

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

F.No.841/Pest Control/16/SCI(AM)
Dated : 28 -10-2016

Last date of tender – 21.11.2016

NOTICE INVITING TENDER
FOR AWARDING OF CONTRACT FOR
PEST & RODENT CONTROL TREATMENT

Sealed tenders are invited, as per **Annexure 'A'**, for awarding of Contract for a period of two years in respect of Pest & Rodent control treatment (including treatment for White Ants, Termites, Cockroaches, Lizards, Rats and like pests/rodents) which includes the entire Supreme Court Building including all the rooms, libraries and canteens of the Registry and Supreme Court Bar Association, E-Committee Office, Supreme Court Transit Home- cum- Guest House, Supreme Court Officers Guest House and all the Residences/ Bungalows of the Hon'ble Judges which are situated in a radius of 3-4 kilometres from Tilak Marg. The rates should include treatment of Silverfish Infestation in all Libraries (including Court Libraries) & Record Room and Wood Borer Treatment to all wooden fittings. The successful tenderer shall have to make necessary arrangements for making visits at all the places mentioned above, the Residential Offices and the Supreme Court Building once a month and also as and when requested. The tenderer shall have to ensure that the treatment is provided the same day when the complaint is made or in any case by next working day and ensure that no damage is caused to any of the articles etc. at any of the places, the Residential Offices of the Hon'ble Judges and in the Supreme Court Building etc.

Interested parties may inspect the entire area as mentioned above for enabling them to quote their rates for the jobs as mentioned in Annexure-A by contacting Mr. T.D. Pant, Branch Officer (AM), Supreme Court of India (Tel : 23111483/ 23112235) 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 and (ii) Earnest Money superscribing on outer cover paper (a) 'Tender for Awarding of Contract for Pest & Rodent Control Treatment' and



(b) 'Earnest Money for tender for Awarding of Contract for Pest & Rodent Control Treatment' on the cover of the respective envelopes.

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 on Reception Counter No. 37 (near 'D' Gate) 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 tenderers are expected to examine all the instructions, Proforma's terms & conditions and specifications in the tender documents. Failing to furnish all information required by the tender document in any respect will be at the tenderer's risk and may result in the rejection of the tender.
4. The tender must be received not later than the date & time specified for submitting the same. In case, the date of submitting the tender is declared as holiday by the Govt. of India then next day will be treated as due date of tender.

B. TERMS AND CONDITIONS OF TENDER

5. The tenderers are required to send their tenders alongwith a Demand Draft of Rs.5,000 (Rupees Five Thousand) only drawn in favour of 'The Registrar (Admn.), Supreme Court of India as Earnest Money, which will be refunded to the unsuccessful tenderers on their written request. Name of the firm/company, telephone number and name of the item may be written on the reverse side of the Demand Draft.
6. The tenderers are required to quote their lowest rates in the enclosed Proforma for awarding of the contract for a period of **two** years as per the enclosed Proforma 'Annexure-A'. The tenderers must have minimum 3 years experience of Pest and Rodent Control Treatment in Government Organisation.
7. No Earnest Money shall be required from the Tenderers whose names are included in DGS&D/NSIC list or registered in NSIC/Small Scale Industrial Unit. The tenderer is required to submit the photocopy of valid certificate in place of earnest money.
8. The rates should be quoted for the entire premises of Supreme Court Building, E-Committee Office-Khan Market, Guest House- Bhagwan Dass Road, Guest House- 34 Prithiviraj Road and the all Residences/ Bungalows of the Hon'ble Judges. The tenderer should avoid quoting per square meter or per square feet, otherwise the tender will be treated as invalid.



9. Hypothetical /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, appropriate action may be taken.
10. The tenderers are required to quote their lowest rates which should be valid for two years from the date of awarding of Contract. The approved rates will remain static during the period of contract and no request for enhancement will be applied on any ground.
11. Over-writing, over-typing or erasing of figures or words which render it doubtful and ambiguous are not allowed and shall render the same invalid.
12. The Registry will deal with the tenderer directly and no middlemen/ agents/ commission agents etc. should be asked by the tenderers to represent their cause and they will not be entertained by the Registry.
13. The Registry reserve 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.
14. The tenderer shall quote rates both in figures and words.
15. 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.
16. 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.

C. TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER

17. The successful tenderer shall have to deposit the Performance security deposit @ 10% of the total amount of the Contract by way of Demand Draft drawn in favour of 'The Registrar (Admn.), Supreme Court of India' within one week from the date of receiving the supply order after adjusting the Earnest Money already deposited which will be refunded only after successfully and satisfactorily doing the said job or after 60 days on expiry of contractual period after full and final settlement of the bills whichever is later. Name of the firm, telephone number and 'Pest Control' may be written on the reverse side of the Demand Draft.



18. The complaints received from the Residential Offices of Hon'ble Judges which are conveyed to the firm by the Admn. General Branch should be attended/completed within **24 hrs** time even on Sunday/Holidays and before/after office hours as and when required. Also, the tenderer is required to do the pest and rodent control treatment, wood borer treatment and silverfish infestation treatment, as required, at all the locations mentioned above on **monthly basis** and submit the satisfactory reports in this respect to Admn. General Branch.
19. The tenderer should have good infrastructure and enough employees to meet all the requirements of the Registry. A committee comprising of the senior officers of the Registry will visit the office of tenderer to ascertain the firm reputation etc and after the report of the Committee only, the firm will be appointed. The decision of the Competent Authority in this regard shall be final, unassailable and binding on the tenderer.
20. The successful tenderer shall be fully responsible and should have police verification/records of as to the antecedents of all the workers/persons engaged by the firm for providing services to the Registry.
21. The tenderer is required to use the drugs/medicines/substances of reputed firms which are having effective and of best quality for the pest and rodent control.
22. Payment of the bills will be made by Admn. General Branch proportionately after completion of each quarter after receipt of the bill alongwith satisfactory reports from the users.

D. PENALTIES

23. If the complaint is not attended by the successful tenderer on the same day when the complaint is made or in any case by the next working day, and the Registry gets the treatment done from open market, the difference of rates will be deducted from the Bill or security deposit of the Contractor.
24. Irrespective of the fact as to whether or not the Registry gets the treatment from outside, the Registry may impose penalty of 1% of total cost per day for deficiency in service and also for delayed services, if the delay is due to wilful laches or negligence of the tenderer and it causes financial loss or inconvenience to the Registry.
25. Even after awarding the said Contract, the Registry reserves the right to terminate the same at any time, if the services of the Contractor are not found satisfactory.
26. Registry in its discretion may terminate the Contract at any time without assigning any reason thereof and the decision of the Registry will be final, unassailable and binding on the service provider.



E. INVITATION OF TENDER

Interested parties may send their sealed tenders in two separate envelopes for submitting (i) Tender and (ii) Earnest Money superscribing (a) "Tender for Pest & Rodent Control Treatment" and (b) Earnest Money for tender for Awarding of Contract for Pest & Rodent Control Treatment' on the cover of the respective envelopes, addressed by name to the undersigned or may be handed over personally to Registry's Reception Counter no. 37 near PRO Office so as to reach on or before **21-11-2016 upto 3.00 P.M.** which may be opened at 3.30 P.M. on the same day in presence of such of the tenderers or their authorized representatives who may wish to remain present by a Committee of Officers constituted for the purpose. The tender received after due date and/or time and/or without earnest money will not be entertained. Firstly, the envelopes containing Earnest Money may be opened thereafter envelopes containing Tenders of only those tenderers whose earnest money have been found as per requirement may be opened for further processing.

Encl: Annexure 'A'


(Basu Dev Sharma)
Additional Registrar (AM)
28.10.2016

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PROFORMA TO BE FILLED BY THE TENDERER
IN RESPECT OF CONTRACT FOR
PEST & RODENT CONTROL TREATMENT

1. Name of the tenderer with address :
2. Details of the tenderer:-
 - i) Name of the Contact Person :
 - ii) Telephone (office) :
 - iii) Mobile No. :
 - iv) E-mail ID :
 - v) Fax No. :
3. Name & Address of the Government :
Offices etc. of which the tenderer is
having pest & Rodent control Treat-
ment contract with name of the
contact person and Telephone/Mobile
Number.
(Please attach separate sheet)
4. Traders Identification No. :
5. Vat/ Taxes :
6. Turnover of the last three years in
this field with proof of the same :



7. Details of Rates (**per year**) of different type of works. Rates should be quoted for entire premises not per square meter:-

Sl. No.	Type of treatment	Supreme Court Building	E-Committee Office Khan Market	Guest House, Bhagwan Dass Road	Guest House, 34, Prithviraj Raod	Whole/Residence /Bungalow of Hon'ble the Chief Justice of India & other Hon'ble Judges
1.	<u>Pest and Rodent Control Treatment:</u> (including treatment for White Ant, Termites, Cockroaches, Lizards and like pests/rodents)					
2.	Wood Borer Treatment					
3.	Silverfish Infestation					

8. Whether all the terms & conditions of the Notice Inviting Tender are agreed.
(if not filled, it will be persumed that all the terms and conditions are acceptable)

Dated :

Signature of the
Tenderer with Stamp

