

Revised in supersession of NIT dated 25.01.2018

SUPREME COURT OF INDIA
Admn. Material(P&S)
Tilak Marg, New Delhi

**Last Date For Submission of Tender
is 15.02.2018 upto 3:00 P.M.**

**F. No. 1/Electrical Appliances /2018/SCI(AM)
Dated: 29.01.2018**

In supersession of earlier NIT dated 25.01.2018, the **Revised** Notice Inviting Tender for awarding Annual Maintenance Contract in respect of repairing of various electrical items for a period of two years dated 29.01.2018 is enclosed herewith.

All the Prospective Tenderers are requested to follow the new NIT dated 29.01.2018 while submitting the Tender to this Registry.

Sd/-

(BASU DEV SHARMA)
ADDITIONAL REGISTRAR (AM)

Encl: Revised NIT dated 29.01.2018

Revised in supersession of NIT dated 25.01.2018

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

Last Date For Submission of Tender
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F. No. 1/Electrical Appliances /2018/SCI(AM)
Dated: 29.01.2018

REVISED NOTICE INVITING TENDER
FOR AWARDING ANNUAL MAINTENANCE CONTRACT IN RESPECT OF REPAIRING OF VARIOUS
ELECTRICAL ITEMS FOR A PERIOD OF TWO YEARS

Sealed tenders are invited on proforma attached herewith (Annexures A, B & C) for awarding Annual Maintenance Contract for maintenance of various electrical items provided at the residential offices of Hon'ble the Chief Justice of India and Hon'ble Judges, Guest House and E-Committee Office located within 3 to 4 kms from the Supreme Court of India and also in the Registry and the said electrical items are to be maintained at the sites where they are presently provided. The tenderers are required to quote their rates for repairing/replacement of consumable parts as per the list attached herewith as Annexure 'B'.

Any inquiry regarding aforesaid matter can be made from Branch Officer (Admn. Material/ Maintenance) (Telephone No. 23388745, 23112257 and 23111403 on any working day between 10:30 AM to 04:00 PM and on Saturday upto 12:00 noon.

A. TENDER

1. Two separate sealed envelopes should be used for submitting **Tender document and Earnest Money superscribing (a) Tender for awarding Annual Maintenance Contract for maintenance of various Electrical Items. (b) Earnest Money for awarding Annual Maintenance Contract for maintenance of various Electrical Items.**
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 along with his own identity proof to the Reception Officer at Reception Counter No. 37 for issuance of entry pass.

3. The tenderers are expected to examine all the instructions, Proforma's terms and conditions and specifications in the tender documents. Failing to furnish all information's required by the tender document in every respect will be at the tenderer's risk and may result in rejection of the tender.
4. The tender must be received not later than the date & time specified for submitting the same. In case the date of submitting the tender will be declared as holiday by the Govt. of India then next day will be treated as due date of the tender.
5. 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

6. The tenderers are required to quote their lowest rates, GST/ Taxes (with percentage), discounts and details (inclusive of labour), for repair/maintenance of electrical items alongwith the spare parts.
7. The tenderers are required to send their tender along with a Demand Draft of Rs. 15,000/- (Rupees Fifteen Thousand only) drawn in favour of "The Registrar (Admn), Supreme Court of India" payable at New Delhi as Earnest Money, which will be refunded to the unsuccessful tenderers on their written request after awarding of the contract. Name of the firm, telephone number and name of the item may be written on the reverse side of the Demand Draft.
8. The maintenance contract includes thorough check-up and keeping all the electrical items under AMC in an excellent working condition by preventive maintenance and also to attend to the complaints of breakdown. The breakdown calls are to be effectively attended within 2 hours positively on receipt of the complaint.
9. The rates should be valid for a minimum period of 120 days from the date of opening of the Tender documents.

10. It is made clear that if the services rendered by the firm are not found satisfactory at any time during the period of contract, the contract is liable to be cancelled without any notice subject to the terms and conditions of the tender.
11. Rates for repair and maintenance **with labour and cartage charges** of electrical items are required to be submitted in the format as per Annexures - 'A' and 'B' for two **year**. The rates shall remain in force for the entire period of contract unless it is terminated.
12. Hypothetical or conditional tenders will not be entertained. Tender once submitted shall not be allowed to be withdrawn or altered. If the tender is withdrawn or altered by the concerned party at any time after it is submitted, appropriate action may be taken.
13. Over-writing/over-typing or erasing of the figures which render it doubtful or ambiguous are not allowed and shall render the tender invalid.
14. The Registry will deal with the tenderer directly and no middlemen/ commission agents etc. should be asked by the tenderer to represent the cause and they will not be entertained by the Registry.
15. The Registry reserved the right to make any changes, at any time, in the terms and conditions of the Revised Notice Inviting Tender and accept or reject any or all tenders wholly or partly without assigning any reason thereof.
16. The tender shall quote rates both in figures and words with blue/black pen.
17. All the pages of quotations including the documents submitted therein must be duly signed and stamped failing which the offer shall be liable for rejection.
18. It is not binding to accept the lowest tenderer.
19. The tenderer should submit proof of his domicile in Delhi-NCR along with address of the office.

20. The tenderer should have a well established workshop/infrastructure with qualified staff for execution of work and process minimum three years experience including in the Government Offices.
21. Each tenderer has to certify that all the terms and conditions are acceptable to him. The Security deposit shall stand forfeited in case of breach of any of the condition.
22. During the subsistence of contract, in case of breach of any condition or deficiency in service, the Registry have a right to terminate the contract and to entrust the work to another contractor. The loss, if any, sustained by the Registry on that account will be recovered from the tenderer.

C. TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER

23. The Successful tenderer will have to give Performance Security Deposit @ Rs. 5% of the total value of tender by way of Demand Draft drawn in favour of "The Registrar (Admn), 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.
24. The rates are valid initially for a period of one year from the date of awarding of the contract and the same may be extended for next one year on the same rates, terms and conditions subject to satisfactory performance of the Tenderer.
25. Rates quoted shall include costs of commuting and no separate traveling charges shall be admissible.
26. The successful tenderer will have to abide by the terms and conditions as may be fixed from time to time by the Registrar (Admn.), Supreme Court of India, New Delhi.

27. At least one **skilled/qualified electrician** shall be made available by the firm at the Supreme Court premises and he will be required to report for work to the Branch Officer (Admn. Material-Maintenance) on all working days from 09:00 a.m. to 6:00 p.m.
28. Attendance of the Resident Electrician will be maintained by the Registry. In the absence of the permanent Resident Electrician, **alternative arrangement will have to be made by the successful tenderer.**
29. **The successful tenderer would take up any reported fault within two hours even at odd hours and during holidays.** The repairs would be carried out on-site itself. No TA will be given. If for some reason, it is not possible to carry out the necessary repair at the place where the item is installed, prior permission in writing shall be taken before taking the item to the workshop of the tenderer. However, in case the item is not likely to be repaired within 6 hours the firm would provide a standby for the same till the faulty item is repaired.
30. If the work is found unsatisfactory or the visit of skilled worker to the office is not regular, the contract will be terminated by the Registry at any time without assigning any reason therefor. The decision of the Registry in this regard shall be final and binding on the firm.
31. The tenderer shall maintain the equipment as per manufacturer's guidelines and shall use only standard/compatible/equivalent components for replacement. The original specifications/characteristics/features of the item shall not be changed without prior intimation to the Supreme Court of India.
32. Quarterly Preventive Maintenance of all the electrical items by the successful tenderer will have to be done.
33. Non-performance of the quarterly maintenance on time schedule will be treated as a pending complaint by the Registry and will be dealt with accordingly for applicable penalties as given hereinbelow.

34. Any loss or damage caused to any of the Registry's item by the successful tenderer while doing/performing the job will be recovered from the successful tenderer and the decision of the Registry in this regard will be final and unassailable.
35. 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.
36. The Registry shall have no liability, financial or otherwise, for any harm/damage/injury incurred by the manpower deployed by the contractor in the course of performing the work in the Registry. **Neither the tenderer nor his engineers/workers shall have any claim on this Registry for compensation or financial assistance on this account.**
37. The tenderer shall provide full details of the persons deputed by him with police verification of the deputed persons having no criminal record.
38. The work executed by the firm should be to the satisfaction of the concerned officer where work will 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.

D. PENALTIES

39. The Registry reserves the right to terminate the contract at any time during the subsistence of contract, in case of breach of any conditions, or deficiency in service, and to entrust the work to another dealer/vendor and to recover the loss, if any sustained by the Registry from the tenderer.
40. 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.**

41. 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.
42. 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 willful laches of the tenderer).
43. Any loss/damage sustained to the Registry's Electrical Appliances will be recovered from the successful tenderer.
44. Even after awarding the said contract, the Registry reserves the right to terminate the same at any point of time during the contract period, if services of the successful tenderer are not found satisfactorily.
45. 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 or opportunity.

E. INVITATION OF TENDER

Interested parties may send their tenders in two sealed envelopes containing Earnest Money and Tender Documents superscribing (a) **“Earnest Money for awarding Annual Maintenance Contract for maintenance of various electrical items”** (b) **“Tender for awarding Annual Maintenance Contract for maintenance of various electrical items”** respectively addressed by name to the undersigned, or may be handed over personally to Registry's Reception Counter No. 37 near PRO Officer on or before **15.02.2018 upto 3:00 PM** which will be opened at 3:30 PM on the same day by a Committee of Officers constituted for the purpose before the tenderers or their authorized representatives who may wish to remain present. The tenders received after due date and/or time and without Earnest Money will not be entertained. In the first instance, envelopes containing Earnest Money, will be opened. If Earnest Money of the tenderers are found to be as per requirement, then only the Envelopes containing Tender Documents will be opened.

Sd/-

(BASU DEV SHARMA)
ADDITIONAL REGISTRAR (AM)

Encl : Proforma (Annexure 'A', 'B' & 'C')

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

(To be filled by the Tenderers with reference to Revised Notice Inviting Tender for Annual Maintenance Contract for maintenance of various electrical items for a period of two years)

1. Name of the tenderer with address :
2. Name of the contact person with mobile(telephone no.) :
3. E Mail ID/Fax No. :
4. Percentage of GST, if any :
5. Name and Mobile Number of the qualified Engineer(s) deputed on permanent basis :
6. Service and name of parts included in the AMC, if any :
7. AMC charges including service and minor repair charges, replacement of parts, oiling/ greasing charges etc. (per year) :
8. Labour service tax no./GST No. (with copy) :
9. Pan Card No. (with copy) :
10. Traders Identification No.(s) (with copy) :
11. Infrastructure of the Company and experience : & client list
12. Last three years statement of Income Tax, etc :

I certify that the information furnished above is true and correct. The terms & conditions are acceptable to us.

AUTHORISED SIGNATORY OF THE FIRM
Name(s) and address of the firm
(with stamp)

Desert Coolers– 76 Nos.

S No	Name of the items	Rates quoted
1	Wood Wool pad 18"	
2	Wood Wool pad 24"	
3	Painting of cooler 18" (Nerolac paint)	
4	Painting of cooler 24" (Nerolac paint)	
5	Painting of stand	
6	Rewinding of fan motor with copper wire	
7	Cost of Pump motor	
8	Water Distributor	
9	Plastic pipe (per mtr)	
10	Condenser 4 MFD/capacitor (Tipcon)	
11	Replacement of motor bush	
12	Replacement of motor shaft	
13	Providing of ply in single piece (in window)	
14	Providing of ply in pieces	
15	Door size ply	
16	Replacement of shutter (22 Gauge)	
17	Replacement of Water Tank (20 Gauge)	
18	Replacement of Grill (Plastic G.I. Sheet)	
19	Stand Wheels	
20	Connection Plate	
21	Grill Knob	
22	Pad Jalli	
23	Electronic regulator (Anchor)	
24	Ball Bearing for exhaust fan (SKF)	
25	Elbo	
26	Painting of Water Tank (Nerolac paint)	
27	Regulator/Selector Switch (AGI)	
28	Regulator (Local)	
29	On-Off switch 5 AMP with make (ISI mark)	
30	Replacement of fan motor with make (ISI mark)	
31	Replacement of Pump with make (ISI mark)	

32	Fan Blade (Motor Kit) with make (ISI mark)	
33	Fan Blade (exhaust Fan) with make (ISI mark)	
34	Complete body desert cooler 18 inch	
35	Complete body desert cooler 24 inch	
36	Regulator Knob with make (ISI mark)	
37	Nut and bolts	
38	Float valve assembly Plastic	
39	Float valve assembly Brass	
40	Shutter handle	
41	Lifting charges outside with transport	
42	Exhaust Fan re-winding	
43	Bearing Housing Kharad, tuning polishing etc	
44	Legs	
45	Submersible Water pump (New)	
46	Desert Cooler Stand 2 ft.	
47	Desert Cooler Stand 2.5 ft.	
48	Desert Cooler Stand 3 ft.	
49	Desert Cooler Stand 3.5 ft.	
50	Desert Cooler Stand 4 ft.	
51	Desert Cooler Stand 4.5 ft.	

Desert Coolers (Big Size) – 3 Nos.

S No	Name of the items	Rates quoted
1	Rewinding of fan motor with copper wire	
2	Rewinding of Pump motor	
3	Water Distributor	
4	Plastic pipe (per mtr)	
5	Condenser 10 MFD/capacitor (Tipcon)	
6	Replacement of motor shaft	
7	Stand Wheels	
8	Connection Plate	
9	Grill Knob	
10	Pad Jalli	
11	Electronic regulator (Anchor)	

12	Ball Bearing for exhaust fan (SKF)	
13	Elbo	
14	Regulator/Selector Switch (AGI)	
15	Regulator (Local)	
16	On-Off switch 15 AMP with make (ISI mark)	
17	Replacement of fan motor with make (ISI mark)	
18	Replacement of Pump with make (ISI mark)	
19	Fan Blade (Motor Kit) with make (ISI mark)	
20	Fan Blade (exhaust Fan) with make (ISI mark)	
21	Regulator Knob with make (ISI mark)	
22	Nut and bolts	
23	Float valve assembly Plastic	
24	Float valve assembly Brass	
25	Shutter handle	
26	Exhaust Fan re-winding	
27	Bearing Housing Kharad, tuning polishing etc	
28	Submersible Water pump (New)	

Pedestal Fans- 87 Nos.

S No	Name of the items	Rates quoted
1	Motor Rewinding	
2	Motor Bush	
3	Motor Shaft	
4	3 Core Wire (per mtr.)	
5	Plug Top 5 AMP Anchor	
6	Plug Top 15 AMP Anchor	
7	Capacitor	
8	Oslating Set	
9	Blade	
10	Jall set	
11	Regulator Knob	
12	Oslating Knob	
13	Regulator (Resistance)	
14	Regulator	

15	Excel Rod Welding Work	
16	Oslating Set repairing with garari	
17	Ball Bearing (20" Pedestal Fan)	
18	Fan Blade (20" Pedestal Fan)	
19	Fan Shaft (20" Pedestal Fan)	
20	Any Other (20" Pedestal Fan for Motor Rewinding)	
21	Capacitor (Electronic)	

Single/Double Rod Heaters - 119 nos.

SI No	Name of the items	Rates quoted
1	Heating Element Rod with make (ISI mark)	
2	Heating Insulator with make (ISI mark)	
3	Safety Jali	
4	Tumble Switch with make (ISI mark)	
5	Reflector sheet	
6	Separator	

Heat Convector / Blowers - 132 nos.

SI No	Name of the items	Rates quoted
1	Piano Switch (ISI mark)	
2	Heating Element with make (ISI mark)	
3	Blower Fan with make (ISI mark)	
4	Thermostat with make (ISI mark)	
5	New Motor Single shaft (Six months Guarantee)	
6	New Motor double shaft (Six months Guarantee)	
7	Selector switch with make (ISI mark)	
8	Knob	
9	Indicator	
10	Connector	
11	Rotary Switch with nob	

Quartz Heaters 18 nos.

SI No	Name of the items	Rates quoted
1	Tube	
2	Sector Switch	
3	Push Button/Switch	

Geysers - 13 nos.

SI No	Name of the items	Rates quoted
1	Thermostat (ISI mark)	
2	Element	
3	Indicator Lamp	
4	Copper Water Tank	
5	Repairing / Welding of Copper Water Tank	
6	Plug Top ISI	
	(i) Industrial Plug with make (ISI mark)	
	(ii) Dye fastner	
	(iii) Connection Pipe	
	(iv) Installation Charges	
	(v) Safety Valve	
	(vi) Assembly	
	(vii) Rubber Gasket	
	(viii) Nut & Washer	

Hot Cases - 36 nos.

SI No	Name of the items	Rates quoted
1	Thermostat (ISI mark)	
2	Knob	
3	Element	
4	Indicator	
5	Painting charges	
6	Base sheet	
7	Legs	
8	Bolts	
9	Glass Door	

Table Lamps – 44 nos.

SI No	Name of the items	Rates quoted
1	PL light 9 Watts	
2	PL Chock 9 watts	
3	PL Holder	
4	2 Coir Wire	

Emergency Lights – 28 nos.

SI No	Name of the items	Rates quoted
1	PL light 9 Watts	
2	Battery	
3	Holder	
4	PCB	
5	Transformer 12 Volt	

Microwave Oven (IFB Make) – 5 Nos.

SI No	Name of the items	Rates quoted
1	Display Board	
2	Element (Small)	
3	Element (Big)	
4	Magnetron	
5	Capacitor	
6	Glass Plate small size	
7	Glass Plate big size	
8	Any other item	

Oil Based Room Heaters (9 & 11 Fins) – 236 nos.

SI No	Name of the items	Rates quoted
1	Heater 1500 Watt (ISI mark)	
2	Thermostat (ISI mark)	
3	Oil Per Litre	
4	Fan 9 Fins	
5	Fan 11 Fins	
6	Dump Switch	
7	Wheels (Set)	

Halogen Heaters – 14 nos.

SI No	Name of the items	Rates quoted
1	Thermostat (ISI mark)	
2	Tubes	
3	Reflector	
4	Jalli	
5	Olive set	

Insect Killers – 15 nos.

SI No	Name of the items	Rates quoted
1	Tubes	
2	Chock	
3	Starter	
4	Starter Holder	
5	Tube Holder	

Misc. Items

SI No	Name of the items	Rates quoted
1	5 AMP Top Plug with make (ISI mark)	
2	15 AMP Top Plug with make (ISI mark)	
3	Wire (per meter) (ISI mark)	
4	2 core wire (per meter) (ISI mark)	
5	3 core wire (per meter) (ISI mark)	
6	5 Amp On/Off switch (ISI mark)	
7	16 Amp On-off switch (ISI mark)	
8	Two Pin Plug (ISI mark)	
9	Three Pin Plug (ISI mark)	
10	Socket 5 AMP (ISI mark)	
11	Socket 15 AMP (ISI mark)	
12	Indicator 5 AMP	
13	Indicator 15 AMP	
14	Bell Switch	

UNDERTAKING

ANNEXURE 'C'

With reference to the Revised Notice Inviting Tender for awarding of Annual Maintenance Contract for maintenance of various electrical items for a period of two years. We hereby undertake that;

a) Maintenance contract includes thoroughly check-up and overall servicing of the electrical items and keeping them in an excellent working condition.

b) Breakdown calls of electrical items are to be effectively attended within 2 hours positively on receipt of the complaint. Even at odd hours and during holidays and rectify the faults as far as possible.

c) If deficiency in service is counted, the Registry have a right to terminate the contract and to entrust the work to another contractor. The loss, if any, sustained by the Registry on that account will be recovered from the tenderer.

d) We will maintain the equipment as per manufacturer's guidelines and shall use only standard/ compatible/ equivalent components for replacement.

e) Our company has not been blacklisted/banned by any Government Department/Public Sector Undertaking/Autonomous Body.

Authorized Signatory (with stamp)

Name:

Designation: