

SUPREME COURT OF INDIA
ADMN. MATERIALS BRANCH
TILAK MARG, NEW DELHI - 110201

Last date for Submission of Tender : 01st November, 2022 upto 3:00 P.M. at Counter No.17 (R&I)

F.NO. 1727/Vehicles/22/SCI(AM)
DATED: 03.10.2022

NOTICE INVITING TENDER FOR AWARDING CONTRACT FOR PROVIDING DOOR STEP CAR CLEANING, DRY CLEANING, RUBBING AND WASHING SERVICES OF OFFICIAL CARS [APPROXIMATELY 36 NOS. OF CARS (01 TOYOTA CAMRY AND 35 SKODA SUPERB)] USED BY HON'BLE THE CHIEF JUSTICE OF INDIA AND HON'BLE JUDGES OF THE SUPREME COURT OF INDIA FOR A PERIOD OF TWO YEARS

Sealed tenders are invited from Delhi/NCR based reputed car workshops/firms with minimum 03 years' experience as per the Proformas (Annexure 'A') enclosed herewith, for awarding contract for providing door step car cleaning, dry cleaning, rubbing and washing services of Official cars [**approximately 36 nos. of cars (01 Toyota Camry and 35 Skoda Superb)**] used by the Hon'ble the Chief Justice of India and Hon'ble Judges of the Supreme Court of India for a period of two years.

Interested parties, if so desire, may contact Branch Officer, Admn. Materials (Maintenance) at Telephone Nos. 011-23115864 or personally visit at Registry's Reception Counter of the Main Building near PRO Office for any clarification before quoting the rates on any working day between 10.30 A.M. to 4.00. P.M. (except Saturdays, Sundays and Holidays).

TERMS & CONDITIONS

A. TENDER

1. **Two separate sealed envelopes** should be used for submitting (i) **'Earnest Money** for awarding Contract for providing door step car cleaning, dry cleaning, rubbing and washing services of Official cars and (ii) **Tender Document/Financial bid** for awarding Contract for providing door step car cleaning, dry cleaning, rubbing and washing services of Official cars.
2. If both the envelopes are kept inside a single envelope, it should be specifically written outside the envelope. Every page must be signed and stamped by the authorized official of the quoting firm, failing which it is liable to be rejected.
3. Tender may be sent by post sufficiently early so as to reach the Registry within time, or may be delivered in **SEALED COVERS** addressed to Shri Anil Kumar Sharma, Additional Registrar

(AM). If tender is sent through Messenger, an authority letter from the tenderer with proof of identity should also be given to the Messenger so that he/she could show the same along with his/her own identity proof to the Reception Officer at Reception Counter No.17 (R&I).

4. The tenderers are expected to examine all the instructions, Proformas' terms & conditions and specifications in the tender documents. Failing to furnish all information required by the tender document in every respect will be at the tenderers' risk and may result in rejection of the tender.
5. 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 a holiday, then the next working day of the Registry will be treated as due date of the tender

B. TERMS AND CONDITIONS OF TENDER

6. The tenderer is required to quote their lowest rate per unit in 'Annexure-A' for Comprehensive Maintenance Contract for awarding Contract for providing door step car cleaning, dry cleaning, rubbing and washing services of Official cars for the contractual period of two (02) years which should be valid for two years from the date of awarding the contract mentioning percentage of GST/Tax or discount etc.
7. The rates should be valid for a minimum period of 90 days from the date of opening of tenders. The tenderer shall not be entitled during the said period of 90 days to revoke or cancel its tender or to vary the tender or any terms thereof.
8. The tenderer is required to send their tender along with a Demand Draft of **Rs. 20,000/- (Rupees Twenty Thousand Only)** drawn in favour of "The Registrar (Admn.), Supreme Court of India" payable at New Delhi **as Earnest Money**, by writing the name of the firm, telephone number and name of the items on the reverse side of the Demand Draft. No interest will be payable on the EMD. If EMD is exempted, certificate to this effect has to be submitted along with the tender document.
9. Earnest Money Deposit of unsuccessful tenderers would be returned by way of RTGS/NEFT or cheque after the contract has been finally awarded to the successful tenderer. A copy of cancelled cheque is required to facilitate refund of EMD amount.
10. It will be open to the Registry to extend the term of the contract on the same rates, terms and conditions for a further period as may be required and if so necessary, on the basis of satisfactory performance and workmanship of the successful tenderer but not more than total 05 years i.e. two + three years.

11. Hypothetical or conditional tenders 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, the tenderer may be debarred to participate in the tender process of the Supreme Court of India.
12. Registry is not bound to accept the lowest tender and reserves the rights to reject or accept any or all the tenders, partly or completely, at any time without assigning any reason thereof.
13. The tenderer shall also depute additional manpower, tools etc., if required, to attend the complaint on the same day, without any extra charge.
14. The Registry will deal with the tenderer directly and no middlemen/ agents/commission agents etc. should be asked by the tenderer to represent their cause and they will not be entertained by the Registry. The Tender Form is not transferable and the agency shall not be permitted to transfer their rights and obligations to any other person/ organization or otherwise.
15. The tenderer must be registered with the requisite authorities as per Law and Rules that may be applicable for such services. They must have GST certificate (Xerox copy to be attached with the offer) at the time of awarding of the contract, original certificate has to be produced.
16. The tenderer shall quote rates both in figures and in words with blue/black ball pen. In case of any discrepancy, the figures mentioned in words will be considered.
17. The Registry, in its discretion, reserves the right to reject or accept any or all the tenders, wholly or partly, without assigning any reason thereof.
18. Over-writing, over-typing or erasing of the figures which render it doubtful or ambiguous are not allowed and shall render the tender invalid.
19. All the pages of tender document submitted therein must be duly signed and stamped failing which the offer shall be liable for rejection.
20. Each tenderer has to certify that all the terms and conditions are acceptable to him/her. The Security deposit shall stand forfeited in case of breach of any of the conditions.
21. During the subsistence of contract, in case of breach of any condition or deficiency in service, the Registry shall have a right to terminate the contract and to entrust the work to another contractor. The loss, if any, sustained by the Registry on that account shall be recovered from the tenderer.
22. The tenderer should submit proof of his/her domicile in Delhi-NCR along with address of the office.

23. The tenderers should specifically state whether rates are inclusive of GST (as applicable) and if it is not, it will be deemed that rates are inclusive of GST.
24. The rates shall remain in force for the entire period of contract unless it is terminated. In case the Registry decides the term of the contract from 02 years to additional 03 years (02+03 = 05 years) in total, the same shall be done on the same rates.
25. Details of past experience of providing the maintenance services should be attached. **Performance certificates from existing clients (Govt./Semi Govt./Public Sector undertakings etc.)** must also be attached with the tender documents.
26. The tenderer shall give an undertaking (as per Annexure 'B') 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.
27. No advance payment would be made by the Registry to the tenderer in any case. However, quarterly payment after satisfactory completion would be made. The approved tenderer shall submit bill (in triplicate) on completion of each quarter with satisfactory reports. The tenderer will not be allowed to charge any extra amount for services provided.
28. If the work/services is found unsatisfactory or service calls are not attended in a timely manner, 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.

C. TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER

29. The successful tenderer shall have to deposit performance security deposit of **Rs. 30,000/- (Rupees Thirty Thousand Only)** by way of 'Bank Guarantee' in favour of "The Registrar (Admn.), Supreme Court of India", New Delhi. The performance security will be released after 60 days of the successful completion of the contractual period or payment of the last bill, whichever is later.
30. **The tenderer should have a well-established workshop/infrastructure and possess minimum three years' experience including in the Government Offices viz. Central/ State Government/ Public Sector Units/ Autonomous bodies and should have a minimum annual turnover of Rs. 7,50,000/-.** The tenderer shall provide unhindered access to such workshop to the Officers and Officials of the Supreme Court Registry to ascertain the affirmative claim by the tenderer during the contractual period.

31. The tenderer shall ensure that no damage is caused by its personnel to the Official cars undertaking maintenance work to any of the parts of the car, otherwise the contractor shall be liable to replace the damaged part at its own cost, expense, and further in case of such failure, the tenderer shall have to bear the cost of repair or replacement by any third party selected by the Registry.
32. The tenderer has to provide services in the Supreme Court premises and at the Residential Offices of Hon'ble Judges of the Supreme Court of India at different locations in New Delhi, therefore, the tenderer should have their own mode of transport and be equipped with mobile phones, tool kit and other devices at all times while attending service call. In this regard, tenderer should have sufficient manpower, tool kit etc. to attend to service calls of various locations in a timely manner.
33. The tenderer will provide services in a timely manner on the duties and assignment of task provided to them by the Transport Branch of this Registry and tenderer shall provide services even at odd hours, if required or in case of emergency. Any change/update with regard to the delay in services shall have to be communicated to the Transport Branch well within reasonable time.
34. All payments shall be made as per applicable rules and after statutory deduction by the Supreme Court Registry
35. At the end of each quarter, the tenderer shall submit bills to the Transport Branch of this Registry for services provided in the quarter under consideration along with Satisfactory Maintenance Reports to be obtained by the tenderer from the concerned users/Residential Offices/Officers of this Registry to the effect that services of the cars have been done satisfactorily on the respective date mentioned in the bill. The payment shall be released only after submission of Satisfactory Maintenance Reports from the concerned users/Residential Offices/Officers of this Registry during the relevant quarter by the tenderer.
36. Any loss or damage caused to any of the Registry's cars or items by the successful tenderer while doing/performing the job shall be recovered from the successful tenderer and the decision of the Registry in this regard shall be final and unassailable.
37. The rates so quoted should be valid for a period of Two Years from the date of awarding of contract, as the maintenance 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, all spare parts, tools, consumable used for providing door step car cleaning, dry cleaning, rubbing and washing services and no separate travelling or any other charges shall be admissible.

38. The work executed by the firm should be to the satisfaction of the concerned users/Residential Offices/Officers of this Registry 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 Registry in this regard will be final and unassailable and binding on the tenderer.
39. Non-performance of providing services as per time schedule will be treated as a pending complaint by the Registry and will be dealt with accordingly for applicable penalties.
40. The tenderer shall provide full details of the employees/Engineers deployed for job. Police verification of the deputed persons with no criminal record and with ID proof shall also be carried out by the contractor and record be maintained to this effect and further shall be verified from time to time so far.
41. The firm/contractor shall be responsible for any injury or accident to the personnel deployed by them.
42. The Registry shall have no liability, financial or otherwise, for any harm/damage/injury incurred to the personnel deployed by the successful tenderer in the course of performing the 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.
43. The tenderer shall be required to maintain a complaint log book, duly recording the relevant information of complaint logged, location, and services provided etc. Further, if and when directed by the Branch Officer, Transport Branch, the tenderer may produce the same at Registry without any objection.
44. The successful tenderer will have to abide by the terms and conditions as may be fixed from time to time by the Registry.

D .PENALTIES

45. The Registry reserves the right to terminate the contract at any time during the subsistence of contract, in case of breach of any conditions or deficiency in service, and to entrust the work to another dealer/vendor and to recover the loss, if any, sustained by the Registry from the tenderer.

46. If the job is not done within the 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.
47. Any loss/damage sustained to the Registry's cars will be recovered from the successful tenderer.
48. If any car is not serviced by the tenderer within a stipulated date and time as directed by the Transport Branch and the tenderer fails to provide service upto the satisfaction of Transport Branch of this Registry, a penalty of ₹1,000/- (Rupees One thousand only) per day per car will be charged till such time the car is serviced.
49. Irrespective of the fact as to whether or not the Registry gets the job done or not from outside, a penalty of 1% per day subject to maximum penalty of 10% of total cost of delayed job will be charged.
50. Even after award of the contract, the Registry reserves the right to terminate the same at any point of time during the contract period, if services of the successful tenderer are not found satisfactory.
51. The security deposit shall stand forfeited in case of breach of any of the conditions mentioned herein or if the work is found unsatisfactory/ not as per specifications.

E. SUBMISSION OF TENDER

Interested parties may send their tenders in two sealed envelopes containing **(i) 'Earnest Money** and **(ii) Tender Document/Financial bid** for providing door step car cleaning, dry cleaning, rubbing and washing services of Official cars used by the Hon'ble the Chief Justice of India and Hon'ble Judges of the Supreme Court of India for a period of two years respectively addressed by name to the undersigned or may be handed over personally to Registry's Reception Counter No. 17 (R&I) on or before 01.11.2022 upto 3:00 PM which will be opened at 3:30 PM on the same day by a Committee of Officers constituted for the purpose before the tenderers or their authorised representatives who may wish to remain present. The tenders received after due date and time and/or time and without Earnest Money will not be entertained. In the first instance, envelopes containing Earnest Money will be opened. Thereafter, the envelope containing tender documents will be opened.

Sd/-

(Anil Kumar Sharma)
Additional Registrar (AM)
03.10.2022

Encls : Annexures - 'A' & 'B'

Note: The Registry will remain closed from 03.10.2022 to 08.10.2022 for Dussehra Holidays and from 24.10.2022 to 29.10.2022 for Diwali Holidays.

SUPREME COURT OF INDIA
Admin. Materials (Maintenance)

F.NO. 1727/Vehicles/22/SCI(AM)

DATED: 03.10.2022

Last date for submission of

Tender : 01st November, 2022 upto 03:00 PM at Reception Counter No. 17 (R & I)

Proforma To Be filled by the Tenderer for awarding Contract for providing door step car cleaning, dry cleaning, rubbing and washing services of Official cars [approximately 36 nos. of cars (01 Camry and 35 Skoda)] used by the Hon'ble the Chief Justice of India and Hon'ble Judges of the Supreme Court of India

1. (a) Name of the tenderer with complete address
(Attach documentary proof) :

(b) Type of organization
(Proprietor/ Partnership/Registered/Private Ltd):

(c) PAN No(s) (Photocopy to be enclosed):

(d) GST No. (Photocopy to be enclosed):

(e) Fax No. /e-mail ID:

(f) Website, if any:
2. Contact Person with Name : with Telephone/ Mobile No:
3. a) Mimimum annual turnover of Rs. 7.5 Lakh per annum (yes or no):
b) Enclose audited balance sheet for three years:
4. Details of major clients with contact details :
5. Services provided to any other Govt. Department/Autonomous Body:
6. Performance certificates from clients (Govt./Semi Govt./Public Sector undertakings)
enclosed (yes or no):
7. Minimum 03 years experience (yes or no):
8. Whether tender document (all pages) duly
Signed, stamped and legible (yes or no):

9. Declaration regarding black listing or otherwise enclosed as per Annexure 'B' (yes or no):

10. Whether all the terms and conditions of the tender document accepted (yes or no):

11. Whether EMD enclosed; (yes or no); If Yes : DD No. _____ Dt. _____

12. Any other information, please specify :

13. Rates Offered per car for below mentioned services:

| Sl. No. | Name of the Services (inclusive of manpower, consumables, commuting charges) | Rate (in Rs.) Per Car Camry/Superb (exclusive of GST) | Name of Brand of which Consumable, Solvent etc. offered for Services |
|---------|---|---|---|
| 1. | Car Interior Cleaning Services, which includes below-mentioned services; (i) Car Seat dry cleaning and polishing. (ii) Car Doors Dryclean (Inside) and polishing. (iii) Car roof Dryclean (Inside). (iv) Car boot Dryclean (Inside). (v) Car dash board Dryclean and Polishing. (vi) Carpet and Mats (Inside and boot) Dryclean. Note: Quote single rate for Car interior cleaning services which includes above mentioned services, do not quote for every item as mentioned above in S.No. (i) to (vi) | | |
| 2. | Car Washing with Foam | | |
| 3. | Car Rubbing | | |
| 4. | Car Polishing | | |
| 5. | Brass Flag Rod and Name/Number Plate Cleaning and Polishing | | |

I/we certify that the information furnished above is true and correct. The terms & conditions are acceptable to me/us.

Dated :

Place :

Authorised Signatory of the firm Name(s) and address of the firm (with stamp)

UNDERTAKING

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

Signature of the authorised signatory
of the firm/ company/ organisation/
Official Stamp/ Seal.

Date:

Place: