

**SUPREME COURT OF INDIA**  
**ADMN. MATERIALS (P&S)**  
**TILAK MARG, NEW DELHI - 110001**

F. No.1/WCWD/CAMC/23-SCI(AM)  
Dated: 06.06.2023

Last date for submission of Tender : 27.06.2023 (Tuesday) upto 03:00 PM at Counter No. 17 (R&I)  
Date and time of opening of Tender : 27.06.2023 (Tuesday) at 4:00 PM

**NOTICE INVITING TENDER**  
**FOR AWARDING COMPREHENSIVE ANNUAL MAINTENANCE**  
**CONTRACT (CAMC) FOR WATER COOLERS & WATER**  
**DISPENSERS FOR A PERIOD OF THREE YEARS**

Sealed tenders are invited from Delhi-NCR based reputed firms/ manufacturers/ retailers/ authorized dealers on the proforma enclosed herewith as **Annexure 'A'** for awarding Comprehensive Annual Maintenance Contract (CAMC) for the following items, provided at the Residential Offices of the Hon'ble The Chief Justice of India, Hon'ble Judges, Supreme Court Guest House (situated within distance of 3-5 Kms. from Supreme Court of India premises) and in the Registry:-

<b>S. No.</b>	<b>Name of the Item</b>	<b>No. of items</b>
01.	Water Coolers (Voltas make)	37
02.	Water Dispensers (Voltas/Atlantis make)	88

Interested parties, if so desire, may contact Branch Officer, Admn. Materials (Purchase & Stores) at Telephone No. 011-23115941 or personally visit the Reception Counter established at Gate No. 01 of Additional Building Complex, Supreme Court of India for any query / clarification, on any working day between 10:30 A.M. and 4:00 P.M. (except Saturdays, Sundays & Holidays) or via email [boamsupremecourt.sc@nic.in](mailto:boamsupremecourt.sc@nic.in) for any further information before quoting the rates.

**A. TENDER**

1. The tenderers are required to quote their lowest rates for CAMC and repairing/replacement of consumable parts for a period of three years as per **Annexure 'A'** enclosed herewith. Tenders once submitted will not be allowed to be withdrawn till finalisation of the matter.

2. The tender may be sent in two separate sealed envelopes superscribing **(a) 'Earnest Money for awarding CAMC for Water Coolers and Water Dispensers'** and **(b) 'Tender for CAMC of Water Coolers & Water Dispensers'** by post sufficiently early so as to reach the Registry within date and time or may be delivered at the Counter No. 17 (R&I). If both the envelopes are kept inside a single envelope, it should be specifically written outside the envelope.
3. The tenderer shall give an undertaking (as per “Annexure 'B'”) that the Firm/Partners/Directors/Proprietors have 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.
4. 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 every respect will be at the tenderers risk and may result in rejection of the tender.
5. 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 the next working day of the Registry will be treated as due date of the tender.

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

6. The tenderer is required to quote their lowest rates with GST percentage for CAMC, repair/maintenance of Water Coolers and Water Dispensers as per **Annexure 'A'** enclosed herewith. The rates should be valid for a period of three years from the date of awarding the Tender, keeping in view the escalation in prices. 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.
7. The tenderers are required to send their tenders along with Demand Draft of **Rs. 4,000/-** (Rupees Four 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, a Certificate has to be submitted along with the tender documents.

8. Earnest Money Deposit of the unsuccessful tenderers would be returned by way of RTGS/NEFT or Cheque/Demand Draft after the contract has been finally awarded to the successful tenderer. A copy of cancelled cheque is required to facilitate refund of EMD amount.
9. Hypothetical or conditional Tenderers shall 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.
10. The Registry shall deal with the tenderer directly and no middlemen/agents/commission agents etc. should be asked by the tenderer to represent the cause and they will not be entertained by the Registry. The Tender Form is not transferable and agency shall not be permitted to transfer its rights and obligations to any other person/organization or otherwise.
11. The Registry is not bound to accept the lowest tender.
12. Over-writing/over-typing or erasing of the figures which render its doubtful or ambiguous are not allowed and shall render the tender invalid. In case of any discrepancy of rates, price in words will be considered.
13. 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.
14. 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 tenderers, partly or completely, at any time without assigning any reason thereof.
15. Each tenderer has to certify that all the terms and conditions are acceptable to him/her.
16. 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.

17. During the subsistence of contract, in case of breach of any conditions 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 will be recovered from the tenderer.
18. The tenderer should have a **well established workshop/ infrastructure/ manpower** and possess experience including in the Government Offices.
19. The tenderer should submit proof of his/her domicile in Delhi-NCR along with address of the office.
20. Periodical servicing has to be carried out once in three months for all the items covered under CAMC. During the course of servicing, the tenderer should service the unit with proper care, thorough check-up and checking the output performance etc.

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

21. The successful tenderer shall have to give performance security deposit @ of 3% of the total value of tender by way of ***Demand Draft/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.
22. The rates so quoted should be valid for a period of three 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 travelling charges shall be admissible.
23. 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.
24. The payment of CMC will be made on quarterly/half yearly/yearly basis after the satisfactory report (with name, designation and emp. code) of the concerned Technician.

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 repairs 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.
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 work-site is not regular, the contract will be terminated by the Registry at any time without assigning any reason thereof. 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 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.

32. 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.
33. 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.
34. Rates quoted shall include costs of commuting, re-visiting and delivery of consumables items, if any and no separate travelling charges shall be admissible.

#### **D. PENALTIES**

35. 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.
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 shall have to do the job again at its own cost. **The decision of the concerned Officer and of the Registry in this regard shall be final and unassailable and binding on the tenderer.**
37. If the job is not done within the 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. Irrespective of the fact as to whether or not the Registry gets the job done from outside, the Registry may impose penalty upto 1% per week subject to maximum penalty of 10% of the total cost for delayed work.
39. Any loss/damage sustained to the Registry's items will be recovered from the successful tenderer.
40. 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 the services of the successful tenderer are not found satisfactorily.

41. The performance 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 CAMC for Water Coolers and Water Dispensers'** and **(b) 'Tender for CAMC of Water Coolers & Water Dispensers'** 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 27.06.2023 (Tuesday) **upto 3:00 PM** which will be opened at **4:00 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 envelopes containing tender documents will be opened.

Sd/-  
( Anil Kumar Sharma)  
Additional Registrar (AM)

Encls : Proformas (Annexures 'A' & 'B')

**SUPREME COURT OF INDIA**  
**ADMN-MATERIALS (P&S)**

F. No.1/WCWD/CAMC/23-SCI(AM)

Dated: 06.06.2023

**PROFORMA TO BE FILLED BY THE TENDERER FOR**  
**FOR AWARDING COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT**  
**(CAMC) FOR WATER COOLERS & WATER DISPENSERS FOR**  
**A PERIOD OF THREE YEARS**

1. Name of the tenderer :  
with complete address
2. Type of organization (Proprietor/  
Partnership/Registered/ Pvt. Ltd., :
3. (a) Contact Person with Name :  
with Telephone/ Mobile No.
- (b) Pan No. (Photocopy to be enclosed) :
- (c) GST No. (Photocopy to be enclosed) :
- (d) Fax No./ E Mail ID :
4. Annual turnover during last three years  
(enclose audited balance sheet for  
three years)
5. Rates regarding CAMC and other parts : As per details tabulated below

<b>A. WATER COOLER= 37 nos.</b>			
S. No.	Description of the Item	Rates per unit (Excluded GST)	Remarks
01	CAMC per unit per annum		
02	Denting/Welding/Paining of Angle stand, Base Angle stand and Fan Motor Angle Stand & Fan Motor Angle Stand welding		
03	Water Cooler Body Painting		
04	Water level wall cock		
05	Customized Water cooler stand		
06	<b>Rates of parts not covered under CAMC</b>		



<b>B. WATER DISPENSER= 88 nos.</b>			
<b>S. No.</b>	<b>Description of the Item</b>	<b>Rates per unit (Excluded GST)</b>	<b>Remarks</b>
01	CAMC per unit per annum		
02	<b>Rates of parts not covered under CAMC</b>		

6. Name & Mobile No. of the qualified Engineers :
7. Whether tender documents (all pages) duly signed, stamped and legible :
8. Declaration regarding blacklisting or otherwise :
9. Any other information document, please specify :

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

Dated:

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

**UNDERTAKING**

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

Signature of the authorised  
signatory of the Firm/Partner  
/Director/Proprietor Samp/Seal

Date:

Place: