

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

F.No.841/Pest Control/19/SCI(AM)
Dated : 09-12-2020

Last date for

Submission of Tender: 04 January, 2021 up to 03:00 p.m.

At Counter No. 17 (R&I)

For any query, please contact at Counter No. 26

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

Sealed tenders are invited, as per **Annexures 'A & B'**, 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 Premises including all the rooms, libraries and canteens, Creche, Museum of the Registry and Supreme Court Bar Association, Supreme Court Transit Home- cum- 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, if they so desire, may contact the Branch Officer, Admn. Materials Branch telephonically at 011-23111483 or personally visit at Reception Counter No. 26 for any clarification on any working day between 10.30 A.M. and 4.00 P.M. except Saturdays, Sundays & Holidays.

A. TENDER

1. Two separate sealed envelopes should be used for submitting the tender (a) 'Earnest Money Deposit (EMD) for tender for Awarding of Contract for Pest & Rodent Control Treatment' and (b) 'Tender for Awarding of Contract for Pest & Rodent Control Treatment' on the cover of the respective envelopes.

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. The tender may be sent by post sufficiently early so as to reach the Registry within time, or may be delivered at Counter No.17 (R&I). If tender is sent through Messenger, an authority letter from the tenderer with proof of identity may also be given to the said Messenger.
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 any respect will be at the tenderer's 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 as holiday, then next working day will be treated as due date of tender.

B. TERMS AND CONDITIONS OF TENDER

6. The tenderers are required to quote their lowest rates for awarding of the contract for a period of **two** years as per the enclosed Proforma '**Annexure-A**'. The approved rates will remain static during the period of contract and no request for enhancement will be applied on any ground. The tenderer shall quote rates both in figures and words with blue/black ball pen. In case of any discrepancy, the price mentioned in words will be considered.
7. The rates should be quoted for the **entire Supreme Court Premises, Guest House-34 Prithviraj 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. The tenderers must have minimum 3 years experience of Pest and Rodent Control Treatment in Government Organisation.
8. Registry is not bound to accept the lowest tender and reserves 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.
9. The tenderers are required to send their tenders alongwith 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 Deposit**, by writing the name of the firm, telephone number and name of the item on the reverse side of the Demand Draft. If the firm is exempted from depositing the EMD, a Certificate to this effect has to be submitted along with the tender document.
10. Earnest Money Deposit of 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 cancel cheque is required to facilitate refund of EMD amount.

11. 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.
12. 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.
13. The Registry will deal with the tenderers 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.
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. Each tenderer has to certify that all the terms and conditions are acceptable to him/her. The Earnest Money Deposit shall stand forfeited in case of breach of any of the conditions mentioned herein.
16. The tenderers shall give an undertaking (**as per Annexure -'B'**) that the Firm/Partners/Director/Proprietor has not been blacklisted and their business dealings with Central/State Government/Public Sector Units/Autonomous Bodies have not been banned/terminated on the account of poor performance.

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 or Bank Guarantee drawn in the favour of 'The Registrar (Admn.), Supreme Court of India' within one week from the date of receiving the work order which will be refunded after 60 days from the date of successful completion of contract or payment of the last bill whichever is later.
18. The firm is required to deploy a senior rank officer to visit all the Residential Offices of Hon'ble the Chief Justice of India and Hon'ble Judges periodically for inspection and supervision.
19. 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.
20. 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, if necessary, 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.

21. 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.
22. The tenderers are required to quote only in respect of the best available brands of cleaning agents in the market. No outdated chemicals should be used and all formulations/pesticides to be used for pest control treatment shall be safe for human beings and shall not have any detrimental effect on office equipment/furniture.
23. The tenderer should purchase all formulations/pesticides to be used only from original manufacturer or their authorized dealer. The chemical should be branded ISI marked products of a company.
24. The tenderer should be vary careful for the safety of young kids in the Creche and any organic pest control treatment or any other treatment which has minimal or no toxic effect and is free from foul smell may be carried out in the Creche.
25. The firm should follow the directives of Govt. Health Authorities / WHO for the pest control treatments.
26. 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

27. 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.
28. 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.
29. 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.
30. 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 superscribing (a) 'Earnest Money for tender for Awarding of Contract for Pest & Rodent Control Treatment' and (b) 'Tender for Awarding of Contract for Pest & Rodent Control Treatment' respectively addressed by name to the undersigned, at Registry's Counter No.17 (R&I) on or before 04.01.2021 (Monday) upto 3.00 P.M. which will be opened 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 tender received after due date and/or time and/or without Earnest Money (unless they are exempted from depositing Earnest Money) will not be entertained. In the first instance envelopes containing Earnest Money and thereafter envelopes containing tender documents will be opened.

Encls: Annexures - 'A' & 'B'

(Anil Kumar Sharma)
Additional Registrar (AM)
09.12.2020

Please note that the Registry shall remain closed from Friday, the 25th December, 2020 to Friday, the 1st January, 2021 (both days inclusive) on account of Christmas / New Year Holidays.

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

F.No.841/Pest Control/18/SCI(AM)
Dated : 09-12-2020

Last date of tender - 04-01-2020

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 Treatment contract with name of the contact person and Telephone/Mobile Number.
(Please attach separate sheet) :
4. GST No. (with copy) :
5. Pan Card No.
6. Turnover of the last three years in this field with proof of the same :

| S.No. | 2017-18 | 2018-19 | 2019-20 |
|-------|---------|---------|---------|
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7. Details of Rates (**per year**) **along with GST, if any** of :
different type of works. Rates should be quoted for
entire premises not per square metre:-

| Sl. No. | Type of treatment | Supreme Court Premises (Main Office Complex + Additional Building Complex) | | Guest House, 34, Prithviraj Raod | | Whole/Residence /Bungalow of Hon'ble the Chief Justice of India & other Hon'ble Judges | |
|---------|---|--|---------------|-------------------------------------|---------------|--|---------------|
| | | Rate in Fig. | Rate in Words | Rate in Fig. | Rate in Words | Rate in Fig. | Rate in Words |
| 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 | | | | | | |

Note:

- Rate quoted should be inclusive of material, equipments and labour.
- Applicable taxes in percentage to be mentioned separately.
- The rate will remain constant during the period of contract.

8. Whether your firm has been blacklisted/
banned by any Government Department/
Public Sector undertaking/ Autonomous
Body : (Fill in the undertaking as : Yes/No
mentioned in **Annexure-'B'**)

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

Dated :

Signature of the
Tenderer with Stamp

UNDERTAKING

I/We undertake that (Firm/Partner/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: