

From: Assistant Registrar (AM)

To,

As per List attached.

Sub : Tender for Awarding of Contract for renovation and repair of Court
Room Chairs-Reg.

Sir,

I am directed to enclose herewith Terms and Conditions of NIT dated 06.04.2019 for awarding of contact for renovation and repair of Court Room Chairs.

You are, therefore, requested to quote your rates as per the Terms and Conditions of NIT dated 06.04.2019 as stated above, addressed to Sh. Basudev Sharma, Additional Registrar (AM), Supreme Court of India, Tilak Marg, New Delhi, by name so as to reach on or before **8th May, 2019 by 3.00 P.M.** The tenders will be opened by the Committee of the officers on **8th May, 2019 at 3:30 P.M.** before the tenderers or their authorised representatives who may wish to remain present in the Supreme Court Registry. The tenders received after stipulated date / time will not be entertained.

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Assistant Registrar (AM)

SUPREME COURT OF INDIA
(ADMN. MATERIAL BRANCH)
(Tilak, Marg, New Delhi-110201)

F.No.06/RJC/2019/SCI(AM)
Dated :06.04.2019

Last date for Submission of Tender is
8th April, 2019 upto 3:00 P.M.

NOTICE INVITING TENDER
FOR
AWARDING OF CONTRACT FOR REPAIR AND RENOVATION OF COURT
ROOM CHAIRS.

Sealed Tenders are invited, as per the Proformas attached herewith, for entering into rate contract for a period of **Two Years** for awarding of contract for repair and renovation of Court Room Chairs in the Registry, as and when required.

Interested parties, if so desire, may contact Branch Officer, Admn. Material Branch (P&S) (Tel.: 23112257,23388745,23111403) on any working day between 10.30 AM to 4.30 PM (except Saturdays, Sundays and holidays) for any further information before quoting the rates.

TERMS AND CONDITIONS

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 Repair & Renovation of Court Room Chairs" (b) "Samples for Repair and Renovation of Court Room Chairs" and (c) "Tender for repair and renovation of Court Room Chairs" 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 to the undersigned. 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 Reception Counter No.42 for issuance of Entry Pass.
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, Proforma's 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 Govt. of India then 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 Court Room chairs as per the Annexures-'A' and 'B'.
8. The tenderer is required to send their tender alongwith a Demand Draft of Rs.5,000/- (Rupees Five Thousand only) drawn in favour of “The Registrar, Supreme Court of India, New Delhi” as Earnest Money, which will be refunded to the unsuccessful tenderer on their written request after awarding the contract to the successful Tenderer. Name of the firm, telephone no. and name of the job may be indicated on the reverse side of the Demand Draft. No interest will be payable on EMD.
9. The rates should be valid for a minimum period of 120 days from the date of opening of the Tender. The tenderer shall not be entitled during the said period of 120 days to revoke or cancel its tender or to vary the tender or any terms thereof.
10. 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.
11. The Registry will deal with the tenderer directly and no middleman/ agents/ Commission agents etc. should be asked by the tenderer to

represent their cause and they will not be entertained by the Registry. The tender form is not transferable and agency shall not be permitted to transfer their rights and obligations to any other person/ organization or otherwise.

12. 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.
13. The Earnest Money/ Security deposit shall stand forfeited in case of breach of any of the conditions mentioned herein.
14. Over-writing/over-typing or erasing of the figures which render it doubtful or ambiguous are not allowed and shall render the tender invalid.
15. The Registry, in its discretion, reserves sthe right to reject or accept any or all the tenders, wholly or partly, without assigning any reason therefore at any stage of tendering process.
16. The tenders shall quote rates both in figures and words.
17. All the pages of quotation including the documents submitted therein must be duly signed and stamped failing which the offer shall be liable for rejection.
18. The Registry is not bound to accept the rates submitted by the lowest tenderer or any other tendere nor does it undertake to assign any reasons for its decision in this matter.

C. TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER

19. The successful tenderer will have to deposit Performance Security amount of Rs.20,000/- (Rupees Twenty Thousand only) after adjustment of Rs.5,000/- (Rupees Five Thousand Only) deposited towards EMD by way of Demand Draft within a week from the date of awarding of contract, by way of Demand Draft drawn in favour of “The Registrar, Supreme Court of India, New Delhi,” which will be refunded after two months 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.

20. 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 court room chairs 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.
21. The successful tenderer to whom contract is awarded will be required to attend the job howsoever small it may be within 24 hours either on call basis, 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.
22. There is no assurance regarding the minimum number of chairs to be entrusted at each time and the number of chairs entrusted at a time may vary from time to time. The successful tenderer shall accept the entrustment even if the number of chairs entrusted is considerably low.
23. If the renovation/repair work is not possible in the premises of the Registry, 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.
24. 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.
25. 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.

D. PENALTIES

26. 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.
27. 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.

28. If Irrespective of the fact whether the Registry gets the job done or not from the outside, a penalty of 1% of total cost of delayed job 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).
29. Any loss/damage sustained to the Registry's fabric/chairs etc. will be recovered from the successful tenderer.
30. 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.
31. In case of default of any conditions stated in regard to, 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 **sealed 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 Repair & Renovation of Court Room Chairs”**, (b) **“Samples for Repair & Renovation of Court Room Chairs”** and (c) **“Tender for Repair & Renovation of Court Room Chairs”** respectively addressed by name to the undersigned, or may be handed over personally to Registry's Reception Counter No.42 near PRO office on or before **22th April, 2019**, 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. If less than three tenders are received, due to inadequate competition, the same may not be opened and more tenders may be called and will be opened later on at the place, date and time to be notified in due course to all the tenderers.

-sd-
(Basudev Sharma)
Additional Registrar (AM)
06.04.2019

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

SUPREME COURT OF INDIA
(ADMN. MATERIAL BRANCH)

ANNEXURE-'A'

F.No.6/RJC/2019/SCI(AM)
Dated :06.04.2019

Last date : 22th April, 2019

PROFORMA

(To be filled in by the tenderers with reference to Notice Inviting Tender dated 06.04.2019 for Awarding of Contract for Renovation & Repair of Court Room Chairs)

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. MATERIAL BRANCH)F.No.6/RJC/2019/SCI(AM)
Dated : 06.04.2019**Last date : 22th ,April, 2019****PROFORMA**

(To be filled in by the tenderers with reference to Notice Inviting Tender dated 06.04.2019 for Awarding of Contract for Repair & Renovation of Court Room Chairs)

Rates :

| S.No. | JOB DESCRIPTION | Qty. | Rate (Rs.) |
|--------------|---|-------------|-------------------|
| A. | (WITH POLISHING AND LABOUR CHARGES) (inclusive of rubber seat pencil hole (ISI mark) (4" height), U-foam (feather make) 23mm (40 density) (ISI mark), Adhesive, markin, Tat, niwar, canvas, nails, shoe, etc. inclusive of labour charges for replacement of fabric whatever required for respective chair and change of 18 mm Hard Board (if required). | | |
| 1 | Court Room Chair (High Back) (with handrest) | Each | |
| B. | Misc. ITEMS | | |
| 1 | Wheels (steel) | Each | |
| 2 | Velvet Fabric (Maroon Colour) | Per Mtr. | |
| 3 | Cotton mix Terrycot fabric (Maroon Colour) | per Mtr. | |
| 4 | Labour Charges Stitching of Loose handrest covers | Per pair | |
| 5 | Labour Charges only for change of Fabric | Per chair | |
| 6 | Extra Seat cushion (as per existing) (with labour charges) | each | |
| 7 | Extra Back Cushion (as per existing) (with labour charges) | each | |

C. Samples to be Enclosed :

| S.No. | Samples to be Enclosed | Whether Sample enclosed or not |
|--------------|--|---------------------------------------|
| 1 | Rubber seat Pencil Hole & (ISI mark) in the size of 21"x22"x4" (as sample) | |
| 2 | U-foam of 23mm (ISI Mark) (40 Density) (Feather make) | |
| 3 | Velvet Fabric (Maroon Colour) | |
| 4 | Cotton With Terrycot Fabric (Maroon Colour) | |
| 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 company) has not been blacklisted/ banned by any Government Department/ Public Sector undertaking/ Autonomous Body.

(Signature with rubber stamp)

Date:

Place: