

**SUPREME COURT OF INDIA**  
**(ADMN. MATERIAL BRANCH)**  
*(Tilak, Marg, New Delhi-110201)*

F.No.32B/Comp./17/SCI(AM)

Dated : 09.03.2017

**Last date for Submission of Tender is**  
**24<sup>th</sup> March,2017 upto 3:00 P.M.**

**NOTICE INVITING TENDER**  
**FOR**  
**AWARDING OF CONTRACT FOR REPAIRING OF COMPACTORS**

Sealed Tenders are invited, as per the Proformas attached herewith, for entering into rate contract for a period of **Two Years** for awarding of contract for Repairing of Compactors installed in the Registry, Legislation Section and at the Secretariat of Hon'ble the Chief Justice of India within the radius of about 3-4 Kms from the Supreme Court and the work will be executed at the location/ site of the Compactors, as and when required.

Interested parties, if so desire, may contact Mr. T.D. Pant, Branch Officer, Admn. Material Branch (Tel.: 23111483, 23388745, 23111403, 23112257) on any working day between 10.30 AM to 4.30 PM (except Saturdays and holidays) for any further information before quoting the rates.

**TERMS AND CONDITIONS**

**A. TENDER**

1. Two separate Sealed envelopes should be used for submitting (i) Earnest Money and (ii) Tender document, superscribing (a) "Earnest Money for Repairing of Compactors" and (b) "Tender for Repairing of Compactors" 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 undersigned. 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 alongwith his own identity proof to the Reception Office at Reception Counter No.37 for issuance of Entry Pass.

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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 will be declared as holiday by the Govt. of India then next working day of the Registry 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 quote their lowest rates, VAT/Taxes (with percentage), discounts and details (inclusive of labour and cartage charges) for Repair of the Compactors as per the Annexures-'A' and 'B' hereto.
7. The tenderers are required to send their tender alongwith a Demand Draft of Rs.2,000/- (Rupees Two thousand only) drawn in favour of "The Registrar, Supreme Court of India, New Delhi" as Earnest Money which will be refunded to the unsuccessful tenderers on their written request after awarding the contract to the successful Tenderer. Name of the firm, telephone no. and name of the job may be indicated on the reverse side of the Demand Draft.
8. The rates should be valid for a minimum period of 120 days from the date of opening of the Tender documents.
9. 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, appropriate action may be taken.
10. The Registry will deal with the tenderer directly and no middleman/ Commission agents etc. should be asked by the tenderer to represent their cause and they will not be entertained by the Registry.

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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 reserved 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.
13. The tenderers shall quote rates both in figures and words with blue/black ball pen.
14. All the pages of quotation 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 lowest tender.
16. The tenderer should submit proof of his domicile in Delhi-NCR 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. 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**

19. The successful tenderer will have to deposit Performance Security amount of Rs.10,000/- (Rupees Ten Thousand only) within a week from the date of awarding of contract, by way of Demand Draft drawn in favour of "The Registrar, 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. If the successful tenderer abandons the contract prematurely, or fails to perform his part of contract, the security deposit or any part thereof will be liable to be forfeited.

20. The rates so quoted should be valid for a period of **Two years** from the date of awarding of Contract, as the repair work will be required to be done at different intervals during the Contractual Period as and when required. Rates quoted shall include costs of commuting and no separate travelling charges shall be admissible.
21. The successful tenderer to whom contract is awarded will be required to attend the job howsoever small it may be within 24 hours either on call basis, e-mail or after the receipt of work order whichever is communicated earlier. The person attending the work should be available in the Registry or at the point of location of actual work at short notice.
22. There is no assurance regarding the minimum number of Compactors to be entrusted at each time and the number of items entrusted at a time may vary from time to time. The successful tenderer shall accept the entrustment even if the number of Compactor entrusted is considerably low.
23. If the repair work is not possible in the premises of the Registry/ residential offices of Hon'ble Judges etc., the same may be collected from the respective location, done by the successful tenderer at their workshop and returned back by the tenderer for which no extra charges (cartage etc.) will, however, be payable on this account.
24. 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 etc.
25. The successful tenderer shall undertake/ensure that the character and antecedents of each individual employee deployed by them have been got verified by the Police Authorities and record be maintained to this effect and further shall be verified from time to time so far.
26. The job will be required to be done on bill basis without payment of any advance amount. The payment will be made after receipt of the bill complete in all respects duly certified by the concerned officer that the jobs mentioned in the bill have actually been carried out satisfactorily.

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27. Payment of the work done shall be made on bill basis generally within 15 days from the date of presentation of proper bill with satisfactory report of the concerned officer.
28. The Registry shall have no liability, financial or otherwise, for any harm/damage/injury incurred by the personnel deployed by the successful tenderer in the course of performing of the work. Neither the successful tenderer nor his workers shall have any claim on this Registry for compensation or financial assistance on this account.
29. The firm shall be responsible for any injury or accident to the person deployed by them for performing the job.

#### **D. PENALTIES**

30. The work executed by the firm should be to the satisfaction of the concerned officer where work has to 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.
31. If the job is not done within stipulated period and the Registry is forced to get it done from open market at higher rates, the tenderer will have to make payment of the loss caused to the Registry.
32. If Irrespective of the fact whether the Registry gets the job done or not from the outside, a penalty of 1% of total cost of delayed job will be deducted from the Bill in respect of the jobs which are not done within the stipulated period (if the delay is due to wilful laches of the tenderer).
33. Any loss/damage sustained to the Registry's Compactors will be recovered from the successful tenderer.
34. Even after awarding the said contract, the Registry reserves the right to terminate the same, if services of the successful tenderer are not found satisfactorily.
35. In case of default of any conditions stated in regard to, by the successful tenderer during the period of their contract, the security deposit shall stand forfeited without any further notice of opportunity.

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**E. INVITATION OF TENDER**

Interested parties may send their **sealed tenders** in two separate sealed envelopes, one containing (i) Earnest Money and (ii) Tender document, superscribing on the envelopes **(a) “Earnest Money for Repairing of Compactors”** and **(b) “Tender for Repairing of Compactors”** respectively addressed by name to the undersigned, or may be handed over personally to Registry's Reception Counter No.37 near PRO office on or before **24<sup>th</sup> March, 2017**, upto 3.00 P.M. which will be opened on the same day at 3.30 P.M. by a Committee of Officers constituted for the purpose before the tenderers or their authorized representatives who may wish to remain present. The tenders received after due date/or time and/or without Earnest Money will not be entertained. In the first instance envelopes containing Earnest Money will be opened, and thereafter samples and Tender documents will be opened.

(Basudev Sharma)  
ADDITIONAL REGISTRAR (AM)  
09.03.2017

**Encl.: Annexures - 'A' & 'B'.**

**Note: Registry will remain closed from 13.03.2017 to 18.03.2017 during Holi Holidays.**

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

**ANNEXURE-'A'**

F.No.32B/COMP./2017/SCI(AM)  
Dated :09.03.2017

**Last date : 24<sup>th</sup> MARCH, 2017**

**PROFORMA**

(To be filled in by the tenderers with reference to Notice Inviting Tender dated 09.03.2017 for Awarding of Contract for Repair of Compactors)

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

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

F.No.32B/Comp./17/SCI(AM)

Dated : 09.03.2017

Price of the following items as per details mentioned below :

**FOR REPAIRING OF COMPACTORS**

<b>S.No</b>	<b>JOB DESCRIPTION</b>	<b>Unit</b>	<b>Rate (Rs.)</b>
1	Supply & Fixing of Compactor Shelf	Per Shelf	
2	Labour Charges including Removing & Re-fixing of Compactor bodies with oiling, greasing, alignment etc	Per Body of Compactor	
3	Providing/Fixing of Compactor Rod for Drive Unit	Per Rod	
4	Ball Bearings for Compactors (small size)	Per Ball Bearing	
5	Ball Bearings for Compactors (Big size)	Per Ball Bearing	
6	Static Drive Cover Unit for H Bay	Per Unit	
7	Last Drive Cover Unit	Per Unit	
8	Twin Mobile Drive Cover Unit	Per Unit	
9	Rails Channel	Per Unit	
10	Hinge Door Pair	Per Unit	
11	Under Structure Charges	Per Unit	
12	Chain	Per Unit	
13	Sprotic Wheel	Per Unit	
14	Rolling Shifting Bearings	Per Unit	
15	Drive Unit Lever	Per Unit	
16	Drive Unit Mechanism	Per Unit	

Guarantee/Warranty :  
of parts replaced

Signature with date and rubber  
Stamp of the tenderer