

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

Last date for submission of
Tender is 23.10.2018

F.No. 33/Inverter AMC/2018/SCI(AM)
Dated : 01.10.2018

NOTICE INVITING TENDER
FOR ANNUAL MAINTENANCE CONTRACT OF INVERTERS ALONGWITH BATTERIES
FOR A PERIOD OF TWO YEARS

Sealed tenders are invited on proforma attached herewith for awarding Annual Maintenance Contract (AMC) of the following types of Inverters provided at the residential offices of Hon'ble the Chief Justice of India and other Hon'ble Judges located within 3 to 4 kms from the Supreme Court of India. The tenderers are required to quote their rates for AMC/replacement of consumable parts as per the list attached herewith as Annexure 'A'.

S.No.	Type of Inverter	No. of Inverter
1.	Inverter of 800 VA (Single Battery System)	79
2.	Inverter of 3.5 KVA (Four Battery System)	1
3.	Inverter of 1.5 KVA (Double Battery System)	2
4.	Inverter of 1400 VA (Double Battery System)	30

Interested parties, if so desire, may contact Branch Officer, Admn Material (P&S) (Tel.No. 23111403/23112257/23388745) on any working day between 10:30 A.M. to 04:30 P.M except Saturday, Sunday and holiday for any further information.

TENDER

1. Two separate sealed envelopes should be used for submitting the tender superscribing (a) 'Earnest Money' and (b) 'Tender for Annual Maintenance Contract of various types of Inverters along with batteries' 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.
3. 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 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 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 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 AMC of inverter alongwith batteries and covering all parts of inverter for repair as per annexure 'A' annexed hereto. The Rates should be valid for two years from the date of approval by the Competent Authority.
7. The tenderer is required to send their tenders along with Demand Draft of Rs. 30,000/- (Rs. Thirty 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.
8. The rates should be valid for a minimum period of 90 days from the date of opening of Tenders.

9. 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.
10. 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.
11. 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.
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 tenderer shall quote the rate both in figures and in 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-NCR along with address of the office.
17. The Tenders shall give an undertaking (as per annexure -'B') that the Firm/Partners/Director/Proprietor 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.
18. Each tenderer has to certify that all the terms and conditions are acceptable to him. The Security deposit shall stand forfeited in case of breach of any of the condition.

19. During the subsistence of contract, in case of breach of any conditions or deficiency in service, the Registry 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.

C. TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER

20. The successful tenderer shall have to give Performance Security Deposit @ of 5% of the total value of tender by way of Demand Draft 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. 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.
21. The payment of the bills will be made only after the satisfactory report received from the concerned official/officer, where Inverter is installed.
22. Rates quoted shall include costs of commuting and no separate traveling charges shall be admissible.
23. 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.
24. **The successful tenderer would take up any reported fault within two hours even at odd hours and during holidays.** The repairs would be carried out on-site itself. If for some reason, it is not possible to carry out the necessary repair 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.
25. If the work is found unsatisfactory or the visit of skilled worker to the worksite is not regular, the contract will 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.

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. Quarterly Maintenance of all the parts/items by the successful tenderer will have to be done.
28. 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.
29. 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.
30. 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.
31. The Registry shall have no liability, financial or otherwise, for any harm/damage/injury incurred by the manpower deployed by the tenderer in the course of performing the work in the Registry.
32. The tenderer shall provide full details of the persons deputed by him with police verification of the deputed persons having no criminal record.
33. The work executed by the firm should be to the satisfaction of the concerned Officer where work will 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.

D. PENALTIES

34. Even after awarding of Annual Maintenance 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 performance security. The loss caused to the Registry, including the expenses incurred on a fresh tender, will be recovered from the successful tenderer.
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. 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.
37. 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).
38. Any loss/damage sustained to the Registry's Electrical Appliances will be recovered from the successful tenderer.
39. 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 or opportunity.

E. INVITATION OF TENDER

Interested parties may send their two separate sealed envelopes containing (i) 'Earnest Money' and (ii) 'Tender for Annual Maintenance Contract (AMC) of various types of Inverters along with batteries for a period of two years' respectively addressed by name to the undersigned, or may be handed over personally to Registry's Reception Counter No. 37 near PRO Officer on or before 23.10.2018 **upto 3:00 PM** which will be opened at 3:30 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 will not be entertained.

Encl: Annexures 'A' & 'B'

Sd/-

(Basu Dev Sharma)
Additional Registrar (AM)

Note : Registry will remain close w.e.f 15.10.2018 to 20.10.2018 for Dussehra Holidays

SUPREME COURT OF INDIA
ADMN. MATERIALS (P&S)
Tilak Marg, New Delhi-110201

F.No. 33/Inverter AMC/2018/SCI(AM)
Dated: 01.10.2018

PROFORMA TO BE FILLED BY THE TENDERER FOR
ANNUAL MAINTENANCE CONTRACT OF INVERTERS ALONGWITH
BATTERIES FOR A PERIOD OF TWO YEARS

1. Name of the tenderer :
with Address
2. (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 :
3. Rates regarding AMC of various types : As per details tabulated below
of Inverters along with batteries

S. No.	Type of Inverter	Rate (excluding GST)	Total Cost (excluding GST)	Percentage of GST
1.	Inverter of 800 VA (Single Battery System)			
2.	Inverter of 3.5 KVA (Four Battery System)			
3.	Inverter of 1.5 KVA (Double Battery System)			
4.	Inverter of 1400 VA (Double Battery System)			

S.No	Items	Rate (excluding GST)				Percentage of GST
		1400 VA	800 VA	3.5 KVA	1.5 KVA	
5.	Transformer					
6.	PCB Card					
7.	Digital Display					
8.	Mosfests					
9.	I.C					
10.	SCR					
11.	Switch					
12.	Rewiring					
13.	Terminal / Terminal Nuts					
14.	Relay					
15.	3 Pin Plug					
16.	Socket (15 Amp.)					
17.	Battery Lead (Wire)					
18.	Battery Replacement under buy back scheme					
19.	Other parts Included / Excluded, if any					
20.	Wiring Complete House with Material					
21.	Stand By Inverter					
22.	Preventive Maintenance					

4. Declaration regarding black listing or otherwise :

5. Whether tender document (all pages) duly signed, stamped and legible :

6. 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 us.

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

UNDERTAKING

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

Signature of the authorised
signatory of the Firm/Company/
Organisation/Official Stamp/Seal

Date:

Place: