

SUPREME COURT OF INDIA
ADMN. MATERIAL

**Last Date For Submission of Tender
is 20.02.2020 upto 3:00 P.M.**

**F.No.1/Electrical AMC/2020/SCI(AM)
Dated: 30.01.2020**

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, **as per Proformas attached herewith**, for awarding Annual Maintenance Contract (AMC) in respect of repairing of various electrical items provided at the residential offices of Hon'ble the Chief Justice of India, Hon'ble Judges, and in the Registry situated within distance of 3-5 Kms. from Supreme Court of India premises for a period of two years. The said electrical items are to be maintained at the sites where they are presently provided. The tenderers are required to quote their lowest rates for repairing/replacement of parts/consumable parts as per the list attached herewith as **Annexure-B**.

Interested parties, if so desire, may contact Branch Officer, Admn. Material (P & S) telephonically on telephone no. 011-23112257 or personally visit at Reception Counter No. 42 for any clarification on any working day between 10.30 A.M. to 04.30 P.M. (except Saturday, Sunday and Holiday)

A. TENDER

1. The tenderers are required to quote their lowest rates for AMC and repairing/replacement of consumable parts of various electrical items for a period of two years. Tenders once submitted will not be allowed to be withdrawn till finalisation of the matter.
2. The tender may be sent in sealed envelopes superscribing **(a) 'Earnest Money for awarding Annual Maintenance Contract (AMC) in respect of repairing of various electrical items'** **(b) 'Tender for awarding Annual Maintenance Contract (AMC) in respect of repairing of various electrical items'** 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. 42 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 and 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 next working day of the Registry will be treated as due date of the tender.

B. TERMS AND CONDITIONS OF TENDER

5. The tenderer is required to quote their lowest rates for awarding Annual Maintenance Contract (AMC) in respect of repairing of various electrical items alongwith spare parts as per **Annexure 'B'** enclosed herewith. The rates should be valid for a period of two years from the date of awarding of tender. The tenderer shall not entitled during the said period to revoke or cancel its tender or to vary the tender or any terms thereof.
6. The tenderer is required to send their tenders along with 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 Deposit (EMD), by writing the name of the firm, telephone number and name of the item on the reverse side of the Demand Draft. No interest will be payable on EMD. If EMD is exempted, Certificate has to be submitted alongwith the tender documents.
7. Earnest Money Deposit of tenderers would be returned by way of RTGS/NEFT or cheque after the contract has been finally awarded to the successful tenders. A copy of cancel cheque is required to facilitate refund of EMD amount.
8. Hypothetical or conditional tenders shall not be entertained. Tender once submitted shall not be allowed to be withdrawn or altered. If the tender is withdrawn or altered by the concerned party at any time after it is submitted, the tenderer may be debarred to participate in the tender process of the Supreme Court.
9. The Registry will deal with the tenderer directly and no middle-men/agents/ Commission Agents etc. should be asked by the tenderer to represent their cause and they will not be entertained by the Registry.
10. Over-writing/over-typing or erasing of the figures which render its doubtful or ambiguous are not allowed and shall render the tender invalid.

11. The Registry will deal with the tenderer directly and Registry is not bound to accept the lowest tender and reserves the rights to reject or accept any or all the tenders, partly or completely, at any time without assigning any reason therefore.
12. The tenderer shall quote rates both in figures and words with blue/black ball pen.
13. 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 tenders, partly or completely, at any time without assigning any reason thereof.
14. Each tenderer has to certify that all the terms and conditions are acceptable to him.
15. 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.
16. During the subsistence of contract, in case of breach of any conditions 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.
17. The tenderer should have a **well established workshop/ infrastructure/ manpower** and possess experience including in the Government Offices.
18. Periodical servicing has to be carried out once in three months for all the electrical items covered under AMC. During the course of servicing, the tenderer should service the items with proper care, thoroughly check-up, checking output performance etc.
19. Rates for repair and maintenance **with labour and cartage charges** of electrical items are required to be submitted in the format as per Annexure-'A' and 'B' for two years. The rates shall remain in force for the entire period of contract unless it is terminated.

C. TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER

20. The successful tenderer shall have to give performance security deposit @ of 5% of the total value of tender by way of **Bank Guarantee** 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 is later.
21. The rates so quoted should be valid for a period of two years from the date of awarding of contract, as the repair work 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 traveling charges shall be admissible.
22. The Tenderers should specifically state whether rates are inclusive of GST (as applicable); if not, it will be deemed that rates are inclusive of GST.

23. At least **one skilled electrician** shall be made available in the Registry by the firm and he will be required to report for work to the Branch Officer (Admin. Material-Maintenance) **on all working days from 9:00 am to 6:00 pm or as per requirement arises from time to time.**
24. The payment of AMC will be made on quarterly/half yearly/yearly basis after the satisfactory report (with name, designation and emp. code) of the concerned officer.
25. The successful tenderer would take up any **reported fault within two hours even at odd hours and during holidays and shall rectify the fault as far as possible.** The repairs would be carried out on-site itself. 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 and no extra charges will, however, be payable on this account.
26. 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.
27. If the work is found unsatisfactory or the visit of skilled worker to the worksite 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.
28. Quarterly Maintenance of all the parts/items by the successful tenderer will have to be done.
29. 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.
30. 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.
31. The tenderer shall provide full details of the person/electrician deployed for the job. Police verification of the deputed person with no criminal record and with ID proof shall also be carried out by the contractor and record be maintained to this effect and further shall be verified from time to time so far.

32. The firm/contractor shall be responsible for any injury or accident to the electrician/person deployed by them.
33. 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 the work of this Registry. Neither the Contractor nor his workers shall have any claim on this Registry for compensation or financial assistance on this account.
34. The tenderers shall give an undertaking (as per **Annexure -'C'**) that the Firm/Partners/Director/Proprietor has not been blacklisted and their business dealings with Central/State Government/Public Sector Units/Autonomous Bodies have not been banned/terminated on the account of poor performance.
35. 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.
36. Rates quoted shall include costs of commuting, delivery and no separate travelling charges shall be admissible.
37. 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

38. 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.
39. 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.**
40. 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.

41. Irrespective of the fact whether the Registry gets the job done or not from the open market, a penalty upto 1% per week for value of delayed job may be deducted from the Bill in respect of the jobs which are not done within the stipulated period, if the delay is attributable to the wilful laches of the tenderer.
42. Any loss/damage sustained to the Registry's electrical appliances/items will be recovered from the successful tenderer.
43. 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.
44. The security deposit shall stand forfeited in case of breach of any of the conditions mentioned herein or if the work is found unsatisfactory/ not as per specifications.

E. INVITATION OF TENDER

Interested parties may send their tenders in two sealed envelopes containing **(a) Earnest Money for awarding Annual Maintenance Contract (AMC) in respect of repairing of various electrical items (b) Tender for awarding Annual Maintenance Contract (AMC) in respect of repairing of various electrical items** respectively addressed by name to the undersigned, or may be handed over personally to Registry's Reception Counter No. 42 near PRO Officer on or before **20.02.2020 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. Thereafter, the envelope containing tender documents will be opened.

Sd/-

**(B.L.N. ACHARY)
ADDITIONAL REGISTRAR (AM)**

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

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

(To be filled by the Tenderers with reference to Notice Inviting Tender for for awarding Annual Maintenance Contract (AMC) in respect of repairing of various electrical items for a period of two years)

1. (a) Name of the tenderer with complete address:

(b) Type of organisation (Proprietor/
Partnership/Registered/Private Ltd) :

(c) PAN No(s) (Photocopy to be enclosed) :

(d) GST No. (Photocopy to be enclosed) :

(e) Fax No. /e-mail ID :

(f) Website, if any :
2. (a) Contact Person with Name :
with Telephone/ Mobile No.
3. Annual turnover during last three years :
(enclosed audited balance sheet for three years)
4. Name and Mobile Number of the qualified :
Engineers
5. Whether tender document (all pages) :
duly signed, stamped and legible
6. Declaration regarding black listing or otherwise :
7. Any other information, please specify :

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

Dated:

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

ANNEXURE-B

S. No.	Name of the item	Quoted Rate (Excluding GST)
01	Annual Maintenance Contract (AMC) charges including service and minor repair charges, replacement of parts, oiling/greasing charges etc (per year)	

Desert Coolers– 76 Nos.

S No	Name of the items	Quoted Rate (Excluding GST)
1	Wood Wool pad 18“	
2	Wood Wool pad 24“	
3	Painting of cooler 18“ (branded paint)	
4	Painting of cooler 24“ (branded 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) – 03 Nos.

S No	Name of the items	Quoted Rate (Excluding GST)
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	Quoted Rate (Excluding GST)
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)	

Oil Based Room Heaters (9 & 11 Fins) – 194 nos.

S No	Name of the items	Quoted Rate (Excluding GST)
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)	

Heat Convector / Blowers -132 nos.

S No	Name of the items	Quoted Rate (Excluding GST)
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.

S No	Name of the items	Quoted Rate (Excluding GST)
1	Tube	
2	Sector Switch	
3	Push Button/Switch	

Single/Double Rod Heaters - 109 nos.

S No	Name of the items	Quoted Rate (Excluding GST)
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	

Halogen Heaters –14 nos.

S No	Name of the items	Quoted Rate (Excluding GST)
1	Thermostat (ISI mark)	
2	Tubes	
3	Reflector	
4	Jalli	
5	Olive set	

Geysers - 09 nos.

S No	Name of the items	Quoted Rate (Excluding GST)
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 - 203 nos.

S No	Name of the items	Quoted Rate (Excluding GST)
1	Thermostat (ISI mark)	
2	Knob	
3	Element	
4	Indicator	
5	Painting charges	
6	Base sheet	
7	Legs	
8	Bolts	
9	Glass Door	

Microwave Oven (IFB Make) – 06 Nos.

S No	Name of the items	Quoted Rate (Excluding GST)
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	

Insect Killers – 18 nos.

S No	Name of the items	Quoted Rate (Excluding GST)
1	Tubes	
2	Chock	
3	Starter	
4	Starter Holder	
5	Tube Holder	

Emergency Lights – 34 nos.

S No	Name of the items	Quoted Rate (Excluding GST)
1	PL light 9 Watts	
2	Battery	
3	Holder	
4	PCB	
5	Transformer 12 Volt	

Table Lamps – 44 nos.

S No	Name of the items	Quoted Rate (Excluding GST)
1	PL light 9 Watts	
2	PL Chock 9 watts	
3	PL Holder	
4	2 Coir Wire	

Misc. Items

S No	Name of the items	Quoted Rate (Excluding GST)
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

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

Signature of the authorised
signatory of the Firm/Company/
Organisation/Official Stamp/Seal

Date:

Place: