

**SUPREME COURT OF INDIA**  
**ADMN.MATERIALS BRANCH**

F.No.123/DC/20/SCI(AM)

Dated: 28.05.2020

**Last date for Submission of Tender is**  
**17<sup>th</sup> June, 2020 UPTO 3:00 P.M.**

**NOTICE INVITING TENDER**  
**FOR**  
**AWARDING OF CONTRACT FOR UNDERTAKING THE JOB OF**  
**DRYCLEANING OF FURNISHING**  
**AND FURNITURE ITEMS**

Sealed Tenders are invited, as per Proformas enclosed herewith for entering into rate contract for a period of Two Years for awarding of contract for undertaking the job of Dry Cleaning of various furniture/furnishing items etc., 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 Houses etc. are located within a radius of 3-4 kilometers from the Supreme Court and the said items of furniture/furnishing are to be dry-cleaned there itself, as and when required.

Interested parties, if so desire, may contact Mr. Jagmohan Singh, Assistant Registrar, Admn. Materials Branch (Tel: 23112257) on any working day between 10:30 AM to 4:30 PM (except Saturdays, Sundays 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 DRYCLEANING" and (b) "Tender for AMC for DRYCLEANING" 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.42 for issuance of Entry Pass.

3. No Earnest Money shall be required from the Tenderers whose names are included in NSIC list or registered in NSIC/MSME/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 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.
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 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 and details (inclusive of labour and cartage charges) for drycleaning of the items as per the Annexures- 'A' and 'B' annexed hereto.
8. 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.

9. Earnest Money Deposit of tenderers would be returned by way of RTGS/NEFT or cheque after the contract has been finally awarded to the successful tenderer. A copy of cancel cheque is required to facilitate refund of EMD amount.
10. The rates should be valid for a minimum period of 60 days from the date of opening of the Tender documents.
11. 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.
12. The Registry will deal with the tenderer directly and no middlemen/agents/commission agents etc. should be asked by the tenderer to represent their cause and they will not be entertained by the Registry.
13. Over-writing/over-typing or erasing of the figures which render it doubtful or ambiguous are not allowed and shall render the tender invalid.
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 tenders wholly or partly without assigning any reason thereof.
15. The tenderer shall quote rates both in figures and words.
16. All the pages of quotation including the documents submitted therewith must be duly signed and stamped failing which the offer shall be liable for rejection.
17. It is not binding to accept the lowest tender.
18. The tenderer should submit proof of his domicile in Delhi-NCR along with address of the office.
19. The tenderer should have a well established workshop & possess

minimum three years experience including in the Government Offices.

20. 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.

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

21. The successful tenderer shall have to deposit Performance Security amount of Rs.50,000/- (Rupees Fifty Thousand Only) by way of Bank Guarantee, within a week from the date of awarding of contract, 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 occurs later, on written request of the tenderer.
22. The rates so quoted should be valid for a period of **Two Years** from the date of awarding of Contract, as the dry cleaning of 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 charge shall be admissible.
23. 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.
24. There is no assurance regarding the number of 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 items entrusted is considerably low. The tenderer will have to get the items drycleaned and returned within 24 hour of entrustment.
25. 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.

26. 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.
27. If the drycleaning etc. is not possible in the above mentioned premises the same may be collected from the Registry, done by the successful tenderer at their workshop and returned back by the tenderer for which no extra charges will, however, be payable on this account.
28. 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.
29. 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 assistant on this account.
30. The firm shall be responsible for any injury or accident to the person deployed by them for performing the job.
31. Rate contract may be further extendable for a period of 2 years on the basis of satisfactory work.
32. The tenderer shall give an undertaking (as per Annexure- 'C') that the firm has not been blacklisted and their business dealings with Central/State Government/ Public Sector units/ Autonomous bodies have not been banned/ terminated on the account of poor performance.

#### **D. PENALTIES**

33. The work executed by the firm should be to the satisfaction of the concerned officer where work has to be executed. If the same is not

found satisfactory, the firm will have to do the job again at its own cost. The decision of the concerned officer and of the Registry in this regard will be final and unassailable and binding on the tenderer.

34. 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.
35. 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 willful laches of the tenderer).
36. Any loss/damage sustained to the Registry's fabric/ furnishing items etc, will be recovered from the successful tender.
37. Even after awarding the said contract, the Registry reserves the right to terminate the same at any point of time during the contract period, if services of the successful tenderer are not found satisfactorily.
38. In case of default of any of the conditions stated above by the successful tenderer during the period of their contract, the security deposit shall stand forfeited without any further notice or opportunity.

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

Interested parties may send their sealed tenders in two sealed envelopes containing (i) Earnest Money and (ii) Tender Documents, superscribing (a) "Earnest Money for awarding the contract **of DRYCLEANING**" and (b) "**Tender for awarding the contract of DRYCLEANING**" respectively, addressed by name to the undersigned or may be handed over personally at the Registry's Reception Counter No.42 near PRO office on or before **17<sup>th</sup> June, 2020** upto **3.00 P.M.** which will be opened at 3.30 P.M. 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. If Earnest Money of the tenderers are found to be as per requirement, then only the Envelopes containing Tender Document will be opened.

Sd/-  
(Madhu Arora)  
Addl. Registrar (AM)  
28.05.2020

**Encl.: Annexures-'A', 'B' and 'C'.**

SUPREME COURT OF INDIA  
ADMN. MATERIALS (P&S)

F.No.123/DC/20/SCI(AM)  
Dated: 28.05.2020

PROFORMA

With reference to Notice Inviting Tender dated 28.05.2020 for Awarding the Contract for undertaking the job of Dry-cleaning of various furniture/furnishing items etc.:

1. Name of the tenderer with address:
  
2. Name of the contact person with  
Mobile / Fax / Telephone No. (s) :
  
3. E-mail id :
  
4. Goods and Services Tax Number (GST):  
(with copy)
  
5. Pan Card No. (with copy) :
  
6. Whether all the terms & conditions  
of the NIT are agreeable:
  
7. Details of past experience in the field:
  
  
8. Details of important clients with Contract Nos.:
  
  
9. Annexure-'C' filed:

Signature with date and  
Rubber Stamp of the tenderer



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

F.No.123/DC/20/SCI(AM)

Dated: 28.05.2020

**PROFORMA**

(To be filled in by the tenderers With reference to Notice Inviting Tender dated 28.05.2020 for Awarding the Contract for undertaking the job of Dry-cleaning of various furniture/furnishing items etc.)

S.No.	Description of Items	Qty.	Rates (Rs.)
1	Cleaning of Carpet	Per Sq. Ft.	
2	Edging of Carpet	Per running Ft.	
3	Cutting, Stitching & Edging of Carpet	Per running Ft.	
4	Cleaning of Woollen Carpet with heavy vacuum machine including brushing etc.	Per Sq. Ft.	
5	Repair of Carpets (mending)	Per Sq. Ft.	
6	Pasting of Carpets	Per Sq. Ft.	
7	Cleaning of Jute Matting	Per Sq. Ft.	
8	Cleaning of 3 seater Sofa with Cushions	Each	
9	Cleaning of 2 seater sofa with Cushions	Each	
10	Cleaning of 1 seater sofa with Cushions	Each	
11	Cleaning of 3 seater sofa without Cushions	Each	
12	Cleaning of 2 seater sofa without Cushions	Each	
13	Cleaning of 1 seater sofa without Cushions	Each	
14	Cleaning of Rexine Sofa (Three Seater)	Each	
15	Cleaning of Rexine Sofa (Two Seater)	Each	
16	Cleaning of Rexine Sofa (One Seater)	Each	
17	Cleaning of Sofa Cushions	Each	
18	Cleaning of Loose Cover of Sofa Cushions	Each	
19	Cleaning of Loose Sofa Cover (Big)	Each	

Cont....

S.No.	Description of Items	Qty.	Rates (Rs.)
20	Cleaning of Loose Sofa Cover (small)	Each	
21	Cleaning of Revolving Chair	Each	
22	Cleaning of Cushioned Chair	Each	
23	Cleaning of Velvet Chairs in Courts	Each	
24	Cleaning of Loose Cover of Cushion Chair	Each	
25	Cleaning of Divan	Each	
26	Cleaning of Divan Cover	Each	
27	Cleaning of Cushioned Stool	Each	
28	Cleaning of Car flag	Each	
29	Cleaning of Rexine Foot Rest	Each	
30	Cleaning of Silk Curtain (including removing and re-fixing)	Per panel	
31	Cleaning of Cotton/ Handloom curtain and standing screen Curtain (including removing and re-fixing)	Per panel	
32	Cleaning of Vanishing Blades (including removing and re-fixing)	Each	
33	cleaning of seat cover of cars (five seater)	One Set	
34	Cleaning of Blanket (Small)	Each	
35	Cleaning of Blanket (Big)	Each	

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

GST extra, if any:

(Signature with date & rubber stamp)

**UNDERTAKING**

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

(Signature with rubber stamp)

Date:

Place: