

SUPREME COURT OF INDIA  
ADMN. MATERIAL

F.No. 88/LWP/15/SCI(AM)

Dated:-12-10-2015

**Due Date: 03-11-2015**

NOTICE INVITING TENDER FOR AWARDING OF CONTRACT FOR  
LIFTING OF WASTE PAPER (IN SHREDDED FORM) ETC. TO BE ACCUMULATED FOR  
A PERIOD OF ONE YEAR

Sealed Tenders as per enclosed Annexure-A are invited for entering into contract for removal/disposal of approximately 1,80,000 kgs. Waste Papers (in Shredded form) and 50,000 kgs. file covers/ boards etc., on "As is where is & whatever there is basis" from Scrap Godown situated in the Supreme Court of India premises. The Waste Papers and File Covers/Boards will be allowed to be shredded and removed on regular basis on advance payment at each time of lifting for a period of one year from the next date of awarding of the contract of lifting of waste paper (in shredded form). Any inquiry regarding aforesaid matter can be made by contacting Branch Officer (Admn. Material Maintenance), Telephone NO. 23388745/ 23111403/ 23112257 or can personally visit Registry's for any clarification before quoting the rates on any working day between 10:30 A.M. to 04:00 P.M. Except Saturday / Sunday.

**A. TENDER**

1. Two separate Sealed envelopes should be used for submitting (i) Tender document and (ii) Earnest Money superscribing on the respective envelopes (a) "Tender for contract for lifting of Waste Paper (In shredded form) etc. for a period of one year and (b) "Earnest Money in respect of tender for contract for lifting of Waste Paper (in shredded form) etc. for a period of one year.
2. The tender may be sent by post sufficiently early so as to reach the Registry within time, or may be delivered to the R&I Branch of the Registry through the Reception Office of the Supreme Court of India and if sent through Messenger, an authority letter from the tenderer with proof of identity

may also be given to the Messenger so that he can show the same alongwith his own identity proof to the Reception Officer for issue of Entry pass.

3. The bid 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.
4. The interested parties may, if so desire, before submitting the Tender, inspect the above mentioned items which are being disposed of on any working day between 10:30 AM to 4:00 PM (except Saturdays) by contacting the Branch Officer (Admn. Material Maintenance), Supreme Court of India. Registry will not be responsible for any particular quantum of waste paper etc. made available during the said period, as the quantity may increase or decrease.

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

5. The tenderer has to quote their highest rates in the format as given in Annexure-A.

#### **5A. Terms and Conditions for the rates quoted per kg for waste papers and file covers/ boards separately (Annexure-A) quoted are as follows:-**

- (i) The successful tenderer/contractor will be required to install his own heavy duty shredding machine in the Supreme Court premises and suitable space will be provided by the Registry for the purpose of tearing/shredding of waste papers as per the rules, under the Supervision of Deputy Registrar (Caretaking).

- (ii) The contractor will have to deposit the weighment slips issued by the respective Dharam Kanta/ Mill at his expense on the date of lifting of waste papers and file covers/boards.
  - (iii) The contractor shall deploy sufficient labour for removal of the waste papers as per the requirement of the Supreme Court immediately on demand and in any case not later than three days of the receipt of intimation, failing which their engagement shall be liable to be terminated without giving them any further notice or opportunity.
6. 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, the earnest money deposited by him shall stand forfeited.
7. The tenderers are required to send their tender along-with Earnest Money of **Rs. 50,000.00** (Rupees Fifty Thousand only) by way of Demand Draft addressed to **"The Registrar (Admn.), Supreme Court of India, New Delhi"** which will be refunded to the unsuccessful tenderers on their written request / by speed post, at the risk of the tenderer. The name of item and the firm should be written on the back side of Bank draft.
8. The Registry will deal with the tenderer directly and no middleman/ Commission agents etc. should be asked by the tenderer to represent the cause and they will not be entertained by the Registry.
9. Over-writing/ over-typing or erasing of the figures which render it doubtful or ambiguous are not allowed and shall render the tender invalid.

10. The Registry in its discretion, reserves the right to reject or accept any or all the tenders, partly or completely, at any time without assigning any reason thereof.
11. 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.
12. 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

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

13. The successful tenderer will have to deposit Performance Security amount of **Rs. 2,50,000/- (Rupees Two Lakhs and Fifty Thousand Only)** after adjusting the amount of **Rs. 50,000/- (Rupees Fifty Thousand only)** already deposited as Earnest Money along-with the Tender. The Security deposit will be refunded upon written request after two months from the date of expiry of the contractual period satisfactorily. If the successful tenderer abandons the contract prematurely, or fails to perform his part of contract, the security deposit or any part thereof is liable to be forfeited.
14. The successful tenderer will have to deposit the advance payment by way of Demand Draft in favour of Registrar (Admn.), Supreme Court of India at least 3 days before whenever the lifting of the waste papers and file covers/boards is to be done.

15. The successful tenderer/contractor shall engage his own labour for the purpose of shredding of waste paper, packing and lifting the same only from the place earmarked for the purpose.
16. The contractor will lift the shredded paper himself and not through proxy.
17. The Contractor will ensure that the said waste material does not accumulate more than a truck load in the Registry at a time and will have to attend to the job of shredding waste paper and lifting the same as and when called for.
18. 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.
19. 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 workers/ staff of the Advocates, etc.
20. The successful tenderer shall undertake that the character and antecedents of each individual employee deployed by them have been got verified from the competent authorities and record maintained to this effect and the second party will further ensure that all personnels deployed by them in the premises of the Registry from time to time are duly verified by the Police authorities in so far as their character and antecedents are concerned.
21. Provide full details of the persons deployed for the job. Police verification of the deputed person with no criminal record and with ID proof shall also be carried out by the contractor.

22. The Registry shall have no liability, financial or otherwise, for any harm/damage/injury incurred by the manpower deployed by the contractor in the course of performing of the work. Neither the Contractor nor his workers shall have any claim on this Registry for compensation or financial assistance on this account.
23. The firm/contractor shall be responsible for any injury or accident to the person deployed by them for performing the job.

#### **D. PENALTIES**

24. 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.
25. In case of default of any conditions stated in regard to, by the contractor during the period of their engagement, the security deposit shall stand forfeited without any further notice of opportunity.

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

The Interested parties may send their sealed Tenders in two separate sealed envelopes containing (I) Tender and (II) Earnest Money superscribing on the respective envelopes (a) "Tender for contract for lifting of Waste Paper (in shredded form) etc. for a period of one year" and (b) "Earnest Money in respect of tender for contract for lifting of Waste Paper (in shredded form) etc." for a

period of one year" addressed to Sh. Rakesh Sharma, Deputy Registrar (PRO) so as to reach on or before **03-11-2015 by 3:00 P.M.** which may 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/time and/or without earnest money will not be entertained.

(RAKESH SHARMA)  
DEPUTY REGISTRAR (PR)  
12-10-2015

**Encloser :- Annexure-A**

**Note: Registry will remain closed during Dussehra Holidays, w.e.f. 19.10.2015 to 24.10.2015.**

**ANNEXURE - A**

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ACCUMULATED FOR A PERIOD OF ONE YEAR

1. Name of the tenderer :  
with address
2. Name of the Contact Person :  
with Telephone/Mobile No./ e-Mail Id/  
Fax No.
3. Traders Identification No. :
4. Details of Rates:
  - (a) Rate per kg for waste papers **(One Year)**
  - (b) Rate per kg for file covers/ boards **(One Year)**

Signature  
with stamp

Dated: