

**SUPREME COURT OF INDIA
ADMN. MATERIALS**

**F.No.1/Elec. Appl. AMC/2021/SCI(AM)
Dated: 05.02.2022**

**Last Date for submission of Tender: 25.02.2022 upto 3.00 PM
at Counter No. 17 (R&I)**

For any query please contact at Counter No. 41

NOTICE INVITING TENDER
FOR AWARDING ANNUAL MAINTENANCE CONTRACT IN RESPECT OF
REPAIRING OF VARIOUS ELECTRICAL ITEMS.

Sealed tenders are invited for awarding Annual Maintenance Contract (AMC) in respect of following 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 3 (three) years extendable for further period of one year + one year** (on performance basis). The said electrical items are to be maintained at the sites of installation. 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:-**

S. No.	Description	No. of items
01	Desert Coolers	76
02	Desert Coolers (Big size)	03
03	Padestal Fans	87
04	Oil Based Heaters	230
05	Heat Convectors/Blowers	132
06	Quarz Heaters	18
07	Single/Double Rod Heaters	109
08	Halogen Heaters	14
09	Geysers	18
10	Hot Cases	203
11	Microwave Ovens	36
12	Insect Killers	26
13	Emergency Lights	34
14	Table Lamps	44

Interested parties, if so desire, may contact Branch Officer, Admn. Materials (Purchase & Stores) at Telephone No. 011-23115941 or personally visit at Registry's Reception Counter No. 41 near PRO Office for any clarification before quoting the rates on any working day between 10.30 A.M. and 4.00 P.M. (except Saturdays, Sundays and holidays).

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 **3 (three) years and duly extendable for further period of one year + one year** (on performance basis). Tenders once submitted will not be allowed to be withdrawn till finalisation of the matter.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) 'Financial Bid for 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 at Counter No. 17 (R&I).
3. The tenderers are expected to examine all the instructions, Proformas' terms and 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 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, then the next working day of the Registry will be treated as due date of the Tender.

B. TERMS AND CONDITIONS OF TENDER

5. **The tenderer may quote the rates of AMC and spare parts, keeping in view the escalation in prices for the next five years.** The tenderer shall not be entitled during the said period to revoke or cancel its tender or to vary the tender or any terms thereof.
6. 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, by writing the name of the firm, telephone number and name of the item 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 documents.
7. 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 tenderers. A copy of cancelled cheque is required to facilitate refund of EMD amount.

8. Hypothetical/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 of India.

9. 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 shall 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.

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 tenders 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.

12. The Registry, in its discretion, reserves the right to reject or accept any or all the tenders, wholly or partly, without assigning any reason thereof.

13. All the pages of tender document submitted therein must be duly signed and stamped failing which the offer shall be liable for rejection.

14. The Registry is not bound to accept the rates submitted by the lowest tenderer.

15. The tenderer has to mention its infrastructure and annual business turn over of last 2-3 years.

16. During the subsistence of contract, in case of breach of any condition or deficiency in service, the Registry shall 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 shall be recovered from the tenderer.

17. 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.

18. 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'**. The rates shall remain in force for the entire period of contract unless it is terminated.

C. TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER

19. The successful tenderer shall have to deposit **performance security deposit @ 3%** of the total amount of tender by way of Bank Guarantee/Demand Draft drawn in favour of "The Registrar (Admn.), Supreme Court of India", New Delhi. The performance security will be released after 60 days of the successful completion of the contractual period or payment of the last bill, whichever is later.

20. **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 (Admn. Materials -Maintenance) **on all working days from 9.00 am to 6.00 pm or as per requirement arises from time to time.**

21. The Electrician deployed full time for Registry will not be paid less than minimum wages approved by the Government of Delhi from time to time.

22. The successful firm has to furnish proof of payment of minimum wages paid to the Electrician as and when asked for.

23. 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.

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. 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.

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 shall be recovered from the successful tenderer and the decision of the Registry in this regard shall be final and unassailable.

31. The tenderer shall provide full details of the person/electrician deployed for 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 to 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/banned by any Government Department/ Public Sector undertaking/Autonomous Body.

35. The successful tenderer will have to abide by the terms and conditions as may be fixed from time to time by the Registry.

36. 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.

37. Rates quoted shall include costs of commuting, delivery and no separate travelling charges shall be admissible.

D. PENALTIES

38. 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.

39. If irrespective of the fact as to whether or not the Registry gets the job done or not from the outside, a penalty of 1% subject to maximum penalty of 10% of total cost of delayed job.

40. Even after awarding the 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.

41. 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)** Financial Bid for 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. 17 (R&I) on or before 25.02.2022 **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 authorised representatives who may wish to remain present. The tenders received after due date and 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.

(Anil Kumar Sharma)
Additional Registrar (AM)

Encls : Annexures 'A', 'B' & 'C'

**SUPREME COURT OF INDIA
(ADMN. MATERIALS 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)

1. Name of the tenderer with address :
2. Name of the Contact Person with Telephone No /Mobile No./Fax No/e-mail ID :
3. GST No. (attach a copy also) :
4. PAN No. (attach a copy also) :
5. Whether all the terms & Conditions of NIT are agreeable : Yes / No
6. Name and Mobile Number of the qualified Engineers :
7. Annual turnover during last three years (enclosed audited balance sheet for three years) :
8. Whether tender document (all pages) duly signed, stamped and legible :
9. 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 in figures (Excluding GST)	Quoted Rate in words (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 in figures (Excluding GST)	Quoted Rate in words (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 (ISI mark)		
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 (ISI mark)		
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 in figures (Excluding GST)	Quoted Rate in words (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)		

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Pedestal Fans- 87 Nos.

S No	Name of the items	Quoted Rate in figures (Excluding GST)	Quoted Rate in words (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) – 230 nos.

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

Geysers - 18 nos.

S No	Name of the items	Quoted Rate in figures (Excluding GST)	Quoted Rate in words (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 in figures (Excluding GST)	Quoted Rate in words (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/Murphy Richards Make) – 30 Nos.

S No	Name of the items	Quoted Rate in figures (Excluding GST)	Quoted Rate in words (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 – 26 nos.

S No	Name of the items	Quoted Rate in figures (Excluding GST)	Quoted Rate in words (Excluding GST)
1	Tubes		
2	Chock		

S No	Name of the items	Quoted Rate in figures (Excluding GST)	Quoted Rate in words (Excluding GST)
3	Starter		
4	Starter Holder		
5	Tube Holder		

Emergency Lights – 34 nos.

S No	Name of the items	Quoted Rate in figures (Excluding GST)	Quoted Rate in words (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 in figures (Excluding GST)	Quoted Rate in words (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 in figures (Excluding GST)	Quoted Rate in words (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		
15	Door Bells with switch (ISI mark)		

ANNEXURE -C

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 of the authorized signatory of the
Firm/Company/Organization
Stamp/Seal