equipment as per manufacturer's guidelines and

shall use only standard/compatible/equivalent components for replacement. The original specifications/characteristics/features of the item shall not be changed without prior intimation to the Supreme Court of India.

30. Quarterly Preventive Maintenance of all the electrical items by the successful bidder will have to be done.
31. Non-performance of the quarterly maintenance on time schedule will be treated as a pending complaint by the Registry and will be dealt with accordingly for applicable penalties as given hereinbelow.
32. 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.
33. The Firm shall be responsible for any injury or accident to the person(s) employed by them.
34. 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 the work in the Registry. Neither the Contractor nor his workers shall have any claim on this Registry for compensation or financial assistance on this account.
35. The tenderer shall provide full details of the persons deputed by him with police verification of the deputed persons having no criminal record.
36. The work executed by the firm should be to the satisfaction of the concerned officer where work will 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.

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, the Registry may impose a penalty of Rs. 100/- per day per complaint of single unit, resolution of which is delayed, if the delay is due to wilful laches or negligence of the tenderer and it causes financial loss or inconvenience to the Registry.
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 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.
41. 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 respective

envelopes (a) “Tender for awarding the contract of maintenance and repair of Electrical Items” (b) “Earnest Money for awarding the contract of maintenance and repair of Electrical Items”, addressed by name to the undersigned as to reach on or before **30th October, 2015** 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 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)

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

Note : **Registry will remain closed w.e.f. 19.10.2015 to 24.10.2015 during Dussehra Holidays.**

**SUPREME COURT OF INDIA
(ADMN. MATERIALS BRANCH)**

(To be filled by the Tenderers with reference to Notice Inviting Tender for different parts of various electrical items.)

1. Name of the tenderer with address :
2. Name of the contact person
with Mobile (Telephone No) :
3. E mail ID/ Fax No. :
4. Percentage of VAT, if any :
5. Name and Mobile Number of the qualified
Engineer (s) to be deputed on permanent basis :
6. Service and name of Parts
included in the AMC, if any :
7. AMC Charges including service and minor
repair charges, replacement of parts, oiling/
greasing charges etc.(per year) :
8. Labour Service Tax Number (with copy) :
9. Pan Card No. (with copy) :
- 10.Traders Identification No.(s) (with copy) :
- 11.Infrastructure of the Company and experience
and Clients list :
- 12.Last three years statement of Income Tax, etc. :

Signature with date and rubber
stamp of the tenderer.

ANNEXURE 'B'**Desert Cooler – 102 nos.**

S No	Name of the items	Rates quoted
1	Wood Wool pad 18"	
2	Wood Wool pad 24"	
3	Painting of cooler 18" (Nerolac paint)	
4	Painting of cooler 24" (Nerolac paint)	
5	Painting of stand	
6	Rewinding of fan motor with copper wire	
7	Rewinding of Pump motor	
8	Water Distributor	
9	Plastic pipe (per mtr)	
10	Condenser 4 MFD/capacitor (Tipcon)	
11	Replacement of motor bush	
12	Replacement of motor shaft	
13	Providing of ply in single piece (in window)	
14	Providing of ply in pieces	
15	Door size ply	
16	Replacement of shutter (22 Gauge)	
17	Replacement of Water Tank (20 Gauge)	
18	Replacement of Grill (Plastic G.I. Sheet)	
19	Stand Wheels	
20	Connection Plate	
21	Grill Knob	
22	Pad Jalli	
23	Electronic regulator (Anchor)	
24	Ball Bearing for exhaust fan (SKF)	
25	Elbo	
26	Painting of Water Tank (Nerolac paint)	
27	Regulator/Selector Switch (AGI)	
28	Regulator (Local)	
29	On-Off switch 5 AMP with make (ISI mark)	

30	Replacement of fan motor with make (ISI mark)	
31	Replacement of Pump with make (ISI mark)	
32	Fan Blade (Motor Kit) with make (ISI mark)	
33	Fan Blade (exhaust Fan) with make (ISI mark)	
34	Complete body desert cooler 18 inch	
35	Complete body desert cooler 24 inch	
36	Regulator Knob with make (ISI mark)	
37	Nut and bolts	
38	Float valve assembly Plastic	
39	Float valve assembly Brass	
40	Shutter handle	
41	Lifting charges outside with transport	
42	Exhaust Fan re-winding	
43	Bearing Housing Kharad, tuning polishing etc	
44	Legs	
45	Submersible Water pump (New)	
46	Desert Cooler Stand 2 ft.	
47	Desert Cooler Stand 2.5 ft.	
48	Desert Cooler Stand 3 ft.	
49	Desert Cooler Stand 3.5 ft.	
50	Desert Cooler Stand 4 ft.	
51	Desert Cooler Stand 4.5 ft.	

Single/Double Rod Heater - 281 nos.

Sl No	Name of the items	Rates quoted
1	Heating Element Rod with make (ISI mark)	
2	Heating Insulator with make (ISI mark)	
3	Safety Jali	
4	Tumble Switch with make (ISI mark)	
5	Reflector sheet	

Sunflows/Heat Convector / Blowers - 163 nos.

Sl No	Name of the items	Rates quoted
1	Piano Switch (ISI mark)	
2	Heating Element with make (ISI mark)	
3	Blower Fan with make (ISI mark)	
4	Thermostat with make (ISI mark)	
5	New Motor Single shaft (Six months Guarantee)	
6	New Motor double shaft (Six months Guarantee)	
7	Selector switch with make (ISI mark)	
8	Knob	
9	Indicator	
10	Connector	

Geysers - 34 nos.

Sl No	Name of the items	Rates quoted
1	Thermostat (ISI mark)	
2	Element	
3	Indicator Lamp	
4	Copper Water Tank	
5	Repairing / Welding of Copper Water Tank	
6	Plug Top ISI	
	(i) Industrial Plug with make (ISI mark)	
	(ii) Dye fastner	
	(iii) Connection Pipe	
	(iv) Installation Charges	
	(v) Safety Valve	
	(vi) Assembly	
	(vii) Rubber Gasket	
	(viii) Nut & Washer	

Hot Cases - 158 nos.

Sl No	Name of the items	Rates quoted
1	Thermostat (ISI mark)	
2	Knob	
3	Element	
4	Indicator	
5	Painting charges	
6	Base sheet	
7	Legs	
8	Bolts	

Table Lamp – 69 nos.

Sl No	Name of the items	Rates quoted
1	PL light 9 Watts	
2	PL Chock 9 watts	
3	PL Holder	

Oil Based Room Heater (9 & 11 Fins) – 225 nos.

Sl No	Name of the items	Rates quoted
1	Heater 1500 Watt (ISI mark)	
2	Thermostat (ISI mark)	
3	Oil Per Litre	

Halogen Heaters – 2 nos.

Sl No	Name of the items	Rates quoted
1	Thermostat (ISI mark)	
2	Tubes	
3	Reflector	

4	Jalli	
5	Olive set	

Insect Killer – 13 nos.

SI No	Name of the items	Rates quoted
1	Tubes	
2	Chock	
3	Starter	
4	Starter Holder	
5	Tube Holder	

Misc. Items

SI No	Name of the items	Rates quoted
1	5 AMP Top Plug with make (ISI mark)	
2	15 AMP Top Plug with make (ISI mark)	
3	Wire (per meter) (ISI mark)	
4	2 core wire (per meter) (ISI mark)	
5	3 core wire (per meter) (ISI mark)	
6	5 Amp On/Off switch (ISI mark)	
7	16 Amp On-off switch (ISI mark)	
8	Two Pin Plug (ISI mark)	
9	Three Pin Plug (ISI mark)	