

**SUPREME COURT OF INDIA**

**ADMN. MATERIALS (P&S)**

**Last date for submission of  
Tender is 18.11.2016**

**F.No. 33/Photocopy Job Work/2016/AM  
Dated : 26.10.2016**

**NOTICE INVITING TENDER**

**FOR UNDERTAKING THE JOB OF PHOTOCOPY OF VARIOUS TYPES OF DOCUMENTS  
ON ACTUAL WORK BASIS FOR A PERIOD OF TWO YEARS**

Sealed tenders are invited for undertaking the job of photocopy of various types of documents of Supreme Court Registry on actual work basis for a period of two years as per Proforma attached herewith as Annexure 'A'. Approximately, 6700 copies are likely to be taken out daily. The exact number of photocopies required to be taken out may increase or decrease from time to time.

Before quoting the rates, if any tenderer so desires, may contact the Branch Officer [Tel. No. 23111403, 23112257 and 23388745] and personally at the reception counter no. 37 near PRO (office) on any working day between 10.30 A.M. to 4.00 P.M. and on Saturday between 10.30 A.M. to 12.30 P.M. except Sunday for any clarification.

**A. TENDER**

1. Two separate sealed envelopes should be used for submitting the tender, superscribing (a) 'Earnest Money for photocopying job work' and (b) 'Tender for photocopying job work' on the cover of the respective envelope.
2. If both the envelopes are kept inside a single envelope, it should be specifically written outside the envelopes. Every page must be signed and stamped by the authorised official of the quoting firm, failing which it is liable to be rejected.
3. The tender may be sent by post sufficiently early so as to reach the Registry within time, or may be delivered at Reception Counter No. 37. 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 along with his own identity proof to the Reception Officer at Reception Counter No. 37 for issuance of entry pass.

4. The tenderer is 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 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 Government of India then the next working day for the Registry will be treated as due date of Tender.

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

6. The tenderer is required to quote their lowest rates and Directorate General Of Supplies & Disposals (DGS&D) rates, if available, on the Annexure 'A' enclosed herewith mentioning therein Photostat per copy as per size of paper which should be valid for two years from the date of awarding the contract by Competent Authority mentioning percentage of VAT / TAX or discount etc.
7. Registry is not bound to accept the lowest tender and reserves the rights to reject or accept any or all the tenders, partly or completely, at any time without assigning any reason therefor.
8. The tenderer is required to send their tenders along with a Demand Draft of Rs. 20,000/- (Rs. Twenty 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. Earnest money will be refunded to the unsuccessful tenderers on their written request after awarding of the Contract to the successful tenderer.
9. The rates should be valid for a minimum period of 90 days from the date of awarding the tender.
10. The rates should be quoted per page for photocopy of A-4 size and A-3 size and fullscap sizes separately for "**Century**" brand paper of **70 GSM** and the rates so quoted should be inclusive of all excluding the charges for space and electricity which will be provided by the Supreme Court Registry. In

exceptional circumstances, tenderer may, with prior permission of the Registrar, Supreme Court of India use some other brand of photocopier paper which should be equally good or better than "Century" brand of paper of 70 GSM.

11. Good quality of toner should be used for better print.
12. The photocopying work is to be done generally during office hours i.e. from 09.00 am to 06.00 pm or till the urgent work is completed. However, the time may be extended depending upon the urgency of the work. The services of the operators may have to be made available during holidays due to exigencies of work.
13. Payment of the monthly bills will be made on the basis of the requisition slips received from the concerned sections of the Registry who assign the photocopying work and on receipt of proper bill and satisfactory report about the work done from Assistant Registrar (Copying).
14. The tenderer should have sufficient manpower, machines and other equipments/ parts. Minimum 4 (3+1 standby) Photocopier Machines (heavy duty) with atleast 3 operators must be deployed for carrying out day to day photocopy job work and in the absence of any operator, arrangement of substitute operator should be made immediately. No machine more than two years old should be put to use for taking photocopies. The tenderer should ensure that all the machines are working every time and should also provide a standby machine to be used in case of emergency, the failure of which will be treated as a deficiency in service and appropriate penalty would be imposed.
15. The work and output of the operators should be supervised and/or assessed from time to time atleast twice a week by the vendor himself or any other person authorized by him in his behalf, so as to get the photocopy work done more effectively.
16. In case of any pendency or urgent work and volume of work, provision for extra operator should be made in addition to existing staff.
17. Continuance of the contract shall be subject to satisfactory performance of the tenderer. If during the contractual period, work is not found to be satisfactory, it will

be open to the Registry to discontinue the said job work, after giving a fortnight notice. The decision of the Registrar, Supreme Court of India, in this regard shall be final and unassailable.

18. If tenderer is already doing the photocopying work on "Job Work Basis" in any Government or in any reputed private firm, name, address and telephone number of the same may also be mentioned.
19. In case Assistant Registrar (Copying) finds that any copy/ copies are defective or dim when compared with original etc, he may reject such copies and the contractor shall be bound by the decision of Assistant Registrar (Copying) on this count and shall accept the same without demur. Charges for number of such copies shall be deducted from the bill.
20. Hypothetical or conditional tenders 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.
21. The Registry will deal with the tenderer directly and no middle-men/agents/ Commission Agents etc. should be asked by the tenderer to represent their cause and they will not be entertained by the Registry.
22. Over-writing/over-typing or erasing of the figures which render the Tender doubtful or ambiguous are not allowed and shall render the tender invalid.
23. The Earnest Money/Security deposit shall stand forfeited in case of breach of any of the conditions mentioned herein and if the work is found unsatisfactory.
24. The Registry, in its discretion, reserves the right to reject or accept any or all the tenders, wholly or partly, without assigning any reason therefor.
25. The tenderer shall quote the rate both in figures and in words.
26. No Earnest Money shall be required from the suppliers whose names are included in the list maintained by the Registry or from registered suppliers of DGS&D/NSIC and the dealers on the panel of NICSI.

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

27. The successful tenderer shall have to deposit total security deposit of Rs. 85,000/- (Rs. Eighty Five Thousand only) within a week of the receipt of the intimation of acceptance of their tender which will be refunded 60 days after successful completion of the job or payment of last bill whichever is later.
28. 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.
29. The payment of the bills will be made only after the satisfactory report received from the concerned official/ officer, where photocopier machine is installed.
30. The successful tenderer shall make the arrangement for daily check up of the photocopier machines by their engineer /mechanic at their own cost and shall keep all the photocopier machines in perfect working condition at all times, so as to ensure smooth running of photocopying job work. In case of failure of any machine, the tenderer shall make alternative arrangement immediately so that the work does not suffer.
31. The service of photocopying of documents should under no circumstances be stopped on any excuse.
32. The successful tenderer shall undertake the job of photocopying exclusively for the Supreme Court of India.
33. Complaints are to be attended to even on Sundays / Holidays and before/ after office hours also as and when complained.
34. The successful tenderer shall have to enter into formal agreement with the Registrar, Supreme Court of India, New Delhi with terms and conditions for the photocopy job work to be undertaken in the Registry.

35. 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 where they are deployed and also restrain them from collaborating or mixing up with any outside element or with the worker/staff of the Advocates, etc.
36. 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 the work. Neither the successful tenderer nor his workers shall have any claim on this Registry for right of employment, compensation or financial/non-financial assistance on this account.

#### **D. PENALTIES**

37. Even after awarding of Contract to the successful tenderer, the Registry reserves the right to terminate the services at any time, if the same are not found satisfactory in addition to forfeiture of earnest money/ security deposit. The loss caused to the Registry, including the expenses incurred on a fresh tender, will be recovered from the successful tenderer.
38. The Registry reserves the right to blacklist a bidder for a suitable period in case he fails to honour his bid without sufficient grounds.
39. In case work suffers due to any of the machine goes out of order or there is no standby for the machine provided by the tenderer, penalty will be imposed as decided by the competent authority.

## **E. INVITATION OF TENDER**

Interested parties may send two separate sealed envelopes superscribing (a) 'Earnest Money for photocopying job work' and (b) 'Tender for photocopying job work' respectively addressed by name to undersigned, or may be handed over personally to Registry's Reception Counter No. 37 near PRO office on or before 18.11.2016 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 authorised representatives who may wish to remain present. The tenders received after due date and/or time will not be entertained. In the first instance, envelope containing Earnest Money may be opened and therefore, the envelope containing financial bid may be opened.

Encl: Annexure 'A'

Sd/-

(BASU DEV SHARMA)  
ADDITIONAL REGISTRAR (AM)

Note : Registry shall remain closed w.e.f 29.10.2016 to 4.11.2016 due to Diwali Holidays

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

**F.No. 33/Photocopy Job Work/2016/AM**

**Dated: 26.10.2016**

**PROFORMA TO BE FILLED BY THE TENDERER FOR UNDERTAKING THE JOB OF**  
**PHOTOCOPY OF VARIOUS TYPES OF DOCUMENTS ON ACTUAL WORK BASIS FOR A**  
**PERIOD OF TWO YEARS**

1. Name of the Firm :
2. Address :
3. Traders Identification Number,  
Vat No., if any :
- 3A. Service Tax No. :
4. Name of the Contact Person  
with Telephone/ Mobile No. :
5. Fax/ Mobile No./ E Mail ID :
6. Rates/Tax to be quoted for Photostat  
per Copy
  - i. For A 4 Size Paper :
  - ii. For A 3 Size Paper :
  - iii. For Fullscap Size Paper :
  - iv. Brand of Paper to be used :
7. Name and Mobile Phone Number of  
the qualified Engineer (s) to be  
deputed on permanent basis :
8. Name /Telephone Numbers/Address of  
the offices etc. of which the tenderer is  
having the contract :
9. Details about infrastructure, experience :  
etc of the company

Dated:

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