

SUPREME COURT OF INDIA
NEW DELHI

NIT NO. 003/HK/2021/SCI
DATED : 18th September 2021

TENDER DOCUMENTS FOR

***“Comprehensive maintenance i.e. Housekeeping & Mechanized Cleaning
and Conservancy Services”***

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SCOPE OF WORK

*In order to ensure requisite mechanized/automated cleaning and housekeeping services at the utmost standards, Supreme Court invites the tender for “**Comprehensive maintenance i.e. Housekeeping & Mechanized Cleaning, and Conservancy Services**”*

(i) Supreme Court of India (Main Building) including Annexe Building and the Museum, (ii) Additional Building Complex of Supreme Court, adjoining Pragati Maidan including Chamber Blocks (iii) the corridors, toilets, roads within M.C. Setalwad Lawyers’ Chambers ‘Building at Bhagwan Das Road consisting of five floors & basement and C.K. Daphtary Lawyers Chambers' Building at Tilak Lane consisting of four floors & basement, (iv) toilets, adjoining roads, advocates parking area, corridors of Lawyers’ Chambers Blocks located within the precincts of Main Building, (v) Transit Home Cum- Supreme Court Guest House, located at 34 Prithvi Raj Road, New Delhi (vi) Red sand Stone, Kota Stone and Mosaic & Wooden Flooring etc., corridors outside the Court and surrounding areas of all the premises and (vii) Three connecting passages between Main Building and Additional Building Complex of Supreme Court of India (viii) Lawns & open areas.

SALIENT FEATURES OF THE MAIN BUILDING

Supreme Court Building has Red Sand Stone Flooring with Red Sand Corridors and Corridor with Kota Stone Flooring on first floor. In addition, toilets, walls, Bitumen road inside the Supreme Court Building, which are frequently used by the public have to be maintained by the Successful Tenderer. There are two single storey Lawyers' Chambers Blocks, where toilets, walls, corridors and surrounding areas are to be maintained. **Further**, Two new Lawyers' Chambers Buildings called “M.C. Setelwad **Lawyers’ Chambers** (five storeys with toilets and corridors)” and “C.K. Daphtary Building (four storeys with toilets and corridors)” and surrounding area of both the buildings are to be maintained.

SALIENT FEATURES OF THE ADDITIONAL BUILDING COMPLEX

1. General:

Additional Building Complex for Supreme Court of India is constructed on plot area of 12.19 Acres having total built up area of 1,80,845 Sqm. The Additional Building Complex consists of 3 level basements and consists of six blocks as detailed below:-

- Block B, D & E are Ground plus 8 storey
- Block A & C are Ground plus 5 storey
- Block F is Ground plus 3 storey
- Underground Pathways/ Motorways: The Existing Supreme Court Building is connected through these Pathways/ Motorways with Additional Building Complex.
- There are utility/ services areas & offices.
- The underground basement area is at three levels.

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2. Flooring:

The Flooring of various types such as Italian Marble, Granite, Kota Stone, Vitrified tiles and carpet flooring have been provided.

3. Wall Lining:

Wall lining of various types viz. Sand Stone/ Stone jali on external face, granite lining in corridor & lobbies, glazed tiles in staircase dado have been provided.

4. Services:

There is a conference hall(s), multipurpose hall(s) & auditorium & guest rooms, departmental canteens, in addition to W/C and Urinals & staircases.

5. False Ceiling

6. All Doors and Windows

7. Furniture items:

Wooden and metal furniture including compactors

8. Outside & Courtyards:

The complex consists of open courtyard(s) having sand stone/ Delhi quartz stone pavements and Fountain/water bodies.

9. Boundary Wall:

About 1,045 Metre long Boundary wall.

Note: - The above details are given only for guidance and not exhaustive one. The agency is advised to visit the site thoroughly before quoting. No Claims on account of misquoting of rates shall be entertained whatsoever at the later date.

The Courts, Lawyers' Chambers Block, administrative offices & such other areas are daily visited by large number of Advocates, litigants and public, requiring very high standard of hygiene and sanitation to be maintained.

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BRIEF INFORMATION ON BID DOCUMENT

Tender No.	NO. 003/HK/2021/SCI Dated : 18th September 2021
Duration of Contract	One year, extendable upon satisfactory performance upto three years & further extendable by one year on administrative ground on the basis of mutually agreed Terms & Conditions.
Date of inspection of Area by bidders	22.09.2021 & 23.09.2021 at 11:00 AM (Wednesday & Thursday)
Date of Pre-bid meeting	29.09.2021 at 11.30 A.M. (Wednesday) *
Last Date and time of submission of bid	21.10.2021 upto 03.00 PM (Thursday)
Date of opening Technical Bid	21.10.2021 at 03.30 PM (Thursday)
Date of opening of financial bids for technically qualified bidder	To be notified later
EMD	Bidders have to submit “Bid Security Declaration Form as per Form -XI” duly signed & stamped in favour of “The Registrar (Admn.), Supreme Court of India, New Delhi” on the Companys’ letter head in a separate sealed envelope along with the envelopes containing bid documents in place of EMD amount as per orders of Government of India, Ministry of Finance, Department of Expenditure vide office memorandum No. F.9/4/2020-PPD dated 12.11.2020
Validity of Bid	90 days
Total Number of pages of Tender Document	Pages 1-58

*** Bidders who wish to attend the pre-bid meeting to be held on 29.09.2021, may inform in writing to Additional Registrar (AM) at email : boamsupremecourt.sc@nic.in on or before 27.09.2021 (Monday) upto 2.00 P.M.**

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SECTION-1

(Notice Inviting Tender)

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NOTICE INVITING TENDER

Estimated cost Rs. 10,00,00,000/- (Rs. Ten Crore only)

Earnest Money Deposit : **'Bid Security Declaration'** form as per Form -XI on the company's letter head duly signed & stamped in place of EMD amount as per Govt of India direction vide MO.M. No. F.9/4/2020-PPD dated 12.11.2020.

Security Deposit (only for successful bidders) : 3% of contract value

Last date of submission of bid : 21.10.2021 (Thursday) upto 3.00 PM

The tender may be sent by post sufficiently early so as to reach the Registry within date and time or may be delivered to the undersigned. If tender is sent through Special Messenger, an authority letter from the tenderer with proof of identity may 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. 41 for issuance of entry pass.

Supreme Court of India, New Delhi invites bids on behalf of the Registrar, Supreme Court of India from specialized Agency for **"Comprehensive maintenance i.e. Housekeeping & Mechanized Cleaning and Conservancy Services"**.

The tender documents may be downloaded from this office website <https://sci.gov.in>.

The date, time and venue of opening of the financial bids shall be intimated to the technically qualified bidders through office website <https://sci.gov.in>. and telephonically.

The Competent Authority reserves the right to reject any or all the bids without assigning any reason and the decision of the competent authority shall be final and binding.

Sd/-
Additional Registrar (AM)
Supreme Court of India

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NOTICE INVITING TENDER

Separate sealed tenders are invited for the following work by the Registrar, Supreme Court of India, New Delhi from specialized Agency, who have satisfactorily completed either three works of similar nature each costing not less than the amount equal to 40% of the estimated cost or two similar nature of works each costing not less than the amount equal to 50% of the estimated cost or one similar nature of work costing not less than the amount equal to 80% of the estimated cost during the last Three financial years with some central Government / State Government/ Central autonomous body/ Central PSU/ Municipal corporations / State PSU/ Railway stations / Government hospitals, VVIP areas like Presidential Estate, Parliament House, P.M's Office, State Assemblies, High Court, Delhi Metro, AAI, DIAL etc or similar nature of work in Five Star and above category Hotels in India, reputed industrial house etc. and having valid GST, PAN (Income Tax) registration.

Name of work: “Comprehensive maintenance i.e. Housekeeping & Mechanized Cleaning and Conservancy Services”

i)	Estimated cost put to tender	: Rs. 10,00,00,000
ii)	Earnest Money	: ‘Bid Security Declaration Form’ as per form -XI in lieu of EMD amount
iii)	Contract Period	: 01 (one) year
iv)	Pre-bid meeting at the office of Registrar Supreme Court of India. <i>There shall be a pre-bid conference in which the doubts of the intending bidders shall be clarified, besides discussions or any additional suggestions proposed by the bidders. If found necessary a corrigendum to the tender document would be issued to all the intending bidders, and thereafter no further query/condition shall be entertained.</i>	29.09.2021 (Wednesday) at 11.30 A.M.
viii)	Last date & time of submission of the tender bid	21.10.2021 upto 03.00 PM
ix)	Time & date of opening of technical bids	21.10.2021 at 03.30 PM
x)	Time & date of opening of financial bid.	: Shall be intimated in due course of time through website (https://sci.gov.in) and telephonically.

Tender shall contain the copies of following documents:

Prequalification criteria:

- The firm shall submit documentary evidence of having satisfactorily completed either three works of similar nature each costing not less than the amount equal to 40% of the estimated cost or two similar nature of works each costing not less than the amount equal to 50% of the estimated cost or one similar nature of work costing not less than the amount equal to 80% of the estimated cost

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during the last three financial years with some central Government / State Government/ Central autonomous body/ Central PSU/ Municipal corporations / State PSU/ Railway stations / Government hospitals, VVIP areas like Presidential Estate, Parliament House, P.M's Office, State Assemblies, High Court, Delhi Metro, AAI, DIAL etc or similar nature of work in Five Star and above category Hotels in India, reputed industrial house.

- The contractor/FM Agency shall possess valid ISO 9001 (as on 31st March,2021), 14001 & OHSAS 18001 certification.
- The bidding firms shall have a minimum annual turnover of not less than INR 20.00 Crore in the preceding three financial years i.e. during 2018-19, 2019-20 and 2020-21.
- Net worth as at the end of financial year 31-03-2021 should not be less than INR 10.00 Crore.
- The firm should submit solvency certificate of at least Rs. 10.00 Crore from respective scheduled Bank.
- Copies of registration certificate of the firm/company, Memorandum & Article of association in case of firm registered under the Companies Act.

“Bid Security Declaration Form” as per Form-XI on the company letter head duly signed & stamped in lieu of EMD in favour of “The Registrar (Admn.), Supreme Court of India, New Delhi”, copies of **other documents as required in the tender documents** are to be submitted along with the bid. Failure to furnish the **“Bid Security Declaration Form”** will entail summarily rejection of bid.

- The financial bids of only those bidders, whose technical bids are qualified, shall be opened. The date & time of opening of the financial bids of technically qualified bidders shall be intimated through website (<https://sci.gov.in>) and telephonically.

Sd/-

Additional Registrar (AM)
Supreme Court of India

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SECTION-2

TECHNICAL BID SUBMISSION FORM

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TECHNICAL PROPOSAL FORM

Date:

LETTER OF BID

To

Registrar
Supreme Court of India
New Delhi

Ref: Invitation for. **TENDER NO.**

We, the undersigned, declare that:

- We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders.
- We offer to execute in conformity with the Bidding Documents for providing manpower services for the Premises of Supreme Court of India, New Delhi.
- Our bid shall be valid for a period of 90 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- If our bid is accepted, we commit to submit a Security Deposit in accordance with the Bidding Documents.
- We undertake that we have not been blacklisted/banned by any Government Department/Public Sector undertaking/Autonomous Body and are not part of any liquidation proceeding before the competent court.
- We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept highest ranked bid / lowest bid or any other bid that you may receive.

Yours sincerely,

Authorized Signatory

(Authorized person shall attach a copy of Authorization for signing on behalf of Bidding company)

Full Name and Designation

(To be printed on Bidder's letterhead)

SECTION-3

INSTRUCTIONS TO THE BIDDERS

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INSTRUCTIONS TO THE BIDDERS

1. GENERAL INSTRUCTIONS

- 1.1 For the Bidding / Tender Document Purposes, 'Registrar, Supreme Court of India, New Delhi' shall be referred to as 'Registrar, Supreme Court of India' and the Bidder / Successful Bidder shall be referred to as 'Contractor/FM agency and / or Bidder or interchangeably.
- 1.2 The tender documents may be downloaded from this office website <https://sci.gov.in>
- 1.3 While all efforts have been made to avoid errors in the drafting of the tender documents, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.
- 1.4 Each page of the Tender documents must be page numbered, stamped and signed by authorized person(s) submitting the Tender in token of his/their having acquainted himself/ themselves and accepted the entire tender documents including various conditions of contract. Any Bid with any of the Documents not so signed is liable to be rejected at the discretion of the Registrar, Supreme Court of India. **NO PAGE SHOULD BE REMOVED /DETACHED FROM THIS BIDDING DOCUMENT.**
- 1.5 The bidder shall submit the copy of the authorization letter / power of Attorney as the proof of authorization for signing on behalf of the Bidder.
- 1.6 All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of Contract, the bids not meeting the minimum eligibility criteria, Technical Bids not accompanied with 'Bid Security Declaration Form'/format, or non fulfillment of any other requirements stipulated in the tender documents are **liable to be rejected.**
- 1.7 The firm must have office/ establishments/ operations within the National Capital Territory of Delhi.
- 1.8 The parties to the Bid, shall be the 'Bidders' (to whom the work will be awarded) and the Registrar, Supreme Court of India.
- 1.9 The requirements of manpower is tentative and may increase or decrease at the sole discretion of the Registrar, Supreme Court of India.
- 1.10 Bidder should take the approval from the Registrar, Supreme Court of India before engaging any agency for limited specialized work.

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2. MINIMUM ELIGIBILITY CRITERIA

The following shall be the minimum eligibility criteria for selection of bidders technically. The copies of the following to be submitted

- **Registration:** The Bidder should be registered with the GST & Income Tax and also registered under the labour laws, Employees Provident Fund Organization, Employees State Insurance Corporation as provider of services wherever applicable.
- **Clearance:** The Bidder should also have clearance from GST Department, and Income Tax Department. Relevant proof in support shall be submitted.
- Copies of the audited balance sheets for the completed three financial year i.e. for 2018-19, 2019-20 and 2020-21.
- Copies of manpower wages roll and EPFO Challan in support of available manpower (duly submitted to EPFO) in respect of the previous four quarters shall be submitted.
- The bidder shall have requisite experience in carrying out similar services including housekeeping and conservancy services in reputed industrial house or in Central Govt. / State Govt. / Central Autonomous Body, / Central PSU / Municipal Corporations / State PSU, High Courts, Delhi Metro, AAI, DIAL etc.
- The bidder should have hired/engaged at least 1000 skilled/semi-skilled/unskilled workers during any of the last three financial year.
- The bidder shall possess valid ISO 9001 (as on 31st March,2021), 14001 & OHSAS 18001 certification.
- The bidders shall have a minimum annual turnover of not less than INR 20.00 Crore in the preceding three financial years i.e. during 2018-19, 2019-20 and 2020-21.
- Net worth as at the end of financial year 31.03.2021 should not be less than INR 10.00 Crore.
- The bidder should have solvency certificate from the Bank of at least Rs. 10.00 Crore.
- The bidder shall have prescribed documentary evidence of having satisfactorily completed at least three works of similar nature during last three financial years.
- The Registry reserves the right to get any information/ document/ statement made & or produced & or relied upon by any of the bidder or persons representing or their authorized representatives in connection with or as part of their bid, to be verified at its discretion through its own methods, without any intimation or reference to such bidder and the bidder expressly understands that they shall not be entitled to raise objections or question the process and outcome of such verification.

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- Copy of GST Registration Certificate.
- Copy of PAN

3. EARNEST MONEY DEPOSIT/BID SECURITY DECLARATION

- 3.1 A **“BID SECURITY DECLARATION FORM”** as per **Form -XI** on the company’s letter head duly signed & stamped in lieu of Earnest Money Deposit in favour of “The Registrar (Admn.), Supreme Court of India, New Delhi” is required to submit with Tender. If the firm is exempted from depositing the EMD, a Certificate to this effect has to be submitted along with the tender document.
- 3.2 No request for transfer of any previous deposit of earnest money or adjustment against any pending bill held by the Registry in respect of any previous work shall be entertained.
- 3.3 Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, a suitable action as per Bid Security Declaration will be taken.
- 3.4 The bids without ‘Bid Security Declaration Form’ or Bid Security exemption certificate shall be summarily rejected.
- 3.5 No claim shall lie against the Registrar, Supreme Court of India in respect of Earnest Money Deposit as aforesaid by the bidder.
- 3.6 **Penal Action as the case may be would be taken as per ‘Bid Security Declaration’ :**
- If the bidder withdraws his bid during the period of bid validity specified by the bidder in the bid form; or
 - In case of successful bidder, if the bidder
 - Fails to sign the contract in accordance with the terms of the tender document
 - Fails to furnish required Security Deposit in accordance with the terms of tender document within the time frame specified by the Registrar, Supreme Court of India.
 - Fails or refuses to honor his own quoted prices for the services or part thereof.

4. VALIDITY OF BIDS

- 4.1 Bids shall remain valid and open for acceptance for a period of **90 days** from the last date of submission of Bids.
- 4.2 The Registrar, Supreme Court of India may extend the validity of tender for another period of 60 days, without any modifications and without giving any reasons thereof.

5. PREPARATION OF BIDS

- 5.1 Language: Bids and all accompanying documents shall be in English.

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5.2 **Technical Bid:** Technical Bid should be prepared as per the instructions given in the Tender Document along with all required information, documents in support of the minimum eligibility criteria and submission of Valid 'Bid Security Declaration' on requisite format.

6. BID OPENING PROCEDURE

Financial bids of only those Vendors whose Technical Bids are qualified, shall be opened by the Committee. However, only one representative each of the Vendors would be permitted to be present at the time of opening of the tenders.

- i. The Vendors will be short-listed on the basis of their their bidding amount, experience and turnover. **The tendering evaluation shall be done on weightage with 70% to Technical Evaluation and 30% to Financial Evaluation.**
- ii. The Financial Bid of only those Vendors, short-listed from the eligibility criteria will be opened and evaluated.
- iii. However, if the Registry considers it necessary, revised financial/commercial bids can be called from the short-listed Vendors. In that case, the revised bids should not exceed the amount than of original bids. The lowest quoted Vendor is first chosen on the basis of the lowest Financial Bid, if all feature are same.
- iv. The decision of the Registry arrived as at above, will be final and no representation of any kind will be entertained. Any attempt by any Vendor to bring pressure of any kind may disqualify the said Vendor to present any such tender, besides being liable to be debarred from bidding for Supreme Court of India in tenders in future for at least a period of three years.

7. RIGHT OF ACCEPTANCE:

- 7.1 The Registry reserves all rights to reject any bid including of those bidders who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific bids. The decision of the Registrar, Supreme Court of India in this regard shall be final and binding.
- 7.2 Any failure on the part of the bidder to observe the prescribed procedure and any attempt to canvass for the work shall render the bidder's bids liable for rejection.
- 7.3 The Registry reserves the right to award any or part or full contract to any successful agency (ies) at its discretion and this will be binding on the bidders.
- 7.4 In case of failure to comply with the provisions of the terms and conditions mentioned herein, by the agency that has been awarded the contract, the Registrar, Supreme Court of India reserves the right to award the contract to the next higher bidder or any other outside agency.

SECTION-4

**GENERAL CONDITIONS OF CONTRACT
(GCC)**

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1. DEFINITIONS

1.1 General

In this Contract, including the Schedules the following words and expressions shall (unless the context requires otherwise) have the meaning assigned to them in this Schedule.

“Agreement”	The word “Agreement” and “Contract” has been used interchangeably.
Party	The word “party” means the Successful Bidder to whom the work of providing manpower services has been awarded and the “Registrar, Supreme Court of India, New Delhi”
Work Order	Shall mean the intent of the Registrar, Supreme Court of India to engage the successful bidder for providing manpower services.
Notice to Proceed	Shall mean the date at which the services are to commence in Supreme Court premises.
‘Confidential Information’	Shall mean all information that is not generally known and which is obtained / received during the tenure of the contract as regards to working of Supreme Court of India and security thereof.
Termination Date	Shall mean the date specified in the notice of Termination given by either Party to the other Party, from which the Contract shall stand terminated.
Termination Notice	Shall mean the notice of Termination given by either Party to the other Party.
Contractor / FM	Shall mean the successful bidder to whom the work has been awarded.
Branch Officer (CT)	Officer appointed by the Registry for day to day dealing with the Successful bidder

1.2 CONFIDENTIALITY

- 1.2.1 The Contractor/FM agency shall take all precautions not to disclose, divulge and / or disseminate to any third party any confidential information, proprietary information on the working of Supreme Court of India or its security arrangements. The obligation is not limited to any scope and the Contractor/FM Agency shall be held responsible in case of breach of the confidentiality of Supreme Court of India information.
- 1.2.2 If the Contractor/FM Agency receive inquiries from Press / News / Media / Radio / Television or other bodies / persons, the same shall be referred by the Contractor / FM Agency to Registrar, Supreme Court of India immediately on receipt of such queries.

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2. SECURITY DEPOSIT (PERFORMANCE BANK GUARANTEE)

- 2.1 The successful bidder within fifteen days of issuance of Work Order shall submit a **Security Deposit (Performance Bank Guarantee) valid for a period of sixty days beyond the date of completion of all contractual obligations issued by** any nationalized bank of a sum equivalent to 3% of the accepted contract value in favour of The Registrar, Supreme Court of India. In case the contract of services is extended year to year, fresh Security Deposit (Performance Bank Guarantee) has to be furnished within 15 days of extension of service contract.
- 2.2 The Security Deposit can be forfeited by order of the competent authority of the Supreme Court in the event of any breach or negligence or non-observance of any terms / condition of contract or for unsatisfactory performance or for non-acceptance of the Work Order. On expiry of the contract, said Security Deposit shall be released after 60 days after completion/ cancellation of work or payment of final bill whichever is later.
- 2.3 If the Contractor/FM Agency is called upon by the competent authority to deposit Security and the Contractor/FM Agency fails to provide the security deposit within the period specified, such failure shall constitute a breach of the contract and the Registry shall be entitled to make other arrangements at the risk, cost and expense of the Contractor/FM Agency.
- 2.4 On due performance and completion of the contract in all respects, the Security Deposit will be returned to the Contractor/FM Agency without any interest on presentation of an absolute No Demand Certificate in the prescribed form and upon return in good condition of any specifications, samples or other property belonging to the purchaser, which may have been issued to the Contractor/FM Agency/FM Agency

3. NOTICE TO PROCEED

- 3.1 After the finalization of the successful bidder, the Registry shall issue the 'Work Order', to the Contractor/FM Agency authorizing him to start the work.

4. SIGNING OF CONTRACT AGREEMENT

- 4.1 The successful Bidder shall attend the Registry to sign the formal agreement on Non-judicial stamp paper worth Rs. 100/- within 15 days from the date of issue of 'Work Order'. Please note that the time allowed for starting the work as entered in the agreement shall be reckoned from the 3rd day after the date of issue of Work Order to commence the work. However for a reasonable cause shown, the Registry may extend this period upto 15 days from issuance of Work Order.

5. COMMENCEMENT OF SERVICES

- The Contract shall become legally binding and in force only upon :
- Submission of Security Deposit (Performance Bank Guarantee).
- The Contractor/FM Agency shall commence services as indicated in the Work Order issued by the Registry within the time.

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6. CONTRACTOR/ FM AGENCY OBLIGATIONS

- 6.1 The Contractor/FM Agency shall provide services as indicated in Work Order(s) that may be issued from time to time by the Registry as per schedule of work/ requirement indicated in the contract during the entire contractual period and timely provision of services shall be the foremost obligation of the contractor/FM agency not withstanding any earlier dispute or objection that may subside between parties.
- 6.2 The Contractor/FM Agency shall provide services through its uniformed and trained personnel for the performance of its services hereunder and these personnel deployed shall be employees of the Contractor/FM Agency only and the Registry shall not in any manner be liable and all statutory liabilities arising out of performance of the contract (such as ESI & PF, Min Wages etc.) shall be discharged by the Contractor/FM Agency within prescribed statutory period(s).
- 6.3 The Contractor/FM Agency shall submit a quarterly statement, together with relevant documents, evidencing discharge of statutory liabilities, including deposit of various dues viz EPF, ESI etc., as may arise out of or due to performance of the contract by the agency, showing discharge of such liability within the statutory period prescribed for the previous quarter. This clause shall survive the termination of the contract and the Contractor/FM Agency shall remain liable to submit information in respect of the entire period during which the contract subsided.
- 6.4 The Contractor/FM Agency shall produce to the Registry the details of payments of statutory benefits like bonus, leave, relief etc. from time to time to its personnel.
- 6.5 Any transfer or change in the deployment of personnel shall be brought to the notice of the Registry and the Registry shall be within its rights to remove or get changed any personnel whom it considered unsuitable unfit for the job being entrusted to him/her.
- 6.6 The Contractor/FM Agency shall ensure that its personnel deployed under the contract are adequately covered/ insured and the Registry shall have no financial obligation in this regard.
- 6.7 The Contractor/FM Agency shall exercise adequate supervision to reasonably ensure proper performance of Services in accordance with Schedule of Requirements.
- 6.8 The personnel deployed by Contractor/FM Agency to discharge various services under the contract and in terms of Work Order(s) issued by the Registry may be issued id cards or may be required to mark their attendance at various places of the Registry or may be required to carry out works that may also be done by the Registry staff, however at no point of time shall the personnel so deployed be entitled to or claim to be employees of the Registry, Supreme Court of India and any such claim shall be wholly illegal and without any lawful basis and Contractor/FM Agency shall at all times remain liable to indemnify the Registry, Supreme Court of India or any of its officials from any such claim or any action arising out of such claim made by such person(s) deployed by Contractor/FM Agency.

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- 6.9 The Contractor/FM Agency shall deploy such persons who are specialized in their respective jobs and shall give relevant information in writing before any such deployment under the contract.
- 6.10 The Contractor/FM Agency shall provide at its own cost all statutory benefits to every person deployed by it under the contract in terms of any Work Order(s) and the Registrar, Supreme Court of India shall not have any liability whatsoever on this account. The Contractor/FM Agency shall also abide by any other law in force in respect of the services provided under the contract.
- 6.11 The Contractor/FM Agency shall provide distinct uniform to identify the manpower deputed for housekeeping tasks and other activities. Further, minimum of three sets each of summer and winter uniform shall be provided to its personnel at its own cost and ensure that the persons deployed are dressed in neat & clean uniform including a badge displaying the name.
- 6.12 The Contractor/FM Agency shall be duty bound to submit a copy of wage sheet showing wages paid to its personnel(s) as & when required by the Registry.
- 6.13 The Contractor/FM Agency shall ensure continuous supervision at site to ensure correct and timely performance of the services as per the Work Order issued by the Registry.
- 6.14 The Contractor/FM Agency shall not deploy any person below the age of 18 years old for discharging services in terms of the Work Order(s) issued by the Registry. Manpower so deployed shall be sufficiently trained for providing agreed services.
- 6.15 The Contractor/FM Agency shall submit its Organization Chart, showing therein the details of key personnel with their full contact details. The Contractor/FM Agency shall also keep informing the Registry of any change in its organization or its personnel

7. CONTRACTOR/FM AGENCY LIABILITY

- 7.1 The Contractor/FM Agency shall completely indemnify and hold harmless the Registry and its employees against any liability, claims, losses or damages sustained by reason of any breach of contract, wrongful act or negligence by the Contractor/FM Agency or any of its deployed personnel engaged in the provision of the services to the Registry.

8. THE REGISTRY'S OBLIGATIONS

- 8.1 Except as expressly otherwise provided, the Registry shall, at its own expense, provide timely all the required facilities like water, electricity, access etc. at the location(s) where the services are to be provided, to enable Contractor/FM Agency employees to carry out the services.

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- 8.2 The Registry shall notify the Contractor/FM Agency of any dishonest, wrongful or negligent act(s) or omission(s) of the Contractor/FM Agency employees or agents in connection with the services as soon as possible after the Registry becomes aware of them.

9. VALIDITY OF CONTRACT

The contract, if awarded, shall be initially for a period of one year from the date of commencement of service as stated in the first Work Order and shall be subject to continuous satisfactory performance of such services. In case of breach of Contract or in the event of not fulfilling the minimum requirements / statutory requirements, the Registry shall have the right to terminate the contract forthwith. The initial period of one year can be further extended for three consecutive years, subject to satisfactory services at the sole discretion of the Registry and for one more year for requirements of administrative exigency.

10. PAYMENTS

- 10.1 After selection of the successful bidder as Contractor/FM Agency, the agreed price schedule shall be annexed to the contract according to which all bills shall be raised by the Contractor/FM Agency and if found correct shall be paid by the Registry for the services rendered.
- 10.2 The prices in the Price Schedule shall be exclusive of all applicable taxes as may be levied by the Government from time-to-time.
- 10.3 The Contractor/FM Agency shall raise monthly invoice and submit the same to Registry by 5th of every following month. The Registry shall make an advance payment of 75% of bill amount within 5 working days excluding the day of receipt of bill from the FM agency. The REGISTRAR, SUPREME COURT OF INDIA shall make all endeavor to make the balance payments within three weeks after completion/submission of all documents/formalities in all respect by the FM agency.
- 10.4 All payments shall be made in Indian Currency through ways of e-fund transfer.
- 10.5 The Registry shall be entitled to make deductions, statutory or otherwise from payments made to the Contractor/FM Agency and if such deduction is in respect of statutory tax or duty or fee, the contractor/FM Agency shall be entitled to receive a certificate of such deduction from the Registry and in case the deduction is in respect of an incorrect invoice, the Registry may intimate the Contractor/FM Agency of such deduction and the reasons thereof, and the Contractor/FM Agency may request for submission of fresh invoice within three days of such intimation.
- 10.6 No payment shall be made in advance nor shall the Registry recommend or guarantee any loan sought to be obtained by the Contractor/FM Agency from any bank or financial institution on the basis of Work Order(s).
- 10.7 It is mandatory that the employees must be paid through bank only.

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11. Price Variation Clause:

The amount payable on account of Price variation (PV) shall be settled every quarter as per the following method:-

- The amount paid during a quarter shall be divided as under:

i.	Labour	55%
ii.	Material	30%
iii.	Fixed Component	15%

- No price variation shall be payable on the fixed component of the cost.
- For calculation of PV on account of labour, the All India Consumer Price Index Number for industrial workers (Base 2001 = 100) published in RBI Bulletins shall be used. The base shall be taken as the index no. (All India Average) as on date of opening of tender. For a particular quarter, the average index for that quarter shall be worked out and variation with reference to the base index no. shall be taken into account for calculation purpose.
- For material portion, All India Wholesale Price Index (WPI) for 'Chemical and Chemical Product's shall be used. The calculation of price variation payable illustrated as under:-
- Illustration:-
Amount paid in the first quarter (Say) =Rs.10,00,000/-

Price Index for Labour as on date of opening of tender (Lo) = 450

Price Index for Material as on date of opening of tender (Mo) = 160

Ave. Price Index for Labour during 1st quarter (L1) = (452+456+455)/3= 454.3, where 452, 456 and 455 are the indices for the three months in the quarter under consideration

Ave. Price Index for Material during 1st quarter (M1) = (165+164+168)/3= 165.7, where 165, 164 and 168 are the indices for the three months in the quarter under consideration

Bifurcation of amount paid is as under:-

Labour (W)	Rs. 5,50,000/-
Material (M)	Rs. 3,00,000/-
Fixed	Rs. 1,50,000/-
PV for Labour	= (L1 – Lo) x W/Lo = 454.3 – 450) x 5,50,000 / 450 = Rs. 5,255/-
PV for Material	= (M1 – Mo) x M/Mo

i.e. (165.7 – 160)m x 3,00,000/160 = Rs. 10,687/-

No Price Variation will be payable on Rs. 1,50,000/- (i.e. the fixed component)

The contract will be valid for a period of 1 year with a provision for annual price variation as explained in Price Variation Clause. In case of extension of contract period same price variation clause shall be applicable.

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12. OFFICIAL RECORDS:

- 12.1 The Contractor/FM Agency shall maintain complete official records of disbursement of wages / salary, showing specifically details of all deductions such as ESI, PF etc. in respect of all the staff deployed in terms of the said contract.
- 12.2 The Contractor/FM Agency shall maintain a personal file in respect of all the staff who is deployed in terms of the said contract. The personal file shall invariably consist of personal details such as name, address, date of birth, sex, residential address (Temporary / Permanent).
- 12.3 The Contractor/FM Agency shall also prepare a register indicating all payments / dues in respect of all the employees.
- 12.4 The contractor / FM agency shall store the material required for housekeeping and maintenance works with the representative of the Registry. The materials shall be issued by the Registry representative as per day to day requirement and proper record will be maintained.

13. FORCE MAJEURE - OBLIGATIONS OF THE PARTIES

- 13.1. "Force Majeure" shall mean any event beyond the control of the Registry or of the Contractor/FM Agency, as the case may be, and which is unavoidable notwithstanding the reasonable care of the party affected, and which could not have been prevented by exercise of reasonable skill and care and good industry practices and shall include, without limitation, the following:
- War, hostilities, invasion, act of foreign enemy and civil war;
 - Rebellion, revolution, insurrection, mutiny, conspiracy, riot, civil commotion and terrorist acts;
 - Strike, sabotage, unlawful lockout, epidemics, quarantine and plague;
 - Earthquake, fire, flood or cyclone, or other natural disaster or accident.

As soon as reasonably practicable but not more than 48 (forty-eight) hours following the date of commencement of any event of Force Majeure, an Affected Party shall notify the other Party of the event of Force Majeure setting out, inter alia, the following in reasonable detail:

- 13.2 The date of commencement of the event of Force Majeure;
- 13.3 The nature and extent of the event of Force Majeure;
- 13.4 The estimated Force Majeure Period,

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- 13.5 Reasonable proof of the nature of such delay or failure and its anticipated effect upon the time for performance and the nature of and the extent to which, performance of any of its obligations under the Contract is affected by the Force Majeure.
- 13.6 The measures which the Affected Party has taken or proposes to take to alleviate/mitigate the impact of the Force Majeure and to resume performance of such of its obligations affected thereby.
- 13.7 Any other relevant information concerning the Force Majeure and /or the rights and obligations of the Parties under the Contract.

14. TERMINATION

- 14.1 This Contract may be terminated by either of the parties by giving written notice of 60 days to the other, however if the Contractor/FM Agency fails to supply services as per the Work Order(s) issued by the Registry and further fails to make alternate arrangements for discharging such services then the Registrar, Supreme Court of India may terminate the contract forthwith and the Contractor/FM Agency shall not be entitled to any objection to such termination or claim any loss arising therefrom.
- 14.2 The party is in material breach of its obligations under this Agreement and / or, in the case of such breaches capable of being remedied, fails to remedy that breach within thirty days of receiving notice of such breach; or
- 14.3 The Contractor/FM Agency goes bankrupt and becomes insolvent.
- 14.4 In case of termination of the contract the Registrar, Supreme Court of India shall have the right to forfeit the Security Deposit of the FM agency.

15. RESTRICTIONS

- 15.1 The relatives / near relatives of employees of the Supreme Court of India are prohibited from participation in this bid.

16. CURRENCIES OF BID AND PAYMENTS

- 16.1 The Bidder shall submit his price bid / offer in Indian Rupees and payments under this contract will be made in Indian Rupees.

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17. SPECIAL PROVISION FOR COVID-19 RELATED SANITIZATION ACTIVITIES OR TO DEAL WITH ANY PANDEMIC LIKE SITUATIONS

- 17.1 The Contractor/FM Agency shall undertake necessary sanitization work for prevention of Covid-19 pandemic, as suggested by the local Govt. and shall also make provision of items like face masks, hand gloves, face shield, head caps, etc., for their manpower deputed in the Registry.
- 17.2 The Contractor/FM Agency will undertake steam ironing of the chairs/sofa etc. of Hon'ble Judges etc. and fogging of the area as and when required by deploying Fogging Machine and steam cleaning machine.
- 17.3 The Contractor/FM Agency will provide necessary assistance for dealing with any pandemic.
- 17.4 The frequency of cleaning for Covid-19 related sanitization tasks is given at Annexure-B.
- 17.5 No additional manpower will be provided for carrying out the above task and the Contractor/FM Agency has to manage from the housekeeping staff earmarked in respective area.

SECTION-5

SCHEDULE OF WORKS/REQUIREMENTS

1. **SCOPE OF WORK**

I. HELP DESK MANAGEMENT

II. HOUSE KEEPING

III. DEPLOYMENT AND TENTATIVE REQUIREMENTS OF MANPOWER

IV. PENALTIES

I. SCOPE OF HELP DESK MANAGEMENT SERVICES

a) HELP DESK SERVICES

- The services of Help Desk are required from 08.00 AM to 08.00 PM on all days round the year.

II. SCOPE OF HOUSEKEEPING WORKS:

- As per Annexure 'A' & 'B'

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III. DEPLOYMENT AND TENTATIVE REQUIREMENTS OF MANPOWER

- The Registry intends to outsource various services for deployment in different categories such as Skilled, Semi-Skilled and Supervisory Staff as per the norms of the Government.
- The personnel who are appointed as Safaiwala shall be provided all cleaning material for cleaning purposes by the Bidder.

IV PENALTIES

- In case of Housekeeping, the Contract/FM Agency shall maintain a minimum numbers of manpower & machines on site including supervisors and Contractor/FM Agency as specified in the contract. The failure of Contractor/FM Agency to maintain such minimum number of manpower & machines in working conditions shall tantamount to violation of essential condition of contract which would be a ground for termination of the contract by the Registry without any notice to the contractor/FM Agency.
- Whenever and wherever it is found that the assigned work is not performed up to the entire satisfaction of the Registry, especially under the supervision of the Contractor/FM Agency Supervisor, it will be brought to the notice of Contractor/FM Agency by the Registry and if no action is taken immediately or the time specified by the Registry, penalty of Rs. 2,000/- per day will be imposed by invoking penalty clause. In case deficiencies persist action to terminate the contract may be initiated at the discretion of the Registrar, Supreme Court of India.
- The Contractor/FM agency has to maintain adequate number of manpower as per this contract and also arrange a pool of standby manpower / supervisor. If the required number of workers / supervisors /managers are less than specified number as mentioned in the contract, a penalty of Rs. 500/- per absentee per day shall be deducted from the bill(s). Penalty shall be paid by the Contractor/FM agency only and in no case shall deduct it from the wage of workers / supervisors /managers or concerned staff.
- In case the Contractor/FM Agency fails to fulfill the minimum statutory requirements (Wages, ESIC/EPF) as per the conditions of the tender document and fails to produce the concerned documents, it shall be treated as breach of the Contract and the Contractor/FM Agency is liable to be blacklisted by the Registry in addition to forfeiting of the monthly bills and Security Deposit.
- In case of breach of any conditions of the contract and for all types of losses caused including excess cost due to hiring manpower services in the event of Contractor/FM Agency failing to provide requisitioned number of manpower, the Registry shall make deductions at double the rate of hiring rate on prorata basis from the bills preferred by the Vendor or that may become due to the Vendor under this or any other contract or from the security deposit or may be demanded from him to be paid within seven days to the credit of the Registry.

SECTION-6

PRICE SCHEDULE

A) Housekeeping & Mechanized Cleaning Services- Lumpsum quote

B) Conservancy Services - Per Person Rate

Note: Regarding manpower, machinery and material, the figures given are indicative only, and requirements may deviate upto 50% of strength indicated and upto 30% of items indicated, in which case the agency should be able to provide such deviation numbers on pro rate basis. The agency may also provide pro-rata item/ manpower wise rate for the deviated quantity for billing of deviant quantities.

Name of the firm with address:

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A) Name of Work: Housekeeping & Mechanized Cleaning Services

Rate for entire services (per month):

Breakup:

S. No	Category	Supreme Court of India (Main Building)	Additional Building Complex	Total	Unit Rate (Daily wage)	Total	Unit Rate for deviated strength
1	Housekeeping Staff	Total = 244 nos. 128 (Caretaking Branch) 08 (Admn J Branch) 84 (Admn. I Branch/ Recruitment Cell)	Total =175 nos. **166 (Caretaking Branch) 09 (Admn J Branch)	419			
2	Supervisors	Total = 12 nos. 10 (Caretaking Branch) 01 (Admn J Branch) 01 (Admn. I Branch/ Recruitment Cell)	Total = 14 nos. 13 (Caretaking Branch) 01 (Admn J Branch)	26			
3	*Facility Manager	Total = 02 nos. 02 (Caretaking Branch)	Total = 01 no. 01 (Caretaking Branch)	03			

***Min. Qualification of Facility Manager:** Graduate in any discipline/ diploma in Hotel Management or Sanitary Inspector or equivalent with minimum 5 years experience

**Out of 166 housekeeping staff, 6 nos. are earmarked for Facade cleaning in Additional Building Complex.

*** Total requirement of manpower will be re-viewed before final award of the contract. It may vary at the time of awarding of the contract .**

In addition to above mentioned strength which will permanently deployed, there will be requirement of the additional staff for temporary purposes two days prior to the function and two days after the end of the function as & when hosted at location mentioned below:

S.No.	Category	Auditoriums/ Multi Purpose Hall	Unit Rate	Total	Unit Rate for deviated strength
1	Housekeeping Staff	35			
2	Supervisors	3			

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Indicative List of Machines to be deployed

Breakup of tentative numbers of machines to be deployed:

S.No.	Description	Description	UOM	Specifications	Qty.	Rate of each item (To be quoted)		Rate of each item (For deviated quantity)
						Daily	Monthly	
1	Single Disc Scrubbing Machine	Brush Diameter	mm	430-500	12			
		Motor	W	1100-1200				
		Power Transmission	-	Gear driven				
		Weight	kg	48-50				
2	High Speed Burnisher	Working Width	mm	500-550	2			
		Brush Speed	rpm	1100-1500				
		Motor	w	1100-1500				
		Power Transmission	-	direct				
		Weight	kg	35-50				
3	Walk Behind Auto Scrubber cum Drier	Brush Diameter	mm	550-600	4			
		Solution Tank	Lt.	55-60				
		Recovery Tank	Lt.	60-65				
		Brush Type	-	disc				
		Tank System	-	Two separate tanks				
		Brush Pressure	kg	30-35				
4	Walk Behind Auto Scrubber cum Drier	Brush Diameter	mm	350-450	4			
		Solution Tank	Lt.	8-45				
		Recovery Tank	Lt.	10-45				
		Brush Type	-	disc				
		Tank System	-	Two separate tanks				
		Brush Pressure	kg	20-25				
5	High Jet Pressuer Cleaner	Operating Range	bar	130-180	4			
		Water Flow rate	Lt./hr	550-700				
		RPM	rpm	1400-1500				
		Power Supply	V	230				
		Detergent Tank	Lt.	3-4				
6	Back Mounted Dry Vaccum Cleaner	Dust Capacity	Lt.	4-6	3			
		Power	W	700-1000				
		Airflow Rate	Lps	20-30				
7	Dry Vaccum Cleaner	Power	W	1200-1300	11			
		Tank Capacity	Lt.	10-20				
		Tank Material	-	steel				
		Weight	kg	6-10				
8	Professional Wet &	Power	W	1300-1350	4			

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S.No.	Description	Description	UOM	Specifications	Qty.	Rate of each item (To be quoted)		Cost of each item (For deviated quantity)
						Daily	Monthly	
	Dry Vaccum Cleaner	Tank Capacity	Lt.	33-35				
		Suction	kpa	20-25				
9	Commercial Dry and Vaccum Cleaner	Power	W	2000-2200	1			
		Filter Type	-	Star filter cloth bag				
		Filter Shaker	-	yes				
		Detachable Trolley Tank	-	yes				
		Filter Surface Area	sqm	1.95-2				
		Tank Capacity	Lt.	40-100				
10	Injection Extraction Machine	Power	W	1000-1600	1			
		Solution Tank	Lt..	18-22				
		Recovery Tank	Lt.	18-25				
		Suction	kpa	20-25				
		Airflow	Lps	40-60				
11	Glass Cleaning Telescopic Kits with detergent squeeze provision	As approved by Engineer Incharge			5			
12	Mopping Trolley with double bucket system	As approved by Engineer Incharge			24			
13	Wheel Mounted Garbage Waste Disposal Trolley (for internal use)	As approved by Engineer Incharge			10			
14	Ride on Sweeper	Central Broom Width	mm	800	3			
		No. of Side Brooms	-	2				
		Tank Capacity	Lt.	130-150				
		Filter Surface Area	sqm	5				
		Front Head Light	nos	2				
		Backside Turn Indicator	-	Yes				
15	Ride on Scrubber	Brush Diameter	mm	550-650	4			
		Solution Tank	Lt.	70-100				
		Recovery Tank	Lt.	70-100				
		Brush Type	-	disc				
		Tank System	-	separate				
		Brush Pressure	kg	23-25				
16	Ladder	Aluminium Foldable	ft	20	2			
17	Telescopic Rod	-	ft	20	2			
18	Telescopic Rod	-	ft	40	2			

Note:- This list is only indicative & not exhaustive.

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Tenderers are not bound by the brands/quantities mentioned above. However, the tenderers are required to quote only in respect of the best available brands of cleaning agents/ machines in the market.

Machines for Covid Related Sanitization Work

S.No.	Machine	Rate of each item (To be quoted)		Rate of each item (For deviated quantity)
		Daily	Monthly	
1	Steam Cleaning Machine			
2	Fogging Machine			

Note: The above machines and the quantity required will be provided by the Agency on actual demand basis as & when required.

Note : **Decision on changes in the quantity and type of machinery will be taken three months after the appointment of new Agency and experience gained from machinery used for cleaning the premises.**

Remarks :

- * **The Sanitization Work may be discontinued in future once Covid is no more & price will be adjusted accordingly.**
- * **The frequency of Sanitization Work can be increased also as per the Covid situation.**
- * **The price of this specific exercise i.e. Sanitization Work may be quoted seperately also.**

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Indicative List of Consumables/ Materials to be Used

Consumables/ Materials Charges (Lumsum per month):

Breakup of Consumables/ Materials Required for a month

S.No.	Name	Qty. Supreme Court of India (Main Building)	Qty. Additional Building Complex	Cost of each item per unit (For billing of deviated quantity)
1	Spiral	20 Litre	50 Litre	
2	Taski-R2	40 Litre	50 Litre	
3	Jontec teronova	5 Litre (for 4 months)	30 Litre	
4	Nobile	Not required	10 Litre	
5	GPS	Not required	10 Litre	
6	POG	Not required	10 Litre	
7	TR-103	Not required	10 Litre	
8	Taski-R1	40 Litre	40 Litre	
9	Taski-R4	5 Litre	40 Litre	
10	Emeral	4 Litre	10 Bottles of 32 oz	
11	Good Sense	Not required	20 Litre	
12	R3	20 Litre	50 Litre	
13	Urinal Cubes	90 Packets	60 Packets	
14	Nepthalin Balls	25 kgs.	25 kgs.	
15	Odonil 50gm	50 Packets	160 Packets	
16	Duster	15 Dozen	25 Dozen	
17	Toilet Roll	200 Packets	250 Packets	
18	Liquid Soap	300 Litres	500 Litre	
19	Finit	20 Litre	20 Litre	
20	Brasso	3000 ml (05 nos.)	nil	
21	Cleanso	150 Litre	200 Litre	
22	Vim	50 kgs	70 kgs	
23	Floor Swabs	120 pcs	150 pcs	
24	Gunny Bags (Plastic)	30 pcs	50 pcs	
25	Rubber Gloves	20 pairs	50 pairs	
26	Choke pump	10 pcs	10 pcs	

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27	Phool Zharu	50 pcs	50 pcs	
28	Broom Stick (Tilli)	50 pcs	50 pcs	
S.No.	Name	Qty. Supreme Court of India (Main Building)	Qty. Additional Building Complex	Cost of each item per unit (For deviated quantity)
29	Wiper with Rod	50 pcs	50 pcs	
30	Bleaching Powder	15 kgs	15 kgs	
31	Bamboo Stick	15 pcs	20 pcs	
32	Toilet Brush	20 pcs	20 pcs	
33	Jala Brush with Bamboo Stick	5 pcs	5 pcs	
34	Taski R-6	60 Litre (Bottle of 1 Lt.)	80 Litre	
35	Garbage Bag	100 kgs	120 kgs	
36	Gum Boots	2 pair	2 pair	
37	Dust Control Dry mop	25 pcs	50 pcs	
38	Duster yellow	24 pcs	48 pcs	
39	Duster micro fibre	24 pcs	48 pcs	
40	Scoth Brite	60 pcs	84 pcs	
41	Spray Bottle	12 pcs	12 pcs	
42	Iron patti	12 pcs	12 pcs	
43	Plastic dust pan	24 pcs	24 pcs	
44	Face mask	48 pcs	48 pcs	
45	Jobby long Dustpan	4 pcs (for 6 months)	6 pcs (for 6 months)	
46	Carpet Brush	8 pcs	6 pcs	
47	TR-101	10 Litre	10 Litre	
48	Red Pad	4 pcs	5 pcs	
49	White Pad	6 pcs	12 pcs	
50	Kentky wet mop	8 pcs	12 pcs	

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Consumables for Covid Related Sanitization Work

S.No.	Name	Cost of each item per unit
51	Disinfectant (in Litre)	
52	Sodium Hypochlorit (NABL approved) (in Litre)	
53	Fogging Liquid (in Litre)	

Note:- This list is only indicative & not exhaustive.

Tenderers are not bound by the brands/ quantities mentioned above. However, the tenderers are required to quote only in respect of the best available brands of cleaning agents/ machines in the market.

Remarks :

- * **The Sanitization Work may be discontinued in future once Covid is no more & price will be adjusted accordingly.**
- * **The frequency of Sanitization Work can be increased also as per the Covid situation.**
- * **The price of this specific exercise i.e. Sanitization Work may be quoted seperately also.**

SIGNATURE OF TENDERER(S)

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B) Name of Work: Conservancy Services

Breakup of minimum requirement of Staff:

S.No.	Personnel to be deployed	Min. Nos.	Unit Rate (Daily Wages)	Unit Rate for deviated strength
1	Attendants/ Loaders (Unskilled)	63		
2	Gardeners	24		
3	Chauffeurs	-		

Help Desk Management Services:

S.No.	Category	Strength	Unit Rate	Total	Unit Rate for deviated strength
1	Supervisors	1			
2	*Trained Personnel (For co-ordination between Agency & Registry staff)	2			

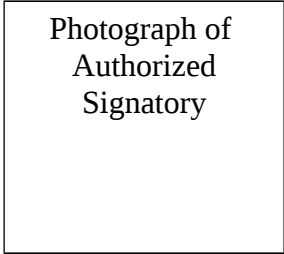
***Min. Qualification of Trained personnel :** Graduate, computer literate and fluent in English & Hindi. Knowledge of other languages preferable

SIGNATURE OF TENDERER(S)

SECTION-7

FORMS

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FORM-I

CONTACT DETAILS FORM
GENERAL DETAILS OF BIDDER

1. NAME OF THE COMPANY
2. NAME AND DESIGNATION OF
AUTHORISED REPRESENTATIVE
3. COMMUNICATION ADDRESS
(INCLUDING P/O & P/S)
.....
4. PHONE NO/MOBILE NO.
5. FAX
6. E-Mail ID

PARTICULAR DETAILS OF THE BIDDER'S REPRESENTATIVE

1. NAME OF THE CONTACT PERSON
2. DESIGNATION
3. COMMUNICATION ADDRESS
(INCLUDING P/O & P/S)
4. PHONE NO.
5. MOBILE NO.
6. E-MAIL ID

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UNDERTAKING

1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.
2. The rates quoted by me are valid and binding upon me for the entire period of contract and it is certified that the rates quoted are the lowest rates as quoted in any other institution in India.
3. I/We give the rights to the REGISTRAR, SUPREME COURT OF INDIA, New Delhi to take action or forfeit the Security Deposit by me/us in case of breach of conditions of Contract
4. I hereby undertake to provide the housekeeping, conservancy and manpower services as per the directions given in the tender document/contract agreement.

Signature of the Authorised Signatory

Date :-

Place:-

Designation:
(Office seal of the Bidder)

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FORM – II

FORMAT FOR POWER OF ATTORNEY FOR SIGNING OF APPLICATION

Know all men by these present, we (name and address of the registered office) do hereby constitute appoint and authorize Mr./ Ms..... (name and residential address) who is presently employed with us and holding the position of.....

as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our bid for the projects envisaging construction of the projects in the country of India, including signing and submission of all documents and providing information / responses to REGISTRAR, SUPREME COURT OF INDIA, representing us in all matters before REGISTRAR, SUPREME COURT OF INDIA and generally dealing with REGISTRAR, SUPREME COURT OF INDIA in all matters in connection with our bid for the said project.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this power of attorney and that all acts, deeds and things done by our aforesaid attorney shall always be deemed to have been done by us.

For.....

Accepted

.....(Signature)

(Name, Title and address) of the attorney

Note:- the mode of execution of the Power of attorney should be in accordance with the procedure, if any, lay down by the applicable law and the charter document of the executants and when it is so required the same should be under common seal affixed in accordance with the required procedure.

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FORM-III

FORM FOR FINANCIAL CAPACITY

Description	Financial years		
	2018-19	2019-20	2020-21
Annual Turnover			
Net Worth			
Current Assets			
Current Liabilities			
Total Revenues			
Profit Before Taxes			
Profit After Taxes			

Note: Audited Balance Sheets or Provisional Balance Sheets as the case may be to be submitted separately for each year.

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FORM-IV

AFFIDAVIT

(To be given separately by the Bidder on stamp paper of Rs. 10)

I,.....S/o....., resident of, the (insert designation) of the (insert name of the bidder), do solemnly affirm and state as follows.

1. I say that I am the authorised signatory of (insert name of company) (herein after referred to as “Bidder”) and I am duly authorised by the Board of Director of the Bidder to swear and depose this Affidavit on behalf of the bidder.
2. I say that I have submitted information with respect to our bid for REGISTAR, SUPREME COURT OF INDIA (hereinafter referred to as “REGISTAR, SUPREME COURT OF INDIA”). “Facility Management Services of Supreme Court of India.” (herein after referred to as “Project”) and I further state that all the information submitted by us is accurate , true and correct and is based on our records available with us.
3. I say that, we hereby also authorize and request any bank, authority, person or firm to furnish any information, which may be requested by REGISTAR, SUPREME COURT OF INDIA to verify our credential/ information provided by us under this tender and as may be deemed necessary by REGISTAR, SUPREME COURT OF INDIA.
4. I say that if any point time including the contract period, in case REGISTAR, SUPREME COURT OF INDIA request any further / additional relevant information, we shall promptly and immediately make available such information accurately and correctly to the satisfaction of REGISTAR, SUPREME COURT OF INDIA.
5. I say that, we fully acknowledge and understand that furnishing of any false misleading information by us in our Bid – Document shall entitle us to be disqualified from the tendering process for the said projects. The costs and risks for such disqualification shall be entirely borne by us.
6. I state that all the terms and conditions of the Bid Documents have been duly complied with.

DEPONENT

VERIFICATION:-

I, the above named deponent, do verify that the content of paragraphs 1 to 6 of this affidavit are true and correct to my knowledge. No part of it is false and nothing material has been concealed.

Verified at, on thisday of2020.

DEPONENT

SUPREME COURT OF INDIA
NEW DELHI

FORM –V

COMPLIANCE CERTIFICATE BY CONTRACTOR /FM AGENCY
(Facility management works)

Name of Contract.....

Name of Place:.....

Period: From.....To.....

1. Certified that the bidder holds valid insurance policies, as per GCC clause in respect of its employees who have been deployed in similar jobs in the last three financial years.

1. Certified that the EPF Act,1952 the minimum ages act 1948 , ESI Act, Contract Labour Act, 1971, Factories , Act 1948 have been fully complied with the me/us. Photocopies of challans for EPF / ESI deposited are enclosed herewith.

Authorized Signatory

Instruction: The bidder is required to submit supporting documents in respect of two jobs undertaken in each of the last three financial years.

SUPREME COURT OF INDIA
NEW DELHI

FORM-VI

INDEMNITY

(To be filled by Contractor / FM Agency)

I, _____ on behalf of M/s..... hereby agree and undertake that I have understood all the safety rules and procedures and all staff working on behalf of M/s.....will be responsible for any safety violation / accident etc. REGISTAR, SUPREME COURT OF INDIA will not be responsible in case of any accident and will not compensate financially or otherwise. I, _____ on behalf of M/sdeclare that the entire claim raised by staff deputed by me, shall be borne by me only.

I hereby declare that I am sole responsible on behalf of M/sfor giving such declaration.

.....

Name of Indemnifier

.....

Signature of Indemnifier

Stamp/seal of the Indemnifier/Contractor/FM Agency

SUPREME COURT OF INDIA
NEW DELHI

FORM-VII

Obligation/Compliance to be ensured by Contractor/FM Agency

Sl. No.	Items	Compliance of Contractor / FM Agency (To be filled by Contractor / FM Agency)	
		Yes	No
1.	License for employing contract labour		
2.	Compliance of minimum wages Act by payment of wages on 7 th of every month through Bank or in the presence of nominated representative of employer (REGISTAR, SUPREME COURT OF INDIA. Supervisor/Manager)		
3. (a)	Compliance of provision of ESI & PF		
3 (b)	Ensure treatment in ESI hospital in case of accident/injuries suffered in performance of work and compensation under ESI Act.		
4.	Send Accident report to Regional Labour Commissioner (RLC) & ESI authorities		
5.	Observance of working hours, weekly rest and overtime payment as per minimum wages Act-1948		

Note: A non-filing or 'No' by contractor/FM Agency will lead to non-eligibility for contractor/FM Agency in further tendering process.

**Signature with seal of
Contractor/FM Agency/
Proprietor**

SUPREME COURT OF INDIA
NEW DELHI

FORM-VIII

DETAILS OF ALL WORKS OF SIMILAR CLASS COMPLETED DURING THE LAST THREE YEARS

S. No.	Name of work / project & location	organization	Cost of work (in Cr)	Date of commencement as per contract	Stipulated date of completion	Actual date of completion	Litigation/ arbitration pending/ in progress with details *	Name & address/ telephone number of officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9	10

* Indicate gross amount claimed and amount awarded by the Arbitrator

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NEW DELHI

FORM-IX

PROJECTS UNDER EXECUTION OR AWARDED

S. No.	Name of work / project & location	Organization	Cost of work (Rs Cr.)	Date of commencement as per contract	Stipulated date of completion	Up-to-date percentage progress of work	Slow progress if any, and reasons thereof	Name & address/ telephone number of officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9	10

Certified that the above list of works is complete and no work has been left out and that the information given is correct to my knowledge and belief.

SIGNATURE OF TENDERER(S)

SUPREME COURT OF INDIA
NEW DELHI

FORM-X

DETAILS OF MACHINE AND EQUIPMENT TO BE USED IN AUTOMATED HOUSEKEEPING WORK

S. No.	Name of equipment	Nos.	Capacity or Type	Year of Purchase
1	2	3	4	5

SIGNATURE OF TENDERER(S)

SUPREME COURT OF INDIA
NEW DELHI

NIT NO. 003/HK/2021/SCI
DATED ; 18th September 2021

FORM-XI

“BID SECURITY DECLARATION IN PLACE OF EMD AMOUNT”

FORMAT OF BID SECURITY DECLARATION FORM BIDDERS IN LIEU OF
EARNEST MONEY DEPOSIT (EMD)
(On Bidder’s Letter Head)

I/We, the authorized signatory of M/s. participating in the subject Tender No..... dated, for the item/job of, do hereby declare:

- (i) That I/we have availed the benefit of waiver of EMD while submitting the offer against the subject Tender and no EMD is being deposited for the said tender.

- (ii) That in the event I/we withdraw/modify our Bid during the period of validity or I/we fail to execute formal contract agreement within the given timeline or I/we fail to submit the required Performance Security within the given timeline or I/we commit any breach of Tender Conditions/Contract which attracts penal action in that event I/we shall stand suspended from being eligible for bidding/award of all future contract(s) of Supreme Court of India for a period of one year from the date of committing such breach.

Signature and Seal of Authorized Signatory of Bidder

Date:

Name of the Authorized Signatory.....

SECTION-8

CHECK-LIST

SUPREME COURT OF INDIA
NEW DELHI

CHECK LIST ON PREPARATION OF BIDS

Sl. No.	Particulars	YES/NO
1.	Have you filled in and signed the Contact Details Form ?	
2.	Have you read and understood various conditions of the Contract and shall abide by them?	
TECHNICAL BID		
3.	Have you enclosed the BID SECURITY DECLARATION FORM- in the Technical Bid?	
4.	Have you taken prints of all the Sections of Tender, in the prescribed paper size and signed on all the pages of the tender documents?	
5.	Have you submitted the proof of having met the following minimum eligibility criteria?	
5.1	Legal Valid Entity: Have you submitted attested Certificate issued by the Registrar of firms / Companies?	
5.2	Financial Capacity: Have you submitted Audited Balance Sheets?	
5.3	Registration with Government Bodies like ESIC, EPF, Labour Laws: Have you submitted a Registration copy of each of the certificate?	
5.4	Experience: Have you submitted the experience certificates issued by the Organizations / Government Deptts of the last five years?	
5.5	Manpower: Have you submitted proof of manpower?	
6.	Have you attached the proof of authorization to sign on behalf of the bidder in the Technical Bid?	
7.	Have your Technical Bid been packed as per the requirements of the Tender?	

SECTION-9

ANNEXURES

SUPREME COURT OF INDIA
NEW DELHI

Annexure A

AUTOMATED HOUSEKEEPING- FREQUENCY OF CLEANING

S.No.	Area	Job	Frequency	Machines to deployed (or latest similar machines)
1	Boundary Wall (stone and grills)	i. Dry dusting in security rooms at gates ii. Pressure washing entire compound wall	Fortnightly Quarterly	<ul style="list-style-type: none"> • Dry Vacuum Cleaners • High Pressure Water Jet
2	Parking	i. Vacuum Sweeping ii. Pressure Washing iii. Drain & Drainage sump cleaning	Daily Before 9.00 AM Monthly Monthly	<ul style="list-style-type: none"> • Walk Behind Sweepers • High pressure Water jet • High pressure water jet and manually
3	Outside Area	i. Vacuum sweeping (Paved area). ii. Cleaning drains iii. Pressure washing of paved area iv. Washing drains	Daily Weekly Monthly Monthly	<ul style="list-style-type: none"> • Walk behind sweeper • Manually • High Pressure Water jet • Mopping with water & high pressure water jet
4	External Facade of Blocks	i. Pressure Washing	Quarterly	<ul style="list-style-type: none"> • High Pressure Water Jet • Spider
5	Terrace	i. Cleaning ii. Pressure Washing iii. Spouts	Weekly Quarterly Monthly/or as required earlier	<ul style="list-style-type: none"> • Dry vacuum cleaner/ Manually • High pressure water jet • Manually
6	Courtyards	i. Vacuum sweeping ii. Pressure washing & scrubbing	Daily Fortnightly	<ul style="list-style-type: none"> • Walk Behind sweeper • Walk Behind scrubber cum drier & High pressure water jet
7	Kota/ Italian/ Granite Floor in corridors, public areas including Committee Rooms, Library etc.	i. Wet & Dry cleaning ii. Buffing of floors iii. Scrubbing of floors	Daily before 9.00 AM & as per site requirement Fortnightly Fortnightly	<ul style="list-style-type: none"> • Walk Behind scrubber cum drier • Floor High Speed Burnisher • Single Dice Scrubber

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8	Granite/tiles Floor in Rooms & Canteen Area	<p>i. Wet & Dry cleaning</p> <p>ii. Buffing of floors</p> <p>iii. Scrubbing of floors</p>	<p>Daily before 9.00 AM & as per site requirement</p> <p>Weekly</p> <p>Weekly</p>	<ul style="list-style-type: none"> • Walk Behind scrubber cum drier and or mopping manually. • Floor High Speed Burnisher • Single Disc Scrubber
9	Internal Wall/ Column surfaces with Wall/ Cladding, stones jali etc. (excluding Auditorium)	<p>i. Dry dusting including spot cleaning up to 6 ft. Height</p> <p>ii. Dry dusting up to roof including ledges</p> <p>iii. Wet mopping signages & display</p> <p>iv. Vacuum cleaning all wall surfaces i/c groves etc</p>	<p>Weekly</p> <p>Weekly</p> <p>Weekly</p> <p>Quarterly</p>	<ul style="list-style-type: none"> • Dry vacuum cleaner/ manually • Back mounted dry vacuum cleaner • manually • Dry vacuum cleaner
10	Ceiling	<p>i. Vacuum Cleaning of non-metallic ceilings</p> <p>ii. Wet/moist cleaning of metallic ceiling</p>	<p>Quarterly</p> <p>Quarterly</p>	<ul style="list-style-type: none"> • Dry vacuum cleaner • Manually
11	Doors	<p>i. Cleaning</p> <p>ii. Stain removing</p>	<p>Weekly</p> <p>Monthly</p>	<ul style="list-style-type: none"> • Dry Vacuum Cleaner • Manually
12	Stainless steel/ Metal surfaces such as Door/ Window Hardware's Furniture Frames etc.	<p>i. Dusting</p> <p>ii. Polishing</p>	<p>Weekly</p> <p>Quarterly</p>	<ul style="list-style-type: none"> • Dry Vacuum Cleaner • Manually
13	Staircases	<p>i. Cleaning</p> <p>ii. Scrubbing of steps and railings etc</p>	<p>Daily</p> <p>Monthly</p>	<ul style="list-style-type: none"> • Dry Vacuum Cleaner/ Manually • Manually •
14	Skirting	<p>i. Scrub Cleaning</p>	<p>Monthly</p>	<ul style="list-style-type: none"> • Hand scrubber & Manually

SUPREME COURT OF INDIA
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15	Door/ Window Glasses	<ul style="list-style-type: none"> i. Cleaning fingers marker / spots & entrance doors ii. Internal side iii. Outer side 	<p>Daily</p> <p>Weekly</p> <p>Weekly</p>	<ul style="list-style-type: none"> • Glass Cleaning Telescopic Kit & Manually • Glass Cleaning Telescopic Kit & Manually • Glass Cleaning Telescopic Kit & Manually
16	Toilets	<ul style="list-style-type: none"> i. Re-filling of toiletries such as fresheners, hand soap etc., Odonil, Napthalene balls, urinal cubes, toilets rolls etc. ii. Floor wet & dry cleaning iii. Wall cleaning iv. Cleaning WC/ Wash Basin/ Urinals/ CP Toilets fitting etc. v. Mirror cleaning for keeping dry & stain free vi. Other fittings and fixtures vii. Check cleaning viii. Complete washing including wall tiles etc. ix. Replacement of cartridge of waterless urinal 	<p>Daily before 9.00 AM subsequently as per requirement</p> <p>Daily before 9.00 AM</p> <p>Daily before 9.00 AM</p> <p>Daily before 9.00 AM afterwards as per requirement</p> <p>Daily</p> <p>Daily</p> <p>Daily Every 120 minutes</p> <p>Fortnightly</p> <p>Annual</p>	<ul style="list-style-type: none"> • Manually • Scrubber cum drier • Manually • Manually • Manually • Manually • Manually • Telescopic Kit and Manually • Manually
17	Dustbins placed in various areas	<ul style="list-style-type: none"> i. Complete cleaning from inside and outside ii. Emptying garbage bags iii. Dustbins to be provided in ladies toilets only 	<p>Weekly</p> <p>Daily as and when required</p> <p>Daily</p>	<ul style="list-style-type: none"> • Manually • Manually • Manually

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18	Library Stacks Area	<ul style="list-style-type: none"> i. Cleaning of floor under compactors/ mobile stacks ii. Vacuum cleaning of compactors including top surfaces iii. dusting of books/ newspaper shelves in reading area 	<p>Monthly</p> <p>Monthly</p> <p>Weekly</p>	<ul style="list-style-type: none"> • Scrubber cum drier and manually • Dry Vacuum Cleaner • Dry Vacuum Cleaners
19	Fire Extinguishers & Wall hangings etc	<ul style="list-style-type: none"> i. Dry Dusting 	Weekly	<ul style="list-style-type: none"> • Manually
20	Switch Buttons	<ul style="list-style-type: none"> i. Dry Cleaning 	Fortnightly	<ul style="list-style-type: none"> • Manually
21	Telephones & Computers	<ul style="list-style-type: none"> i. Dusting ii. Vacuuming of key boards etc iii. Cleaning with deodorizer 	<p>Daily</p> <p>Monthly</p> <p>Monthly</p>	<ul style="list-style-type: none"> • Manually • Dry vacuum cleaner and manually • Manually
22	Table/ Cabinets & other Furniture items	<ul style="list-style-type: none"> i. Dry Dusting, spot cleaning/ stain removing 	Daily before 9.AM as per site requirement	<ul style="list-style-type: none"> • Manually
23	Auditorium carpet	<ul style="list-style-type: none"> i. Dry vacuum cleaning ii. Spot cleaning iii. Cleaning by injection extraction 	<p>Monthly</p> <p>As and when required quarterly</p>	<ul style="list-style-type: none"> • Dry vacuum cleaner • Carpet injection/ extraction machines • Carpet injection/ extraction machines
24	Auditorium Wall lining	<ul style="list-style-type: none"> i. Dry dusting up to 6ft Height ii. Vacuum cleaning for full height of cladding upto roof 	<p>Weekly/ As required</p> <p>Half yearly</p>	<ul style="list-style-type: none"> • Dry Vacuum Cleaner • Back mounted Dry Vacuum cleaner

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25	Venetian Blinds	i. Vacuum cleaning / dusting	Once in two months	<ul style="list-style-type: none"> • Manually
26	Upholstery	i. Dusting of chairs/ sofas ii. Vacuum cleaning iii. Spot cleaning iv. Cleaning and shampooing	Daily Monthly as and when required Half Yearly	<ul style="list-style-type: none"> • Manually • Dry Vacuum cleaner • Carpet injection/ extraction machines • Carpet injection / extraction machine
27	Leather	i. Dusting of chairs/ sofas ii. Vacuum cleaning	Daily Monthly	<ul style="list-style-type: none"> • Manually • Dry Vacuum cleaning
28	Cobwebs	i. Check for cobwebs & removal	Daily as required	<ul style="list-style-type: none"> • Dry vacuum cleaning and Manually
29	Door mats	i. Dusting and cleaning	Daily	<ul style="list-style-type: none"> • Dry vacuum cleaning and Manually
30	Removal of Garbage	i. At Garbage Dump Pit	Daily	<ul style="list-style-type: none"> • Trolleys
31	Metallic/ Stone Art work in Complex	i. Washing	Weekly	<ul style="list-style-type: none"> • Manually

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Annexure B

FREQUENCY OF CLEANING FOR COVID RELATED SANITIZATION

S.No.	Area	Job	Frequency
1	Entire Supreme Court premises	Sanitization Work	Daily in the morning and evening
2	M C Setalvad and C K Daphtary Blocks	Sanitization Work	Daily in the morning and evening
3	Special Sanitization required to be carried out in particular section/room/floor/area and residential offices of Hon'ble Judges	Sanitization Work	On demand basis
4	Steam Ironing of Chair of Hon'ble Judges	Steam Ironing	Daily
5	Fogging		On demand basis

Note : “Sanitization Work is evolved based on instructions issued in this regard by the Government of India and various Departments through following letters and will be issued time to time in future :

i) Office Memorandum No. Z-28015/17/2020-Estt.I dated 19th April 2020 of Ministry of Health & Family Welfare, Department of Health & Family Welfare, Government of India.

ii) Annedure – I to National Directive for Covid-19 management circulated vide Supreme Court of India, Medical Branch dated 25th March 2021.

iii) Guidelines on disinfection of common public places including offices issued by Ministry of Home Affairs, Government of India Order No. 40-3/2020-DM-I(A) dated 23rd March 2021.

Note : The Supreme Court Registry shall be closed from 11th October to 16th October 2021 on account of Dussehra holiday.

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