

SUPREME COURT OF INDIA  
ADMN. MATERIAL (P&S)  
*Tilak Marg, New Delhi-110001*

F.No.78/RC/22/SCI (AM)  
Dated: 15<sup>th</sup> March, 2022

**Last date for Submission of Tender : 5<sup>th</sup> April, 2022 upto 3:00 P.M.**  
**at Counter No.17 (R&I)**

**NOTICE INVITING TENDER**  
**FOR**  
**AWARDING OF CONTRACT FOR MAINTENANCE & REPAIR OF**  
**'GODREJ' AND OTHER MAKE REVOLVING / COMPUTER CHAIRS,**  
**STEEL PIPE CANE CHAIRS, IRON TROLLEYS AND MOBILE**  
**BARRICADES, MAINTENANCE & REPAIR OF LOCKS & KEYS OF MISC.**  
**FURNITURE ITEMS, PROVIDING AND FIXING OF SUNMICA, PLY,**  
**KEYBOARD TRAYS, ETC. ON TABLE AND PROVIDING AND FIXING OF**  
**GLASSES FOR TABLES, ETC.**

Sealed Tenders are invited from Delhi- NCR based reputed firms/ partners/ directors/proprietors, on the Proformas attached herewith as **Annexures-'A' , 'B', 'C' and 'D'** for entering into rate contract **for a period of TWO YEARS** for maintenance and repair of 'Godrej' and other make revolving/computer chairs, steel pipe cane chairs, Iron trolleys, mobile barricades, Maintenance & Repair of Locks & Keys etc. of Misc. Furniture items, Providing and fixing of Sunmica, Ply, Keyboard Trays, etc. on tables and Providing and Fixing of glasses for tables, etc. in the Registry, the residential offices of Hon'ble Judges, Creche, E-Committee office and the Supreme Court Guest House. The residential offices of Hon'ble Judges / Guest House/ E-Committee office/ Creche are located within a radius of 3-4 kilometers from the Supreme Court and they are maintained from there itself, as and when required.

Interested parties, if so desire, may contact Branch Officer, Admn. Materials (P&S) at telephone No.011-23115941 on any working day between 10:30 AM and 4:00 PM (except Saturdays, Sundays and Holidays) for any further information before quoting the rates.

## **A. TENDER**

1. Three separate sealed envelopes should be used for submitting (I) Tender document and (II) Samples as per Annexure 'C' and (III) Earnest Money superscribing on the respective envelopes (a) Tender for awarding the contract of maintenance and repair of 'Godrej' and other make revolving / computer chairs, steel pipe cane chairs and Iron trolleys etc., Maintenance & Repair of Locks & Keys etc. of Misc. Furniture items, Providing and fixing of Sunmica, Ply, Keyboard Trays, etc. on tables and Providing and Fixing of glasses for tables, etc. (b) Samples as per Annexure 'C' and (c) Earnest Money for awarding the rate contract of maintenance and repair of 'Godrej' and other make revolving/computer chairs, steel pipe cane chairs and Iron trolleys etc., Maintenance & Repair of Locks & Keys etc. of Misc. Furniture items, Providing and fixing of Sunmica, Ply, Keyboard Trays, etc. on tables and Providing and Fixing of glasses for tables, etc.
2. The tender may be sent by post sufficiently early so as to reach the Registry within the stipulated date and time, or may be delivered at Counter No.17 (R&I). 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.17.
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 tenderer is expected to examine all the instructions, Proformas, 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 the next 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 tenderers are required to quote their lowest rates, GST (with percentage) discounts and details (inclusive of labour and cartage charges) as per the Annexure-A & B annexed thereto.
8. The tenderers are required to send their tender along with **Demand Draft of Rs.5500/- (Rupees Five Thousand Five Hundred only), Rs.4000/-(Rupees Four Thousand Only), Rs.11,000/-(Rupees Eleven Thousand only), Rs.1300/-(Rupees One Thousand Three Hundred Only) SEPARATELY for awarding of Contract for (i)maintenance and repair of 'Godrej' and other make Chairs & repairing of Steel Pipe Cane Chairs & (ii)repairing of Iron Trolleys, Barricades, etc. (iii) Maintenance and Repair of Locks, keys, etc. of Misc. Furniture items & Providing and fixing of Sunmica, Ply, top, Keyboard trays, etc. on tables (iv) Providing and fixing of glasses on tables, etc. respectively drawn in favour of "The Registrar (Admin.) Supreme Court of India" payable at New Delhi as Earnest Money**, by writing the name of the firm and telephone number on the reverse side of the Demand Draft. No Interest will be payable on EMD. If the firm is exempted from depositing the EMD, Certificate to this effect has to be submitted alongwith the tender document.

9. 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 tenderer. A copy of cancelled cheque is required to facilitate refund of EMD amount.
10. The rates should be valid for a minimum period of 90 days from the date of opening of tender. The tenderer shall not be entitled during the said period of 90 days to revoke or cancel its tender or to vary the tender or any terms thereof.
11. 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.
12. Rates for repair and maintenance **with labour and cartage charges** of furniture 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. Further, the contract may also be extended for further subject to satisfactory performance.
13. Hypothetical or conditional Tenderers 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.
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 will 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.
16. The tenderer shall give an undertaking (as per Annexure-'D') 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.
17. The Earnest Money/Security Deposit shall stand forfeited in case of breach of any of the conditions mentioned herein.
18. 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 tenders, wholly or completely, without assigning any reason thereof at any stage of tendering process.
19. 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.
20. The tenderer 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.
21. 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.

22. The Registry is not bound to accept the rates submitted by the lowest tenderer or any other tenderer nor does it undertake to assign any reasons for its decision in this matter.
23. Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid bid security shall be forfeited.
24. The tenderer should submit proof of his domicile in Delhi city along with address of the office.
25. The tenderer should have a well established workshop & possess minimum three years' experience in any reputed organization including in the Government Offices.
26. The Registry reserves the right to award the contract to more than one firm for maintenance and repair of 'Godrej' and other make revolving/computer chairs, steel pipe cane chairs and Iron trolleys etc., Maintenance & Repair of Locks & Keys etc. of Misc. Furniture items, Providing and fixing of Sunmica, Ply, Keyboard Trays, etc. on tables and Providing and Fixing of glasses for tables, etc. subject to the terms and conditions of the tender.

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

27. The Successful tenderer shall have to deposit **Performance Security amount of Rs.7500/-(Rupees Seven Thousand Five Hundred only), Rs.6000/-(Rupees Six Thousand only), Rs.16000/- (Rupees Sixteen Thousand only) and Rs.2000/- (Rupees Two Thousand Only) SEPARATELY for the contract of (i)maintenance and repair of 'Godrej' and other make Chairs & repairing of Steel Pipe Cane Chairs & (ii)repairing of Iron Trolleys, Barricades, etc. (iii) Maintenance and Repair of Locks, keys, etc. of Misc. Furniture items & Providing and**

**fixing of Sunmica, Ply, top, Keyboard trays, etc. on tables (iv) Providing and fixing of glasses on tables, etc. respectively by way of Bank Guarantee/Demand Draft, drawn in favour of “The Registrar (Admn.), Supreme Court of India, New Delhi,** which will be released after 60 days from the date 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 tender 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.

28. The rates so quoted should be valid for a period of **Two Years** from the date of awarding of contract, as the 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.
29. The successful tenderer will have to abide by the terms and conditions as may be fixed from time to time by the Registrar, Supreme Court of India, New Delhi.
30. The successful tenderer to whom contract is awarded shall be required to attend the job howsoever small it may be within 24 hours either on call basis or after the receipt of work order by post, through e-mail, 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.
31. At least one skilled carpenter 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) on all working days from 9:00 am to 6:00 pm or as per requirement arises from time to time.
32. If the work is found unsatisfactory, items replaced are not found in conformity with the approved samples or the visit of skilled worker to

the office is not regular, the contract can 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.

33. The work is to be carried out in the premises of the Registry/residential offices of Hon'ble Judges and other places as and when required. The work which cannot be done in the office premises, residential offices of Hon'ble Judges, etc., would be allowed to be done outside for which no extra charges will, however, be payable on this account.
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 Registry shall have no liability, financial or otherwise, for any harm/damage/injury incurred by the manpower deployed by the successful tenderer in the course of performing of work. Neither the successful tenderer nor his workers shall have any claim on this Registry for compensation or financial assistance on this account.
36. The firm/contractor shall be responsible for any injury or accident to the carpenter/person deployed by them.
37. 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.
38. 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.



39. The work executed by the firm should be to the satisfaction of the concerned officer where work was 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. Payment of the work done shall be made on bill basis generally within 15 days from the date of the presentation of proper bill with satisfactory reports from the concerned officer/official.

#### **D. PENALTIES**

41. In case the successful bidder backs out and/or fails to take up the job, under the contract, the Performance Security will be forfeited by the Competent Authority.
42. If irrespective of the fact whether the Registry gets the job done or not from the outside, **a penalty upto 1% per week of total cost of delayed job subject to maximum penalty of 10% of the total cost**, 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).
43. Even after awarding the said contract, the Registry reserves the right to terminate the same, if the services of the Contractor are not found satisfactory and to entrust the work to another, and to recover from the Contractor, the loss if any, sustained to the Supreme Court.
44. If the work is not done within stipulated period and the Registry is forced to get it done at higher rates, the tenderer will have to make payment of the loss caused to the Registry.
45. If at any stage, it is found that the performance, quality of work and material is not satisfactory, the contract will be liable to be terminated without any notice and the performance security shall be forfeited.

46. The successful tenderer will be obliged to attend to the work as per the requirement and the Performance Security shall stand forfeited in case of breach of any of the conditions mentioned herein and if the services of the contractor are found unsatisfactory.

### **E. INVITATION OF TENDER**

Interested parties may send their Tenders in three separate sealed envelopes containing (i) Tender Document and (ii) Samples as per Annexure 'C' and (iii) Earnest Money superscribing on the respective envelopes (a) "Tender for awarding the contract of maintenance and repair of 'Godrej' and other make revolving/computer chairs, steel pipe cane chairs, Iron trolleys and mobile barricades etc." (b) "Samples as per Annexe-C & (c) "Earnest Money for awarding the contract of maintenance and repair of 'Godrej' and other make revolving/computer chairs, steel pipe cane chairs, Iron trolleys and mobile barricades etc., Maintenance & Repair of Locks & Keys etc. of Misc. Furniture items, Providing and fixing of Sunmica, Ply, Keyboard Trays, etc. on tables and Providing and Fixing of glasses for tables, etc.", addressed by name to the undersigned as to reach on or before **5<sup>th</sup> April, 2022** upto 3:00 P.M. which will be opened on the same day at 3:30 P.M. in the Registry by a Committee of Officers of the Registry in the presence of the tenderers or their authorized representatives who may wish to remain present there at that time. The tenders received after due date and/or time and/or without earnest money will not be entertained. In the first instance, envelopes containing Earnest Money and thereafter, Envelopes containing Samples, then Tender respectively will be opened.

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

**Encls.:** Annexures-'A' to 'D'.

**Note : The Registry will remain closed w.e.f. 17.03.2022 to 19.03.2022 on account of "Holi Holidays"**

**SUPREME COURT OF INDIA**  
**ADMN.MATERIAL(P&S)**

F.No.78/RC/22/SCI (AM)

Dated: 15.03.2022

**Last date: 5<sup>th</sup> April, 2022**

**PROFORMA**

(To be filled in by the tenderers with reference to Notice Inviting Tender dated 15.03.2022 for Awarding of Contract for maintenance and repair of 'Godrej' and other make revolving/computer chairs, steel pipe cane chairs, Iron trolleys and mobile barricades etc, Maintenance & Repair of Lock & Keys of Misc. Furniture items, Providing and fixing of Sunmica, Ply, top, keyboard, etc. of tables, Providing and fixing of glasses on tables, etc.):

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. Traders Identification Number (TIN) :  
(copy)
  
5. GST No. (with copy) :
  
6. Pan Card No. (with copy) :
  
7. Whether all the terms & conditions of  
the N.I.T. Are agreeable :
  
8. Details of past experience in the field:
  
  
9. Details of important clients with Contact Nos.:

Signature with date and  
Rubber Stamp of the tenderer

**SUPREME COURT OF INDIA  
ADMN.MATERIAL(P&S)**

F.No.78/RC/22/SCI (AM)

Dated: 15.03.2022

**Last date: 5<sup>th</sup> April, 2022****PROFORMA**

(To be filled in by the tenderers with reference to Notice Inviting Tender dated 15.03.2022 for awarding of Contract for maintenance and repair of 'Godrej' and other make revolving/computer chairs, steel pipe cane chairs, Iron trolleys and mobile barricades etc., Maintenance & Repair of Lock & Keys of Misc. Furniture items, Providing and fixing of Sunmica, Ply, top, keyboard, etc. of tables, Providing and fixing of glasses on tables, etc. ):

| S.No.   | Items   | Qty. | Rates (Rs.) |
|---|---|------|-------------|
| <b>CHAIRS</b>   |   |      |             |
| <b><u>(A) 'GODREJ' MAKE EXECUTIVE REVOLVING CHAIRS (LEOMA, ULTIMA ETC.) AND EXECUTIVE REVOLVING CANE CHAIRS</u></b> |   |      |             |
| 1   | Replacement of 'Godrej' Wheel (as per the design of chair)  | Each |             |
| 2   | Replacement of Handle (as per the design of chair)  | Each |             |
| 3   | Replacement of Shocker  | Each |             |
| 4   | Replacement of Base   | Each |             |
| 5   | Replacement of Hydraulic System   | Each |             |
| 6   | Minor repair with nuts, screws etc.   | Each |             |
| <b><u>(B) OTHER MAKE EXECUTIVE/ REVOLVING/ COMPUTER/ COUNTER CHAIRS</u></b>   |   |      |             |
| 7   | Replacement of Coaster Wheel (Plastic)  | Each |             |
| 8   | Replacement of Coaster Wheel (Steel)  | Each |             |
| 9   | Replacement of Handle   | Each |             |
| 10  | Providing & fixing of Axle  | Each |             |
| 11  | Replacement of Shocker  | Each |             |
| 12  | Replacement of Base   | Each |             |
| 13  | Change of Back Cover (Plastic)  | Each |             |
| 14  | Providing & fixing of Iron Plate  | Each |             |
| 15  | Minor Repair of chairs (Wooden tub Chairs/Cane Chairs/Revolving Chairs, etc.) with screw, nut, bolt, minor stitching etc. | Each |             |
| <b><u>(C) STEEL PIPE CANE CHAIRS</u></b>  |   |      |             |
| 16  | Providing & Fixing of Canned Seat (Teak Wood)   | Each |             |

| S.No.  | Items   | Qty. | Rates (Rs.) |
|--|---|------|-------------|
| 17   | Providing & Fixing of Canned Back (Teak Wood)   | Each |             |
| 18   | Providing & Fixing of Plastic Cap   | Each |             |
| 19   | Providing & fixing of New Steel Strip to support the Seat   | Each |             |
| 20   | Providing & Fixing of Teak Wood Arm   | Each |             |
| 21   | Providing & Fixing of Rubber Shoe   | Each |             |
| 22   | Minor repair with nuts, screws etc.   | Each |             |
| 23   | Complete Renovation of a cane chair (replacement of seat & back, cap, handles, rubber shoe including nut bolt with painting etc.) | Each |             |
| <b>IRON TROLLEYS, MOBILE BARRICADES, WHEEL CHAIRS, ETC.</b>                |   |      |             |
| <b><u>(D) IRON TROLLEYS, SERVICE/TEA TROLLEYS, HEAVY DUTY TROLLEYS</u></b> |   |      |             |
| 24   | Providing & Fixing of Heavy duty wheel (6")   | Each |             |
| 25   | Providing & Fixing of Heavy duty wheel (8")   | Each |             |
| 26   | Providing & Fixing of Ball-bearing Rubber wheel (6")  | Each |             |
| 27   | Providing & Fixing of Ball-bearing Rubber wheel (8")  | Each |             |
| 28   | Providing & Fixing of Hand Trolley Wheel  | Each |             |
| 29   | Providing & Fixing of Clamp   | Each |             |
| 30   | Minor Repair (with Oiling/Greasing, nut, bolt, etc.)  | Each |             |
| 31   | Replacement of base (18 Gauge Iron Sheet) of Trolley (Sq.ft.)   | Each |             |
| 32   | Replacement of Handle (Heavy Iron Round Pipe) of Trolley (Per Running ft.)  | Each |             |
| <b>(E) BARRICADES</b>  |   |      |             |
| 33   | Providing & Fixing of Ball-bearing Rubber wheel (6")  | Each |             |
| 34   | Providing & Fixing of Ball-bearing Rubber wheel (8")  | Each |             |
| 35   | Providing & fixing of Heavy duty wheel (6")   | Each |             |
| 36   | Providing & fixing of Heavy duty wheel (8")   | Each |             |
| 37   | Oiling and Greasing   | Each |             |
| <b>(F) MISCELLANEOUS</b>   |   |      |             |
| 38   | Providing and Fixing of new wheels (small) of <b>folding Wheel chairs</b> (as per design)   | Each |             |
| 39   | Providing & fixing of Footrest of folding Wheel Chair (as per design)   | Each |             |
| 40   | Providing and Fixing of new wheels of <b>Wheel-Barrows</b> (as per design)  | Each |             |
| 41   | Providing & fixing of Frisking Stand Wheel (As Per design)  | Each |             |

| S. No. | Items  | Qty. | Rates (Rs.) |
|--------|--|------|-------------|
| 42     | Providing & fixing of Garden Chair shoe (As per designs) | Each |             |

**STEEL TABLES, WOODEN TABLES, STEEL ALMIRAHS, WOODEN ALMIRAHS, STEEL FILING CABINETS, STEEL BOOKSHELVES WOODEN BOOKSHELVES**

**(G) STEEL TABLES**

|    |  |      |  |
|----|--|------|--|
| 43 | Adjustment of Drawer   | Each |  |
| 44 | Providing of duplicate Key   | Each |  |
| 45 | Opening of Drawer  | Each |  |
| 46 | Providing & Fixing of Steel Handle   | Each |  |
| 47 | Providing & Fixing of complete painted Drawer Box with three drawers (painted) with lock | Each |  |
| 48 | Providing & fixing of new Drawer(painted) 18 Gauge                                       | Each |  |
| 49 | Repair of Lock   | Each |  |
| 50 | Providing & fixing of Lock   | Each |  |
| 51 | Repair of Locking System   | Each |  |
| 52 | Providing & fixing of Locking system   | Each |  |
| 53 | Providing & Fixing of legs 25mm square pipe  | Each |  |
| 54 | Minor Repair with nails, screws etc.   | Each |  |

**(H) WOODEN TABLES**

|    |                                |      |  |
|----|--------------------------------|------|--|
| 55 | Providing and fixing of Handle | Each |  |
| 56 | Repair of Lock                 | Each |  |
| 57 | Providing & fixing of Lock     | Each |  |
| 58 | Repair of Locking System       | Each |  |

| S. No.                                | Items  | Qty.            | Rates (Rs.) |
|---------------------------------------|--|-----------------|-------------|
| 59                                    | Providing & fixing of Locking system   | Each            |             |
| 60                                    | Repair of 'Godrej' Lock of Judge Table (Wooden)  | Each            |             |
| 61                                    | Replacement of 'Godrej' Lock of Judge Table (Wooden)   | Each            |             |
| 62                                    | Providing Key of 'Godrej' Lock of Judge Table  | Each            |             |
| 63                                    | Providing and fixing of 1 mm Sunmica of "National" / "Marino" / "Greenply" Brand             | Per Sq. Ft.     |             |
| 64                                    | Providing and fixing of 0.6 mm Sunmica of "National" / "Marino" / "Greenply" Brand           | Per Sq. Ft.     |             |
| 65                                    | Providing and fixing of 0.8 mm Sunmica of "National" / "Marino" / "Greenply" Brand           | Per Sq. Ft.     |             |
| 66                                    | Providing and fixing of 4mm ply of ISI mark with polishing                                   | Per Sq. Ft.     |             |
| 67                                    | Providing and fixing of 6mm ply of ISI mark with polishing                                   | Per Sq. Ft.     |             |
| 68                                    | Providing and fixing of Teak Wood Margin of 3/4" with polishing                              | Per running Ft. |             |
| 69                                    | Providing and fixing of 19 mm Nova Pan Top   | Per Sq. Ft.     |             |
| 70                                    | Providing and fixing of Key Board Tray (plastic) with channels etc.                          | Each            |             |
| 71                                    | Providing and fixing of Key Board Tray (plastic)   | Each            |             |
| 72                                    | Providing and fixing of Key Board Tray (wooden) with channels                                | Each            |             |
| 73                                    | Providing and fixing of Key Board Tray (wooden)  | Each            |             |
| 74                                    | Providing and fixing of New Channel 18 Guage (for plastic/wooden keyboard trays and drawers) | Each            |             |
| 75                                    | Providing and fixing of Wooden beading / Moulding (as per design and size available)         | Per running Ft. |             |
| 76                                    | Skirting (as per design and size available)  | Per running Ft. |             |
| 77                                    | Minor Repair with nails, screws etc.   | Each            |             |
| <b>(I) STEEL ALMIRAHS (Big/small)</b> |  |                 |             |
| 78                                    | Providing and fixing of Handle   | Each            |             |
| 79                                    | Repair of Lock   | Each            |             |

| S. No.                                 | Items  | Qty. | Rates (Rs.) |
|--|--|------|-------------|
| 80                                     | Providing & fixing of Lock                             | Each |             |
| 81                                     | Repair of Locking System                               | Each |             |
| 82                                     | Providing & fixing of Locking system                   | Each |             |
| 83                                     | Adjustment of Shelf                                    | Each |             |
| 84                                     | Providing of Duplicate key                             | Each |             |
| 85                                     | Minor Repair with nails, screws etc.                   | Each |             |
| 86                                     | Opening of Almirah                                     | Each |             |
| 87                                     | Providing and fixing of new steel base(16 Gauge) sheet | Each |             |
| 88                                     | Providing and fixing of New shelf                      | Each |             |
| 89                                     | Replacement of new Bush                                | Each |             |
| 90                                     | Adjustment of Door                                     | Each |             |
| 91                                     | Providing and fixing of leg(good quality) 18 Gauge     | Each |             |
| 92                                     | Providing and fixing of steel rod (for wardrobes)      | Each |             |
| <b>(J) WOODEN ALMIRAHS (Big/small)</b> |  |      |             |
| 93                                     | Providing & fixing of Lock for Wooden Almirah          | Each |             |
| 94                                     | Repair of Lock of Wooden Almirah                       | Each |             |
| 95                                     | Providing & fixing of Handle                           | Each |             |
| 96                                     | Providing & fixing of new wooden shelf                 | Each |             |
| 97                                     | Minor Repair with nails, screws etc.                   | Each |             |
| <b>(K) STEEL FILING CABINET</b>        |  |      |             |
| 98                                     | Providing and fixing of Handle                         | Each |             |
| 99                                     | Repair of Lock   | Each |             |



| S. No.                               | Items   | Qty. | Rates (Rs.) |
|--------------------------------------|---|------|-------------|
| 100                                  | Providing & fixing of Lock                    | Each |             |
| 101                                  | Repair of Locking System                      | Each |             |
| 102                                  | Overhauling and Greasing                      | Each |             |
| 103                                  | Steel Ball                                    | Each |             |
| 104                                  | Providing of duplicate Key                    | Each |             |
| 105                                  | Opening of Filing Cabinet                     | Each |             |
| 106                                  | Adjustment of Drawer                          | Each |             |
| 107                                  | Providing and fixing of new channel(18 Gauge) | Each |             |
| 108                                  | Providing and fixing of Push Button           | Each |             |
| 109                                  | Minor Repair with nails, screws etc.          | Each |             |
| <b>(L) STEEL BOOK CASES/SHELVES</b>  |   |      |             |
| 110                                  | Replacement of Lock                           | Each |             |
| 111                                  | Replacement of metallic Handle                | Each |             |
| 112                                  | Repair of Locking System                      | Each |             |
| 113                                  | Providing of duplicate Key                    | Each |             |
| 114                                  | Adjustment of shelves                         | Each |             |
| 115                                  | Providing & Fixing of new steel shelf         | Each |             |
| 116                                  | Opening of locked steel book case/shelf       | Each |             |
| 117                                  | Minor Repair with nails, screws etc.          | Each |             |
| <b>(M) WOODEN BOOK CASES/SHELVES</b> |   |      |             |
| 118                                  | Replacement of Lock                           | Each |             |
| 119                                  | Replacement of wooden Handle                  | Each |             |
| 120                                  | Repair of Locking System                      | Each |             |

| S. No.                   | Items   | Qty.            | Rates (Rs.) |
|--------------------------|---|-----------------|-------------|
| 121                      | Providing of duplicate Key  | Each            |             |
| 122                      | Adjustment of shelves   | Each            |             |
| 123                      | Providing & Fixing of new wooden shelf  | Each            |             |
| 124                      | Opening of locked wooden book case/shelf  | Each            |             |
| 125                      | Minor Repair with nails, screws etc.  | Each            |             |
| <b>(N) MISCELLANEOUS</b> |   |                 |             |
| 126                      | Providing of key for different size of pad locks  |                 |             |
|                          | (i) 30 mm   | Each            |             |
|                          | (ii) 50 mm  | Each            |             |
|                          | (iii) 65mm  | Each            |             |
| 127                      | Providing of Key for Chest of Drawers (Wooden)  | Each            |             |
| 128                      | Providing & fixing of Multi purpose 'Godrej' Lock   | Each            |             |
| 129                      | Providing & fixing of Kunda Chapka  | Each            |             |
| 130                      | Providing and fixing of Handle (Brass) (3" or 4")   | Each            |             |
| 131                      | Providing and fixing of Brass Knobs   | Each            |             |
| 132                      | Providing & Fixing of Heavy Curtain Rod/channels  | Per running Ft. |             |
| 133                      | Providing & fixing of Curtain Ring  | Each            |             |
| 134                      | Repair of Venetian Blinds (clips, threads etc.)   | Each            |             |
| 135                      | Opening of Steel Racks (Big size)/Steel long Almirahs (Complete dismantling of shelves)               | Each            |             |
| 136                      | Fixing of Steel Racks (Big size)/Steel long Almirahs (complete fixing of shelves)                     | Each            |             |
| 137                      | Opening of Steel Racks (Big size)/Steel long Almirahs (de-attaching racks by opening few nut & bolts) | Each            |             |
| 138                      | Fixing of Steel Racks (Big size)/Steel long Almirahs (attaching racks by fixing few nut & bolts)      | Each            |             |
| 139                      | Cutting of Steel Racks (Big size)/Steel long Almirahs   | Each            |             |
| 140                      | Providing & Fixing of Wooden Boards/Panels on Steel Racks   | Per Sq. Ft.     |             |
| 141                      | Minor Repair of misc. furniture items with nails, screws etc.   | Each            |             |

| S. No.  | Items   | Qty.            | Rates (Rs.) |
|---|---|-----------------|-------------|
| 142   | Welding of Steel Tables / Steel Trolleys / Steel Benches, chairs, etc. (per point)                                | Per Point       |             |
| <b>(O) Providing &amp; Fixing of glasses on misc. furniture items</b> |   |                 |             |
| 143   | Providing of Table Glass (5mm)  | Per Sq. Ft.     |             |
| 144   | Providing and fixing of Table Glass (8mm)   | Per Sq. Ft.     |             |
| 145   | Providing and fixing of Table Glass (10mm)  | Per Sq. Ft.     |             |
| 146   | Cutting & Buffing of Glass (if required)  | Per running Ft. |             |
| 147   | Tapering/Baveling Design (if required)  | Per running Ft. |             |
| 148   | Making hole in Table glass for cable manager (standard size: 3" x 3")   | Each            |             |
| 149   | Providing & Fixing of glasses on doors of steel/wooden Book cases/Almirahs and Filing cabinets with sliding doors | Per Sq. Ft.     |             |
| 150   | Providing of fitting accessories for Glass doors (per set) of Book shelves/Almirahs etc.                          | Each            |             |
| 151   | Providing & Fixing of Vaccum for fixing Table Glasses   | Each            |             |

\* Note : All rates should be inclusive of labour/cartage charges

GST/TAX extra, if any :

Signature with date and  
Rubber Stamp of the tenderer

**SUPREME COURT OF INDIA  
ADMN. MATERIAL(P&S)**

F.No.78/RC/22/SCI (AM)  
Dated: 15.03.2022

**Last date: 5<sup>th</sup> April, 2022**

**PROFORMA FOR SUBMITTING SAMPLES**

(To be filled in by the tenderers with reference to Notice Inviting Tender dated 15.03.2022 for Awarding of Contract for maintenance and repair of 'Godrej' and other make revolving/computer chairs, steel pipe cane chairs, Iron trolleys and mobile barricades etc., Maintenance & Repair of Lock & Keys of Misc. Furniture items, Providing and fixing of Sunmica, Ply, top, keyboard, etc. of tables, Providing and fixing of glasses on tables, etc.):

| S.No. | Items  | Qty. | S.No. in Tender | Sample submitted (Yes/No) | Guarantee Period (if any) |
|-------|--|------|-----------------|---------------------------|---------------------------|
| 1     | 'Godrej' Wheel (as per the design of Chair)            | Each | 1               |                           |                           |
| 2     | Hydraulic  | Each | 5               |                           |                           |
| 3     | Coaster Wheel (Plastic)                                | Each | 7               |                           |                           |
| 4     | Handle   | Each | 9               |                           |                           |
| 5     | Canned Seat (Teak Wood)                                | Each | 16              |                           |                           |
| 6     | Canned Back (Teak Wood)                                | Each | 17              |                           |                           |
| 7     | Heavy duty Wheel of trolley (6")                       | Each | 24              |                           |                           |
| 8     | Ball-bearing Rubber wheel of trolley (6")              | Each | 26              |                           |                           |
| 9     | Clamp  | Each | 29              |                           |                           |
| 10    | Locks for Steel and Wooden Table (with make)           | Each | 50 & 57         |                           |                           |
| 11    | Handle for Tables (with make)                          | Each | 55              |                           |                           |
| 12    | Godrej Lock for Judges Table (Wooden) (with make)      | Each | 61              |                           |                           |
| 13    | Lock for Steel Almirah (with make)                     | Each | 80              |                           |                           |
| 14    | Handle for Steel Almirah (with make)                   | Each | 78              |                           |                           |
| 15    | Steel rod (for Steel Almirahs/ Wardrobes ) (with make) | Each | 92              |                           |                           |
| 16    | Heavy Curtain Rod (with make)                          | Each | 132             |                           |                           |
| 17    | Brass Handle (3" or 4") (with make)                    | Each | 130             |                           |                           |

|    |  |         |     |  |  |
|----|--|---------|-----|--|--|
| 18 | 1 mm Sunmica of National/"Marino"/ "Greenply" Brand                | Sq. Ft. | 63  |  |  |
| 19 | 0.6 mm Sunmica of "National"/ "Marino"/ "Greenply" Brand           | Sq. Ft. | 64  |  |  |
| 20 | 6mm ply of ISI mark with polishing (with make)                     | Sq. Ft. | 67  |  |  |
| 21 | 19mm Nova Pan Top  | Sq. Ft. | 69  |  |  |
| 22 | Key Board Tray (Plastic) (with make)                               | Each    | 70  |  |  |
| 23 | Table Glass (5mm)  | Sq. Ft. | 143 |  |  |
| 24 | Table Glass (8mm)  | Sq. Ft. | 144 |  |  |
| 25 | Table Glass (10mm)   | Sq. Ft. | 145 |  |  |
| 26 | Glass for doors of steel/ wooden book cases/ steel filing cabinets | Sq. Ft. | 149 |  |  |

Note : All the items must have tags/stickers duly signed/stamped by the tenderer with the description of each item.

Signature with date and  
Rubber Stamp of the tenderer

**ANNEXURE-'D'**

**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 with rubber stamp)

Date :

Place: