

**SUPREME COURT OF INDIA**  
**(ADMN. MATERIALS BRANCH)**  
**(Tilak, Marg, New Delhi-110001)**

F.No.125/RSD/2022/SCI(AM)  
Dated : 19.02.2022

**Last date for Submission of Tender : 11th March, 2022 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 RATE CONTRACT FOR RENOVATION AND REPAIR OF**  
**FURNITURE ITEMS, I.E. SOFAS, DIVANS, CHAIRS ETC.**

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 Renovation & repair of different types of Sofas, Divans, Executive Chairs, Wooden Visitors' Chairs, Garden Chairs etc. in the Registry and at the residential offices of Hon'ble the Chief Justice of India/ Hon'ble Judges / E-Committee office and at the Guest House. 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.011-23115941 or personally visit at Reception Counter No.26 on any working day between 10:30 AM and 4:00 PM (except Saturdays, Sundays and Holidays) for any further information before quoting the rates.

**A. TENDER**

1. Three separate Sealed envelopes should be used for submitting (i) Earnest Money, (ii) Samples and (iii) Tender document, superscribing (a) "Earnest Money for AMC for Renovation & Repair of Sofas, Divans, chairs etc.", (b) "Samples for AMC for Renovation & Repair of Sofas, Divans, chairs etc." and (c) "Tender for AMC for Renovation & Repair of Sofas, Divans, chairs etc." on the cover of the respective envelope.
2. The tender may be sent by post sufficiently early so as to reach the Registry within time, or may be delivered at the Counter No.17 (R&I). If tender is sent through Messenger, an authority letter from the tenderer with proof of identity may also be given to the Messenger so that he

could show the same alongwith his own identity proof to the Reception Office at the Counter No. 17 (R&I).

3. No Earnest Money shall be required from the Tenderers whose names are included in NSIC list or registered in NSIC / Small Scale Industrial Unit but the tenderer is required to submit the photocopy of valid certificate alongwith the tender in place of earnest money.
4. The tenderers are expected to examine all the instructions, Proformas terms & conditions and specifications in the tender documents. Failing to furnish all information required by the tender document in any respect will be at the tenderer's risk and may result in the rejection of the tender.
5. The tender must be received not later than the date & time specified for submitting the same. In case, the date of submitting the tender will be declared as holiday by the Government of India then the next working day will be treated as due date of the tender.
6. Rates quoted in the tender will remain unchanged during the contractual period. Under no circumstances, rate revision will be allowed.

#### **B. TERMS AND CONDITIONS OF TENDER**

7. The tenderer is required to quote their lowest rates, GST (with percentage), discounts and details (inclusive of labour and cartage charges) for Renovation & Repair of the furniture items as per the Annexures-'A' and 'B' annexed hereto.
8. The tenderers are required to send their Tender along with **Demand Draft of Rs.11,000/- (Rupees Eleven 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.
9. Earnest Money Deposit of unsuccessful tenderers would be returned by way of RTGS/NEFT or cheque after the contract has been finally awarded to the successful tenderer. A copy of cancelled cheque is required to facilitate refund of EMD amount.
10. The rates should be valid for a minimum period of 90 days from the date of opening of the Tender. The tenderer shall not be entitled during the said period of 90 days to revoke or cancel its tender or to vary the tender or any terms thereof.

11. Hypothetical or conditional Tender will not be entertained. Tender once submitted shall not be allowed to be withdrawn or altered, otherwise appropriate action as may be deemed fit by the Registry will be taken against that Tenderer, including forfeiture of Earnest Money. The tenderer shall be bound by the terms and conditions of the tender. If the tender is withdrawn or altered by the concerned party at any time after it is submitted, appropriate action may be taken.
12. 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 the agency shall not be permitted to transfer its rights and obligations to any other person/ organization or otherwise.
13. The tenderer shall give an undertaking (as per Annexure-'C') that the Firm/ Partners/ Director/ Proprietor has not been blacklisted and its business dealings with Central/ State Government/ Public Sector units/ Autonomous bodies have not been banned/ terminated on the account of poor performance.
14. The Earnest Money/ Security deposit shall stand forfeited in case of breach of any of the conditions mentioned herein.
15. Over-writing/over-typing or erasing of the figures which render it doubtful or ambiguous are not allowed and shall render the tender invalid.
16. 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 and accept or reject any or all the tenders, wholly or partly, without assigning any reason thereof at any stage of tendering process.
17. The tenderer shall quote rates both in figures and words with blue/black ball pen. In case of any discrepancy, the figures mentioned in words will be considered.
18. 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.
19. All the pages of quotation including the documents submitted therewith must be duly signed and stamped failing which the offer shall be liable for rejection.

20. The Registry is not bound to accept the rates submitted by the lowest tenderer or any other tenderer nor does it undertake to assign any reasons for its decision in this matter.
21. The tenderer should submit proof of his domicile in Delhi-NCR alongwith address of the office.
22. The firm must possess minimum three years experience in any reputed organization including Govt. Offices.
23. Each Tenderer has to certify that all the terms and conditions are acceptable to him/her. The Security deposit shall stand forfeited in case of breach of any of the conditions. .
24. During subsistence of contract, in case of breach of any conditions or deficiency in service, the Registry has 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 will be recovered from the tenderer.

### **C. TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER**

25. The successful tenderer shall have to deposit **Performance Security amount of Rs.16,500/- (Rupees Sixteen Thousand Five Hundred 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 the date of the successful completion of the contractual period or payment of the last bill, whichever occurs later, on written request of the tenderer. If the successful tenderer abandons the contract prematurely, or fails to perform his part of contract, the security deposit or any part thereof will be liable to be forfeited.
26. The rates so quoted should be valid for a period of **Two years** from the date of awarding of Contract, as the renovation work of furniture items will be required to be done at different intervals during the Contractual Period as and when required. Rates quoted shall include costs of commuting and **no separate travelling charges** shall be admissible.
27. The successful tenderer to whom contract is awarded will be required to attend the job howsoever small it may be within 24 hours either on call basis, e-mail or after the receipt of work order whichever is communicated earlier. The person attending the work should be available in the Registry or at the point of location of actual work at short notice.

28. The cloth/fabric will be supplied by the Registry. For this purpose, the contractor will have to come within 24 hours of being called, for inspection of the furniture item to be got renovated and after inspection, the quantity of cloth required will have to be intimated in writing to the Branch Officer (Admn. Materials) on the same day. After purchase of required cloth/fabric, the contractor will be called again for collecting the cloth from the Branch Officer (Admn. Materials) and after receipt of cloth, the contractor will initiate to renovate the furniture item in the presence of AR-cum-PS/PA to Hon'ble Judge or any authorised Officer, as the case may be.
29. There is no assurance regarding the minimum number of furniture 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 furniture items entrusted is considerably low.
30. If the renovation/repair work is not possible in the premises of the Registry, residential offices of Hon'ble Judges etc., the same may be collected from the respective location, done by the successful tenderer at their workshop and returned back by the tenderer for which no extra charges (cartage etc.) will, however, be payable on this account.
31. 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.
32. 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.
33. 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.
34. The Registry shall have no liability, financial or otherwise, for any harm/damage/injury incurred by the personnel deployed by the successful tenderer in the course of performing of the work. Neither the successful tenderer nor his workers shall have any claim on this Registry for compensation or financial assistance on this account.
35. The firm shall be responsible for any injury or accident to the person deployed by them for performing the job.

#### **D. PENALTIES**

36. The work executed by the firm should be to the satisfaction of the concerned officer where work has to be executed. If the same is not found satisfactory, the firm will have to do the job again at its own cost. The decision of the concerned officer and of the Registry in this regard will be final and unassailable and binding on the tenderer.
37. 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.
38. If Irrespective of the fact whether the Registry gets the job done or not from the outside, **a penalty of 1% per week of total cost of delayed job subject to maximum penalty of 10% of the total cost**, will be deducted from the Bill in respect of the jobs which are not done within the stipulated period (if the delay is due to wilful laches of the tenderer).
39. Any loss/damage sustained to the Registry's fabric/furniture items etc. will be recovered from the successful tenderer.
40. Even after awarding the said contract, the Registry reserves the right to terminate the same, if services of the successful tenderer are not found satisfactorily.
41. In case of default of any conditions stated above by the successful tenderer during the period of their contract, the security deposit shall stand forfeited without any further notice of opportunity.

#### **E. INVITATION OF TENDER**

Interested parties may send their **tenders** in three separate sealed envelopes, one containing (i) Earnest Money, (ii) Samples and (iii) Tender document, superscribing on the envelopes **(a) “Earnest Money for AMC for Renovation & Repair of Sofas, Divans, chairs etc.”**, **(b) “Samples for AMC for Renovation & Repair of Sofas, Divans, chairs etc.”** and **(c) “Tender for AMC for Renovation & Repair of Sofas, Divans, chairs etc.”** respectively addressed by name to the undersigned, or may be handed over personally at Registry's Reception Counter No.17 (R&I) on or before **11th March, 2022**, upto 3.00 P.M. which will be opened on the same day at 3.30 P.M. by a Committee of Officers constituted for the purpose before the tenderers or their authorized representatives who may wish to remain present. The tenders

received after due date/or time and/or without Earnest Money will not be entertained. In the first instance envelopes containing Earnest Money will be opened, and thereafter samples and Tender documents will be opened.

(Anil Kumar Sharma)  
Additional Registrar (AM)

**Encls.: Annexures – 'A' , 'B' and 'C'.**

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

**ANNEXURE-'A'**

F.No.125/RSD/2022/SCI(AM)  
Dated : 19.02.2022

**Last date : 11th March, 2022**

**PROFORMA**

(To be filled in by the tenderers with reference to Notice Inviting Tender dated 19.02.2022 for Awarding of Rate Contract for Renovation & Repair of Sofas, Divans, Chairs etc.)

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  
(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. Details of important clients with  
Contact Nos. :
  
  
9. Whether Annexure- 'C' filed:

Signature with date and  
Rubber Stamp of the tenderer



**ANNEXURE-'B'****SUPREME COURT OF INDIA  
(ADMN. MATERIALS BRANCH)**

F.No.125/RSD/2022/SCI(AM)

Dated :19.02.2022

**Last date : 11th March, 2022****PROFORMA**

(To be filled in by the tenderers with reference to Notice Inviting Tender dated 19.02.2022 for Awarding of Rate Contract for Renovation & Repair of Sofas, Divans, Chairs etc.)

**Rates :**

<b>S.No.</b>	<b>JOB DESCRIPTION</b>	<b>Qty.</b>	<b>Rate (Rs.) (in figure &amp; words)</b>
<b>A.</b>	<b>COMPLETE RENOVATION OF SOFAS, DIVANS, &amp; CHAIRS ETC. (WITH POLISHING AND LABOUR CHARGES) (inclusive of rubber seat double plate pencil hole (ISI mark) (4" height), U-foam (feather make) 23mm (40 density) (ISI mark), Adhesive, markin, Tat, niwar, canvas, nails, shoe, etc. whatever required for respective furniture item)</b>		
1	FIVE-SEATER SOFA {with extra back cushions (15"X15")}	Each	
2	FOUR-SEATER SOFA {with extra back cushions (15"X15")}	Each	
3	THREE-SEATER SOFA {with extra back cushions (15"X15")}	Each	
4	TWO-SEATER SOFA {(with extra back cushions(15"X15")}	Each	
5	SINGLE-SEATER SOFA {with extra back cushions(15"X15")}	Each	
6	FIVE-SEATER SOFA (without extra back cushions)	Each	
7	FOUR-SEATER SOFA (without extra back cushions)	Each	
8	THREE-SEATER SOFA (without extra back cushions)	Each	

<b>S.No.</b>	<b>JOB DESCRIPTION</b>	<b>Qty.</b>	<b>Rate (Rs.) (in figure &amp; words)</b>
9	TWO-SEATER SOFA (without extra back cushions)	Each	
10	SINGLE-SEATER SOFA (without extra back cushions)	Each	
11	HOUSTON SOFA SET (3+1+1)	Each	
12	NAGFANI SOFA SET (3+1+1)	Each	
13	DIVAN (with cushion of feather make <u>36"x72"x3"</u> (32 density))	Each	
14	DIVAN (with cushion of feather make <u>36"x72"x4"</u> (40 density))	Each	
15	EXECUTIVE REVOLVING CHAIRS	Each	
16	REVOLVING/COMPUTER CHAIRS	Each	
17	WOODEN VISITOR CHAIRS/TUB CHAIRS	Each	

S.No.	JOB DESCRIPTION	Qty.	Rate (Rs.) (in figures & words)
18	WOODEN HIGH BACK VISITOR CHAIR	Each	
19	DINING CHAIRS	Each	
20	SQUARE PIPE CUSHIONED CHAIR (without handrest)	Each	
21	GARDEN CHAIRS (with 50mm thick-Rubber foam for seat cushions, 50mm-'U' foam for back & over rubber cushions)	Each	
22	RECLINER CHAIR	Each	
23	WOODEN FOOTRESTS (size: 18"x13"x4") ( <i>inclusive</i> of Black/Brown Rexine, foam etc.)	Each	
24	Extra Back Cushions (size: 15"x15") (inclusive of labour charges for stitching of covers)	Each	
<b><u>B.</u> MISC. ITEMS / WORKS, if required (inclusive of Labour charges)</b>			
1	Fixing of Fancy Tape (DORI)	Per running Ft.	

S.No.	JOB DESCRIPTION	Qty.	Rate (Rs.) (in figures & words)
<b>B.</b>	<b>MISC. ITEMS / WORKS, if required (inclusive of Labour charges)</b>		
2	Stitching of Loose covers for sofas	Per seat	
3	Stitching of white half loose covers for sofas	Per seat	
4	Stitching of Loose covers for divans	Per divan	
5	Stitching of Loose covers for Executive Revolving chair	Each	
6	Stitching of Cushion Cover	Each	
7	Alteration/stitching & fixing of Curtain	Each	
8	Providing & fixing of Legs of Sofas (Wooden )	Per leg	
9	Providing & fixing of Legs of Sofas (Stainless steel)	Per Leg	
10	Providing & fixing of Legs of Footrests	Per leg	
11	Providing & Fixing of back round ply of 0.4" ISI mark in visitor chairs etc.	Each	

S.No.	JOB DESCRIPTION	Qty.	Rate (Rs.) (in figures & words)
<b>B.</b>	<b>MISC. ITEMS / WORKS, if required (inclusive of Labour charges)</b>		
12	Labour Charges for change of Fabric only (Executive Revolving Chair) (inclusive of markin, nails, minor repairs)	Each	
13	Labour Charges for change of Fabric only (Revolving Chair/ Computer Chair) (inclusive of markin, nails, minor repairs)	Each	
14	Labour Charges for change of Fabric only (Wooden Visitor Chair/ Tub Chair) (inclusive of markin, nails, minor repairs)	Each	

**C. Samples to be Enclosed :**

S.No.	Samples to be Enclosed	Whether Sample enclosed or not
1	Rubber seat double plate Pencil Hole & (ISI mark) in the size of 21"x22"x4' or 12"12"x4" (as sample)	
2	U-foam of 23mm (ISI Mark) (40 Density) (Feather make)	
3	Rexine (Black & Brown) (for footrest)	
4	Markin	
5	Niwar	
6	Tat	
7	Canvas	

Note: Label the names of all items on its respective samples (with firm's name).

(D) GST (with percentage), if any:

(E) Discounts, if any :

Signature with date and  
Rubber Stamp of the tenderer

**UNDERTAKING**

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

(Signature with rubber stamp)

Date:

Place: