

**SUPREME COURT OF INDIA**  
**(ADMN. MATERIAL BRANCH)**  
*(Tilak, Marg, New Delhi-110201)*

F.No.91/P&P/16/SCI(AM)  
Dated: 03.10.2016

**Last date for Submission of Tender is**  
**24<sup>th</sup> October, 2016 upto 3:00 P.M.**

**NOTICE INVITING TENDER**  
**FOR**  
**AWARDING OF CONTRACT FOR PAINTING, POLISHING &**  
**LETTER-WRITING ON MISC. FURNITURE ITEMS**

Sealed Tenders are invited, as per the Proformas attached herewith, for entering into rate contract for a period of **Two Years** for awarding of contract for Painting, Polishing & Letter-writing on misc. furniture items in the Registry and as well as at the residential offices of Hon'ble the Chief Justice of India/ Hon'ble Judges / E-Committee office / Ld. Secretary General, Guest House, as well as in the Registry. The residential offices of Hon'ble Judges / Guest House etc. are located within a radius of 3-4 kilometers from the Supreme Court and the work will be executed there itself, as and when required.

Interested parties, if so desire, may contact Mr. T.D. Pant, Branch Officer, Admn. Material Branch (Tel.: 23111483, 23388745, 23111403, 23112257) on any working day between 10.30 AM to 4.30 PM (except Saturdays and holidays) for any further information before quoting the rates.

**TERMS AND CONDITIONS**

**A. TENDER**

1. Two separate Sealed envelopes should be used for submitting (i) Earnest Money and (ii) Tender document, superscribing (a) "Earnest Money for AMC for Painting, Polishing & Letter-writing on misc. furniture items" and (b) "Tender for AMC for Painting, Polishing & Letter-writing on misc. furniture items" on the cover of the respective envelope.
2. The tender may be sent by post sufficiently early so as to reach the Registry within time, or may be delivered to the undersigned. If tender is sent through Messenger, an authority letter from the tenderer with proof of identity may also be given to the Messenger so that he could show the same alongwith his own identity proof to the Reception Office at Reception Counter No.37 for issuance of Entry Pass.

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3. The tenderers are expected to examine all the instructions, Proforma's 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.
4. The tender must be received not later than the date & time specified for submitting the same. In case, the date of submitting the tender will be declared as holiday by the Govt. of India then next day will be treated as due date of the tender.
5. Rates quoted in the tender will remain unchanged during the contractual period. Under no circumstances rate revision will be allowed.

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

6. The tenderers are required to quote their lowest rates, VAT/Taxes (with percentage), discounts and details (inclusive of labour and cartage charges) for Painting/polishing etc. of the furniture items as per the Annexures-'A' and 'B' annexed hereto.
7. The tenderers are required to send their tender alongwith a Demand Draft of Rs.10,000/- (Rupees Ten thousand only) drawn in favour of "The Registrar, Supreme Court of India, New Delhi" as Earnest Money which will be refunded to the unsuccessful tenderer on their written request after awarding the contract to the successful Tenderer. Name of the firm, telephone no. and name of the job may be indicated on the reverse side of the Demand Draft
8. The rates should be valid for a minimum period of 120 days from the date of opening of the Tender documents.
9. Hypothetical or conditional Tender will not be entertained. Tender once submitted shall not be allowed to be withdrawn or altered. If the tender is withdrawn or altered by the concerned party at any time after it is submitted, appropriate action may be taken.
10. The Registry will deal with the tenderer directly and no middleman/ Commission agents etc. should be asked by the tenderer to represent their cause and they will not be entertained by the Registry.
11. Over-writing/over-typing or erasing of the figures which render it doubtful or ambiguous are not allowed and shall render the tender invalid.

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12. The Registry reserved 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 wholly or partly without assigning any reason thereof.
13. The tenders shall quote rates both in figures and words with blue/black ball pen.
14. 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.
15. It is not binding to accept the lowest tender.
16. The tenderer should submit proof of his domicile in Delhi city along with address of the office.
17. The tenderer possess minimum three years experience including in the Government Offices.
18. Each tenderer has to certify that all the terms and conditions are acceptable to him. The Earnest Money/Security deposit shall stand forfeited in case of breach of any of the conditions mentioned herein.

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

19. The successful tenderer will have to deposit Performance Security amount of Rs.30,000/- (Rupees Thirty Thousand only) within a week from the date of awarding of contract, by way of Demand Draft drawn in favour of "The Registrar, Supreme Court of India, New Delhi," which will be refunded after two months of the successful completion of the contractual period or payment of the last bill whichever occurs later, on written request of the tenderer. If the successful tenderer abandons the contract prematurely, or fails to perform his part of contract, the security deposit or any part thereof will be liable to be forfeited.
20. The rates so quoted should be valid for a period of **Two years** from the date of awarding of Contract, as the Painting/polishing etc. of furniture items 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.

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21. The successful tenderer to whom contract is awarded will 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 whichever is communicated earlier. The person attending the work should be available in the Registry at short notice.
22. There is no assurance regarding the number of furniture items to be entrusted at each time and the number of items entrusted at a time may vary from time to time. The successful tenderer shall accept the entrustment even if the number of furniture items entrusted is considerably low.
23. 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.
24. 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.
25. Payment of the work done shall be made on bill basis generally within 15 days from the date of presentation of proper bill with satisfactory report of the concerned officer.
26. 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 of the work. Neither the successful tenderer nor his workers shall have any claim on this Registry for compensation or financial assistance on this account.
27. The firm shall be responsible for any injury or accident to the person deployed by them for performing the job.

#### **D. PENALTIES**

28. The work executed by the firm should to be 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.
29. 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.

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30. If Irrespective of the fact whether the Registry gets the job done or not from the outside, a penalty of 1% of total cost of delayed job will be deducted from the Bill in respect of the jobs which are not done within the stipulated period (if the delay is due to wilful laches of the tenderer).
31. Any loss/damage sustained to the Registry's furniture items etc. will be recovered from the successful tenderer.
32. Even after awarding the said contract, the Registry reserves the right to terminate the same, if services of the successful tenderer are not found satisfactorily.
33. In case of default of any conditions stated in regard to, by the successful tenderer during the period of their contract, the security deposit shall stand forfeited without any further notice of opportunity.

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

Interested parties may send their **sealed tenders** in two separate sealed envelopes, one containing (i) Earnest Money and (ii) Tender document, superscribing on the envelopes **(a) "Earnest Money for AMC for Painting, Polishing & Letter-writing on misc. furniture items"** and **(b) "Tender for AMC for Painting, Polishing & Letter-writing on misc. furniture items"** respectively addressed by name to Mr. Basudev Sharma, Additional Registrar (AM), or may be handed over personally to Registry's Reception Counter No.37 near PRO office on or before **24<sup>th</sup> October, 2016**, upto 3.00 P.M. which will be opened on the same day at 3.30 P.M. 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/or time and/or without Earnest Money will not be entertained. In the first instance envelopes containing Earnest Money will be opened, and then Tender Documents will be opened.

(Basudev Sharma)  
ADDITIONAL REGISTRAR (AM)  
03.10.2016

**Encl.: Annexures – 'A' and 'B'**

*Note: The Registry will remain closed during Dussehra holidays,  
w.e.f. 10.10.16 to 15.10.16*

**SUPREME COURT OF INDIA**

(ADMN. MATERIAL BRANCH)

F.No.91/P&P/16/SCI(AM)

Dated: 03.10.2016

**Last date : 24<sup>th</sup> October, 2016**

**PROFORMA**

(To be filled in by the tenderers with reference to Notice Inviting Tender dated 03.10.2016 for Awarding of Contract for Painting, Polishing & Letter-writing of misc. furniture items)

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. Service Tax 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

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(To be filled in by the tenderers with reference to Notice Inviting Tender dated 03.10.2016 for Awarding of Contract for Painting, Polishing & Letter-writing of misc. furniture items)

**Rates :****(A) PAINTING (for each item) :**

S.No.	JOB DESCRIPTION	Rates for manual Painting (Rs.)	Rates for Spray Painting (Rs.)
1	Steel Book Shelf (Book Case) (Large) (Inside & Outside)		
2	Steel Book Shelf (Book Case) (Large) (Outside only)		
3	Steel Book Shelf (Books Case) (Small) (Inside & Outside)		
4	Steel Book Shelf (Books Case) (Small) (Outside only)		
5	Steel Book Rack (Inside & Outside)		
6	Steel Book Rack (Outside only)		
7	Steel Rack (three side closed) (Inside & Outside)		
8	Steel Rack (three side closed) (Outside only)		
9	Steel Rack (uncovered) (Inside & Outside)		
10	Steel Rack (uncovered) (Outside only)		
11	Steel Rack (Big size) (Inside & Outside)		
12	Steel Rack (Big size) (Outside only)		
13	Side Steel Rack (Inside & Outside)		
14	Side Steel Rack (Outside only)		
15	Steel Rack Ceiling Height (Inside & Outside)		

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S.No.	JOB DESCRIPTION	Rates for manual Painting (Rs.)	Rates for Spray Painting (Rs.)
16	Steel Rack Ceiling Height (Outside only)		
17	Steel Almirah (Big size) (Inside and Outside)		
18	Steel Almirah (Big size) (Out side only)		
19	Steel Almirah (Small size) (Inside and Outside)		
20	Steel Almirah (Small size) (Out side only)		
21	Steel Wardrobe		
22	Revolving Chair (without handle)		
23	Revolving Chair (With handle)		
24	Steel Pipe Chair (canned) (with handle)		
25	Steel Pipe Chair (canned) (without handle)		
26	Square Pipe Chair (Canned) (with handle)		
27	Handles of Black Cloth Visitor Chair		
28	Executive Table (with drawer)		
29	Assistant Table (with drawer)		
30	Clerk Table (with drawer)		
31	Steel Trolley (Box type)		
32	Steel Trolley (heavy duty)		
33	Wheel Barrow		
34	Barricades		
35	Tray (Iron)		

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S.No.	JOB DESCRIPTION	Rates for manual Painting (Rs.)	Rates for Spray Painting (Rs.)
36	Removing Old Number and providing black strip		
37	Arrow Painting		
38	Painting of Steel Boards		
39	Garden Table and Chairs (1+6) (For Complete One Set) (Painting in white/any other colour after proper rubbing)		

**(A1) ROSEWOOD COLOUR PAINTING (for each item) :**

S.No.	JOB DESCRIPTION	Rates for manual Painting (Rs.)	Rates for Spray Painting (Rs.)
1	Catalogue/Filing Cabinet		
2	Card index Cabinet		
3	Steel Book racks (Big size)		
4	Steel Book racks (small size)		
5	Steel Almirah (Big size) (Inside and Outside)		
6	Steel Almirah (Big size) (Out side only)		
7	Steel Almirah (Small size) (Inside and Outside)		
8	Steel Almirah (Small size) (Out side only)		

**(B) POLISHING (for each item) :**

S.No	JOB DESCRIPTION	Rates for Polishing After Proper Cleaning for each (Rs.)	Rates After Complete Rubbing for each (Rs.)	Rates for Spray Polish after proper cleaning for each (Rs.)
1	Officer Table with drawer			

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S.No	JOB DESCRIPTION	Rates for Polishing After Proper Cleaning for each (Rs.)	Rates After Complete Rubbing for each (Rs.)	Rates for Spray Polish after proper cleaning for each (Rs.)
2	Bar Table (Small)			
3	Bar Table (Long)			
4	Assistant Table with drawer			
5	Clerk Table with drawer			
6	Typist table with drawer			
7	Daftary Table with drawer			
8	Coffee Table with drawer			
9	Side Table (small)			
10	Side Table (Long)			
11	Peg Table			
12	Committee Table			
13	Square Table			
14	Round Table (Small)			
15	Round Table (Large)			
16	Dressing Table			
17	Tiffin Table			
18	Court Room dias table			
19	Dias Table (Small)			
20	Long Table			

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S.No	JOB DESCRIPTION	Rates for Polishing After Proper Cleaning for each (Rs.)	Rates After Complete Rubbing for each (Rs.)	Rates for Spray Polish after proper cleaning for each (Rs.)
21	Judge Table			
22	Conference Table (Eight pieces) (For Complete One Set)			
23	Garden Table and Chairs (1+6) (For Complete One Set)			
24	Tub Chair			
25	Cane Seated Chair (Armless)			
26	Cane seated Easy chair			
27	Cushioned Easy Chairs			
28	Cushioned Chair (Armed)			
29	Cushioned Chair (without arm)			
30	Square-pipe Canned Chair			
31	Officer Chair			
32	High Back photograph Chair			
33	Wooden Handles of Chair (per pair)			
34	Study Chair			
35	Glass Almirah (Large) (Inside and Outside)			
36	Glass Almirah (Small) (Inside & Outside only)			
37	Glass Almirah (Large) (Outside only)			
38	Glass Almirah (Small) (Outside only)			
39	Glass Almirah Double (Inside and Outside)			

S.No	JOB DESCRIPTION	Rates for Polishing After Proper Cleaning for each (Rs.)	Rates After Complete Rubbing for each (Rs.)	Rates for Spray Polish after proper cleaning for each (Rs.)
40	Glass Almirah Double (Outside only)			
41	Wooden Almirah (Inside and Outside)			
42	Wooden Almirah (Outside only)			
43	Library Cup-board			
44	Wooden Side Rack (small)			
45	Wooden Side Racks (Large)			
46	Pigeon Hole Rack			
47	Court Book Rack			
48	Stationery Rack			
49	Pen Rack			
50	Book Rack (Small) with Glass			
51	Book Rack (Large) with glass			
52	Wooden Book Rack			
53	Book Shelf			
54	Book Shelf (Double)			
55	Book Stand Revolving			
56	Cane Seated Bench with back			
57	Cane seated bench without back			
58	Wooden Bench with back			
59	Wooden Bench without back			

S.No	JOB DESCRIPTION	Rates for Polishing After Proper Cleaning for each (Rs.)	Rates After Complete Rubbing for each (Rs.)	Rates for Spray Polish after proper cleaning for each (Rs.)
60	Foot rest Cushioned			
61	Foot rest Wooden			
62	Wooden Stool (small)			
63	Wooden Stool (Large)			
64	Standing Screen			
65	Partition Wooden			
66	Sofa Each (Legs only)			
67	Hat Stand			
68	Waste Paper Basket Wooden			
69	Clock			
70	Clock Stand			
71	Name Board (Old)			
72	Paper Tray (Wooden)			
73	Cash Counter			
74	Filing Counter			
75	Letter Box			
76	Notice board with door			
77	Notice board without door			
78	Spitton Wooden			

S.No	JOB DESCRIPTION	Rates for Polishing After Proper Cleaning for each (Rs.)	Rates After Complete Rubbing for each (Rs.)	Rates for Spray Polish after proper cleaning for each (Rs.)
79	Stalt Wooden			
80	Cushioned Stool			
81	Seal Stand			
82	Confidential box (Inside and Outside)			
83	Confidential box (Outside only)			
84	Flower Stand			
85	Ink Pot (Wooden)			
86	Name board (new) double side			
87	Name board (new) single side			
88	Name Board Scrapping (Single side)			
89	Name Board Scrapping (Double side)			
90	Menu Stand			
91	Stand of Sign Board			
92	Wooden Blocks for Mikes			
93	Desk Wooden (New)			
94	Desk Wooden (Old)			
95	Telephone Box			
96	Divan			
97	Plate Form			

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S.No	JOB DESCRIPTION	Rates for Polishing After Proper Cleaning for each (Rs.)	Rates After Complete Rubbing for each (Rs.)	Rates for Spray Polish after proper cleaning for each (Rs.)
98	Wooden Sofa Frame (3+1+1) For Complete One Set			
99	Wooden Container			
100	Wooden Show Case			
101	Chest of Drawers (with Melamine Polish)			
102	Registrars Name Board (Complete)			
103	Borders of Registrars Board			
104	Hon'ble Judges Name Board (Complete)			
105	Borders of Hon'ble Judges Name Board			
106	Wooden Photo Frames			
107	Wooden Coat Stand			
108	Wooden Pool Side Loungers			
109	Wooden Sattae			
110	Wooden Chowkis			

**(C) LETTER-WRITING (per letter) :**

S.No.	JOB DESCRIPTION	Rates (per letter) (Rs.)
1	Letter Writing on Gates/ Barricades etc.	
2	Letter Writing upto 1 inch	
3	Letter Writing upto 1.5 inch	

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S.No.	JOB DESCRIPTION	Rates (per letter) (Rs.)
4	Letter Writing upto 2 inch	
5	Letter Writing upto 2.5 inch	
6	Letter Writing upto 3 inch	
7	Letter Writing upto 3.5 inch	
8	Letter Writing upto 4 inch	
9	Letter Writing upto 4.5 inch	
10	Letter Writing upto 5 inch	

\* Tax/VAT etc. (with percentage), if any :

\*\* Discounts, if any :

Signature with date and  
Rubber Stamp of the tenderer