

SUPREME COURT OF INDIA
Tilak Marg, New Delhi-110001
ADMN.MATERIALS (P&S)

F.No.91/P&P/20/SCI(AM)

Dated: 15.12.2020

Last date for Submission of Tender: 5th January, 2021 upto 3:00 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 UNDERTAKING THE JOB OF
PAINTING, POLISHING AND LETTER-WRITING
ON MISC. FURNITURE ITEMS

Sealed Tenders are invited from Delhi- NCR based reputed firms/ partners/ directors/ proprietors on the Proformas attached herewith as Annexures- 'A', 'B' and 'C' for entering into rate contract for a period of Two Years for awarding of contract for undertaking the job of Painting/ polishing/ Letter-writing on Misc. Furniture items, in the Registry and as well as at the residential offices of Hon'ble the Chief Justice of India/ Hon'ble Judges/ Ld. Secretary General/ Ld. Registrars, E-Committee office, Supreme Court Guest House, as well as in the Registry. The residential offices of Hon'ble Judges / Guest House etc. are located within a radius of 3-4 kilometers from the Supreme Court and the work will be executed there itself, as and when required.

Interested parties, if so desire, may contact Branch Officer, Admn. Materials (P&S) at Telephone No.011-23112257 or personally visit at Reception Counter No.26 for any clarification on any working day between 10:30 AM and 4:00 PM (except Saturdays, Sundays and Holidays).

TENDER

1. The tenderer is required to quote its lowest rates, GST (with percentage) and details (inclusive of labour and cartage charges) for Painting/ Polishing etc. of the misc. furniture items as per the Annexures- 'A' and 'B' annexed hereto.
2. The tender may be sent in two separate sealed envelopes superscribing (a)"Earnest Money for undertaking the job of Painting, Polishing and Letter-writing on misc. furniture items" and (b) "Tender for undertaking the job of Painting, Polishing and Letter-writing on misc. furniture items" on the cover of the respective envelope by post sufficiently early so as to

reach the Registry within date and time or may be delivered at the Counter No. 17 (R&I).

3. 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 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 a holiday, then next working day of the Registry will be treated as due date of the tender.

TERMS AND CONDITIONS OF TENDER

5. The rates should be valid for a period of two years from the date of awarding of Tender. The tenderer shall not be entitled during the said period to revoke or cancel its tender or to vary the tender or any terms thereof.
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, New Delhi" as Earnest Money by writing the name of the firm, telephone number 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.
7. 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.
8. 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, the tenderer may be debarred to participate in the tender process of the Supreme Court of India.
9. 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. 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.

10. Over-writing/over-typing or erasing of the figures which render it doubtful or ambiguous are not allowed and shall render the tender invalid.
11. The tenderer shall quote the rates both in figures and words with blue/black ball pen. In case of any discrepancy, the figures mentioned in words will be considered.
12. The Registry in its discretion, reserves the right to make any change, at any time, in the terms and conditions of the Notice Inviting Tender without assigning any reason thereof.
13. The Registry is not bound to accept the rates submitted by the lowest tenderer.
14. The tenderer should submit proof of his/her domicile in Delhi-NCR along with address of the office.
15. The tenderer should possess minimum three years experience in the reputed organization/ institution.
16. Each tenderer has to certify that all the terms and conditions are acceptable to him/ her.
17. 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.
18. 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.

TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER

19. 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.
20. The successful tenderer shall have to deposit Performance Security amount of Rs.40,000/- (Rupees Forty Thousand Only) by way of Bank Guarantee/ Demand Draft, drawn in favour of “The Registrar (Admn), Supreme Court of India, New Delhi.” The Bank Guarantee/ Demand Draft will be released after 60 days from of the successful completion of the contractual period or payment of the last bill, whichever occurs later.
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 or after the receipt of work order whichever is communicated earlier. The person attending the work should be available in the Registry at short notice.
22. There is no assurance regarding the number of items 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 items entrusted is considerably low.
23. 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.
24. 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.
25. If the painting/ polishing etc. is not possible in the above mentioned premises the same may be collected from the Registry, done by the successful tenderer at their workshop and returned back by the tenderer for which no extra charges will, however, be payable on this account.
26. 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.

27. 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 assistant on this account.
28. The firm shall be responsible for any injury or accident to the person deployed by them for performing the job.
29. The tenderer shall give an undertaking (as per Annexure- 'C') 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.
30. The successful tenderer will have to abide by the terms and conditions as may be fixed from time to time by the Registry.
31. There shall be no increase in rates during the contract period. All orders placed till last date of contract shall have to be completed without fail.

PENALTIES

32. The work executed by the firm should be to the satisfaction of the concerned officer of the 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.
33. 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.
34. Irrespective of the fact as to whether or not, the Registry makes the services from outside, the Registry may impose penalty of 1% per week of the total cost for delayed, subject to maximum penalty of 10% of the total cost.
35. Even after awarding the said 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 satisfactorily.

36. The Performance Security shall stand forfeited in case of breach of any of the conditions mentioned herein.

INVITATION OF TENDER

Interested parties may send their sealed tenders in two sealed envelopes containing (i) Earnest Money and (ii) Tender Documents **for awarding the contract of Painting, Polishing and Letter-writing on misc. furniture items** addressed by name to the undersigned or may be handed over personally to the Registry's Reception Counter No.17 on or before **5th January, 2021** upto **3.00 P.M.** which will be opened at 3.30 P.M. on the same day 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 and/or time and without Earnest Money will not be entertained. In the first instance, envelopes containing Earnest Money will be opened. Thereafter, the envelopes containing tender documents will be opened.

-SD-

(Anil Kumar Sharma)
Additional Registrar (AM)
15.12.2020

Encls.: Annexures-'A', 'B' and 'C'.

Note:- The Registry will remain closed from 25.12.2020 to 01.01.2021 for Christmas and New Year Holidays.

SUPREME COURT OF INDIA
(ADMN. MATERIALS BRANCH)

F.No.91/P&P/20/SCI(AM)
Dated:15.12.2020

Last date : 5th January, 2021

PROFORMA TO BE FILLED BY THE TENDERERS WITH REFERENCE TO NOTICE INVITING TENDER DATED 15.12.2020 FOR AWARDING THE CONTRACT FOR UNDERTAKING THE JOB OF PAINTING, POLISHING AND LETTER WRITING ON MISC. FURNITURE ITEMS

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. Goods and Services Tax Number (GST)
(with copy) :

5. Pan Card No. (with copy) :

6. Whether all the terms & conditions of
the N.I.T. are agreeable :

7. Details of past experience in the field:

8. Whether rates are inclusive of GST: Yes/ No

9. List of clientele:

10. Whether Annexure 'C' filed :

Dated_____

Signature with date and
Rubber Stamp of the tenderer

SUPREME COURT OF INDIA
(ADMN. MATERIALS BRANCH)F.No.91/P&P/20/SCI(AM)
Dated: 15.12.2020**Last date : 5th January, 2021****PROFORMA**

(To be filled by the tenderers with reference to Notice Inviting Tender dated 15.12.2020 for Awarding of Contract for Painting, Polishing and Letter-writing on misc. furniture items)

S.No.	JOB DESCRIPTION	Rates for manual Painting (Rs.)	Rates for Spray Painting (Rs.)
1	Steel Book Shelf (Book Case) (Large) (Inside & Outside)		
	In words		
2	Steel Book Shelf (Book Case) (Large) (Outside only)		
	In words		
3	Steel Book Shelf (Books Case) (Small) (Inside & Outside)		
	In words		
4	Steel Book Shelf (Books Case) (Small) (Outside only)		
	In words		
5	Steel Book Rack (Inside & Outside)		
	In words		

S.No.	JOB DESCRIPTION	Rates for manual Painting (Rs.)	Rates for Spray Painting (Rs.)
6	Steel Book Rack (Outside only)		
	In words		
7	Steel Rack (three side closed) (Inside & Outside)		
	In words		
8	Steel Rack (three side closed) (Outside only)		
	In words		
9	Steel Rack (uncovered) (Inside & Outside)		
	In words		
10	Steel Rack (uncovered) (Outside only)		
	In words		
11	Steel Rack (big size) (Inside & Outside)		
	In words		

S.No.	JOB DESCRIPTION	Rates for manual Painting (Rs.)	Rates for Spray Painting (Rs.)
12	Steel Rack (big size) (Outside only)		
	In words		
13	Side Steel Rack (Inside & Outside)		
	In words		
14	Side Steel Rack (Outside only)		
	In words		
15	Steel Rack Ceiling Height (Inside & Outside)		
	In words		
16	Steel Rack Ceiling Height (Outside only)		
	In words		
17	Steel Almirah (Big size) (Inside and Outside)		
	In words		

S.No.	JOB DESCRIPTION	Rates for manual Painting (Rs.)	Rates for Spray Painting (Rs.)
18	Steel Almirah (Big size) (Out side only)		
	In words		
19	Steel Almirah (Small size) (Inside and Outside)		
	In words		
20	Steel Almirah (Small size) (Out side only)		
	In words		
21	Steel Wardrobe		
	In words		
22	Revolving Chair (With handle)		
	In words		
23	Steel Pipe Chair (canned) (with handle)		
	In words		

S.No.	JOB DESCRIPTION	Rates for manual Painting (Rs.)	Rates for Spray Painting (Rs.)
24	Square Pipe Chair (Canned) (with handle)		
	In words		
25	Handles of Black Cloth Visitor Chair		
	In words		
26	Executive Table (with drawer)		
	In words		
27	Assistant Table (with drawer)		
	In words		
28	Clerk Table (with drawer)		
	In words		
29	Steel Trolley (Box type)		
	In words		
30	Steel Trolley (Heavy Duty)		
	In words		

S.No.	JOB DESCRIPTION	Rates for manual Painting (Rs.)	Rates for Spray Painting (Rs.)
31	Wheel Barrow		
	In words		
32	Barricades		
	In words		
33	Tray (Iron)		
	In words		
34	Removing Old Number and providing black strip		
	In words		
35	Arrow Painting		
	In words		
36	Painting of Steel Boards		
	In words		
37	Garden Chair (Each) (Painting in white/any other colour after proper rubbing)		
	In words		

S.No.	JOB DESCRIPTION	Rates for manual Painting (Rs.)	Rates for Spray Painting (Rs.)
38	Garden Table (Each) (Painting in white/any other colour after proper rubbing)		
	In words		

(A1) ROSEWOOD COLOUR PAINTING (for each item) :

S.No.	JOB DESCRIPTION	Rates for manual Painting (Rs.)	Rates for Spray Painting (Rs.)
1	Catalogue/Filing Cabinet		
	In words		
2	Card Index Cabinet		
	In words		
3	Steel Book Racks (Big Size)		
	In words		
4	Steel Book Racks (Small Size)		
	In words		
5	Steel Almirah (Big size) (Inside and Outside)		
	In words		

S.No.	JOB DESCRIPTION	Rates for manual Painting (Rs.)	Rates for Spray Painting (Rs.)
6	Steel Almirah (Big size) (Out side only)		
	In words		
7	Steel Almirah (Small size) (Inside and Outside)		
	In words		
8	Steel Almirah (Small size) (Out side only)		
	In words		

B. POLISHING (for each items)

S.No	JOB DESCRIPTION	Rates for Polishing After Proper Cleaning for each (Rs.)	Rates After Complete Rubbing for each (Rs.)	Rates for Spray Polish after proper cleaning for each (Rs.)
1	Officer Table with Drawer			
	In words			
2	Bar Table (Small)			
	In words			
3	Bar Table (Long)			
	In words			

S.No	JOB DESCRIPTION	Rates for Polishing After Proper Cleaning for each (Rs.)	Rates After Complete Rubbing for each (Rs.)	Rates for Spray Polish after proper cleaning for each (Rs.)
4	Assistant Table with Drawer			
	In words			
5	Clerk Table with Drawer			
	In words			
6	Daftary Table with Drawer			
	In words			
7	Side Table (small)			
	In words			
8	Side Table (Long)			
	In words			
9	Peg Table			
	In words			
10	Committee Table			
	In words			

S.No	JOB DESCRIPTION	Rates for Polishing After Proper Cleaning for each (Rs.)	Rates After Complete Rubbing for each (Rs.)	Rates for Spray Polish after proper cleaning for each (Rs.)
11	Square Table			
	In words			
12	Round Table (Small)			
	In words			
13	Round Table (Large)			
	In words			
14	Dressing Table			
	In words			
15	Tiffin Table			
	In words			
16	Court Room Dias Table			
	In words			
17	Dias Table (Small)			
	In words			

S.No	JOB DESCRIPTION	Rates for Polishing After Proper Cleaning for each (Rs.)	Rates After Complete Rubbing for each (Rs.)	Rates for Spray Polish after proper cleaning for each (Rs.)
18	Long Table			
	In words			
19	Judge Table			
	In words			
20	Conference Table (Ten pieces) (For Complete One Set)			
	In words			
21	Garden Chair (Each) (in any colour)			
	In words			
22	Garden Table (Each) (in any colour)			
	In words			
23	Tub Chair			
	In words			

S.No	JOB DESCRIPTION	Rates for Polishing After Proper Cleaning for each (Rs.)	Rates After Complete Rubbing for each (Rs.)	Rates for Spray Polish after proper cleaning for each (Rs.)
24	Cane Seated Chair (Armless)			
	In words			
25	Cane Seated Easy chair			
	In words			
26	Cushioned Easy Chairs			
	In words			
27	Cushioned Chair (Armed)			
	In words			
28	Cushioned Chair (without arm)			
	In words			
29	Square-Pipe Canned Chair			
	In words			

S.No	JOB DESCRIPTION	Rates for Polishing After Proper Cleaning for each (Rs.)	Rates After Complete Rubbing for each (Rs.)	Rates for Spray Polish after proper cleaning for each (Rs.)
30	Officer Chair			
	In words			
31	High Back Photograph Chair			
	In words			
32	Wooden Handles of Chair (per pair)			
	In words			
33	Glass Almirah (Large) (Inside and Outside)			
	In words			
34	Glass Almirah (Small) (Inside & Outside only)			
	In words			
35	Glass Almirah (Large) (Outside only)			
	In words			

S.No	JOB DESCRIPTION	Rates for Polishing After Proper Cleaning for each (Rs.)	Rates After Complete Rubbing for each (Rs.)	Rates for Spray Polish after proper cleaning for each (Rs.)
36	Glass Almirah (Small) (Outside only)			
	In words			
37	Glass Almirah Double (Inside and Outside)			
	In words			
38	Glass Almirah Double (Outside only)			
	In words			
39	Wooden Almirah (Inside and Outside)			
	In words			
40	Wooden Almirah (Outside only)			
	In words			
41	Library Cup-Board			
	In words			

S.No	JOB DESCRIPTION	Rates for Polishing After Proper Cleaning for each (Rs.)	Rates After Complete Rubbing for each (Rs.)	Rates for Spray Polish after proper cleaning for each (Rs.)
42	Wooden Side Rack (small)			
	In words			
43	Wooden Side Racks (Large)			
	In words			
44	Pigeon Hole Rack			
	In words			
45	Court Book Rack			
	In words			
46	Book Rack (Small) with Glass			
	In words			
47	Book Rack (Large) with Glass			
	In words			

S.No	JOB DESCRIPTION	Rates for Polishing After Proper Cleaning for each (Rs.)	Rates After Complete Rubbing for each (Rs.)	Rates for Spray Polish after proper cleaning for each (Rs.)
48	Wooden Book Rack			
	In words			
49	Book Shelf			
	In words			
50	Book Shelf (Double)			
	In words			
51	Book Stand Revolving			
	In words			
52	Cane Seated Bench with Back			
	In words			
53	Cane Seated Bench without Back			
	In words			

S.No	JOB DESCRIPTION	Rates for Polishing After Proper Cleaning for each (Rs.)	Rates After Complete Rubbing for each (Rs.)	Rates for Spray Polish after proper cleaning for each (Rs.)
54	Wooden Bench with Back			
	In words			
55	Wooden Bench without Back			
	In words			
56	Foot Rest Cushioned			
	In words			
57	Foot Rest Wooden			
	In words			
58	Wooden Stool (Small)			
	In words			
59	Wooden Stool (Large)			
	In words			
60	Standing Screen			
	In words			

S.No	JOB DESCRIPTION	Rates for Polishing After Proper Cleaning for each (Rs.)	Rates After Complete Rubbing for each (Rs.)	Rates for Spray Polish after proper cleaning for each (Rs.)
61	Partition Wooden			
	In words			
62	Sofa Each (Legs only)			
	In words			
63	Waste Paper Basket Wooden			
	In words			
64	Name Board (Old)			
	In words			
65	Paper Tray (Wooden)			
	In words			
66	Notice Board with Door			
	In words			
67	Notice Board without Door			
	In words			

S.No	JOB DESCRIPTION	Rates for Polishing After Proper Cleaning for each (Rs.)	Rates After Complete Rubbing for each (Rs.)	Rates for Spray Polish after proper cleaning for each (Rs.)
68	Spitton Wooden			
	In words			
69	Cushioned Stool			
	In words			
70	Confidential Box (Inside and Outside)			
	In words			
71	Confidential Box (Outside only)			
	In words			
72	Flower Stand			
	In words			
73	Name Board (new) Double Side			
	In words			

S.No	JOB DESCRIPTION	Rates for Polishing After Proper Cleaning for each (Rs.)	Rates After Complete Rubbing for each (Rs.)	Rates for Spray Polish after proper cleaning for each (Rs.)
74	Name Board (new) Single Side			
	In words			
75	Name Board Scrapping (Single side)			
	In words			
76	Name Board Scrapping (Double side)			
	In words			
77	Stand of Sign Board			
	In words			
78	Wooden Blocks for Mikes			
	In words			
79	Desk Wooden (New)			
	In words			

S.No	JOB DESCRIPTION	Rates for Polishing After Proper Cleaning for each (Rs.)	Rates After Complete Rubbing for each (Rs.)	Rates for Spray Polish after proper cleaning for each (Rs.)
80	Desk Wooden (Old)			
	In words			
81	Divan			
	In words			
82	Plate Form			
	In words			
83	Wooden Sofa Frame (3+1+1) For Complete One Set			
	In words			
84	Wooden Show Case			
	In words			
85	Chest of Drawers (with Melamine Polish)			
	In words			

S.No	JOB DESCRIPTION	Rates for Polishing After Proper Cleaning for each (Rs.)	Rates After Complete Rubbing for each (Rs.)	Rates for Spray Polish after proper cleaning for each (Rs.)
86	Registrars Name Board (Complete)			
	In words			
87	Borders of Registrars Board			
	In words			
88	Hon'ble Judges Name Board (Complete)			
	In words			
89	Borders of Hon'ble Judges Name Board			
	In words			
90	Wooden Photo Frames			
	In words			
91	Wooden Coat Stand			
	In words			

S.No	JOB DESCRIPTION	Rates for Polishing After Proper Cleaning for each (Rs.)	Rates After Complete Rubbing for each (Rs.)	Rates for Spray Polish after proper cleaning for each (Rs.)
92	Wooden Pool Side Loungers			
	In words			
93	Wooden Sattree			
	In words			
94	Wooden Chowkis			
	In words			
95	Single Bed (with Header and Footer)			
	In words			
96	Double Bed (with Header and Footer)			
	In words			

(C) LETTER-WRITING (per letter) :

S.No.	JOB DESCRIPTION	Rates (per letter) (Rs.)
1	Letter Writing on Gates/ Barricades etc.	
	In words	

2	Letter Writing upto 1 inch	
	In words	
3	Letter Writing upto 1.5 inch	
	In words	
4	Letter Writing upto 2 inch	
	In words	
5	Letter Writing upto 2.5 inch	
	In words	
6	Letter Writing upto 3 inch	
	In words	
7	Letter Writing upto 3.5 inch	
	In words	
8	Letter Writing upto 4 inch	
	In words	
9	Letter Writing upto 4.5 inch	
	In words	

S.No.	JOB DESCRIPTION	Rates (per letter) (Rs.)
10	Letter Writing upto 5 inch	
	In words	
11	Sticker Alphabet (Each) upto 1 Inch	
	In words	
12	Sticker Alphabet (Each) upto 1.5 Inch	
	In words	
13	Sticker Alphabet (Each) upto 2 Inch	
	In words	
14	Providing Wooden nameplate (with single side paint)	
	In words	
15	Providing Wall-Mounted Wooden Nameplate (with double side paint)	
	In words	

* GST (with percentage), if any :

** Discounts, if any :

Signature with date and
Rubber Stamp of the tenderer

UNDERTAKING

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

(Signature with rubber stamp)

Date:

Place: