

SUPREME COURT OF INDIA
Tilak Marg, New Delhi – 110001
ADMN. MATERIALS (P&S)

F. No. 200/TI/24/SCI(AM)
Dated: 20.09.2024

Last Date for submission of EMD Demand Draft and Samples: 16.10.2024 by 4.00 p.m.
at E-SEWA Kendra Counter No. 2 (R&I)
Supreme Court of India Main Building

Date and Time of Opening of Tenders : 18.10.2024 at 12.00 p.m

NOTICE INVITING TENDER FOR
SUPPLY OF TOILETRY AND MISC. ITEMS

1. Online bids are invited **from Delhi & NCR based dealers** on single stage **three bid system (EMD, Sample and Financial bid)** for Supply of Toiletry and Misc. Items detailed hereinbelow, for use in the Registry as per the attached proforma at **Annexure 'B'** :

Table : S-I (BRANDED ITEMS)

<u>S. No.</u>	<u>Items</u>	<u>Qty. Required</u>
1	Harpic 500 ml.	2000 Nos.
2	Colin Spray 500 ml.	2000 Nos.
3	Brasso 500 ml.	70 Nos.
4	Dettol Liquid Hand wash Bottle 200 ml. /250 ml. (Available variant) Sensitive / Skincare	1800 Nos.
5	Lifebouy Total Soap (125 gms)	3300 Nos.
6	Surf Excel Bar 90 gms. or approx equivalent available volume	700 Nos.
7	All out Machine with Refill	350 Nos.
8	All out Refill of 60 Nights 45ml.	2500 Nos.
9	Cleanzo White phenyle 5 ltr. Can manufactured by Divya Soaps Pvt. Ltd.	1000 Nos.

10	Paddle Bins (12 L) Unilite Brand	150 Nos.
11	Scotch Bride	110 Nos.
12	Odonil Stick 100 Grams	2000 Nos.
13	Room Fresheners “Godrej make” Assorted Fragrances 240 ml	2100 Nos.
14	Godrej Aer Pocket (10 gms.)	250 Nos.
15	Toilet Paper Roll 'Wintex Excel' make Two Ply 200 sheets	1300 Nos.
16	Tissue Paper Napkin Box of good quality or Wintex Brand	2200 Nos.
17	AAA Battery Cells (Everready Brand)	2200 Nos.
18	AA Battery Cells (Everready Brand)	2400 Nos.
19	Match Sticks ‘Ship’ Brand	2000 Nos.
20	Plastic Bottles (Fridge) 1litre Pearlpet	300 Nos.
21	Refill of Ambi Pur Car Perfume 7.5 ml.	300 Nos.
22	Ambi Pur Car Perfume Machine	30 Nos.
23	Khatnil Spray 1 Litre	400 Nos.
24	Citizen Deluxe Paper Roll (ply one width 75mm & Dia 70mm) made of KPR Paper Pvt. Ltd.	800 Rolls
25	Room Freshner “Airwick” Freshmatic Automatic Spray Refill (250ml/174 grams)	80 Nos.
26	Cup & Saucers seashell (6 piece each)	8 Sets
27	Tea Set Bharat Fine Bone China Brand (15 piece)	8 Sets
28	Borosil Glass (250 ml)	150 Nos.
29	Full Plate (Bharat Brand)	42 Nos. / 7 Sets
30	Half Plate (Bharat Brand)	42 Nos./ 7 Sets

Table : S-II (UNBRANDED ITEMS)

<u>S. No.</u>	<u>Items</u>	<u>Qty. Required</u>
31	Brooms (Phool)	550 Nos.
32	Brooms (Stick with guli)	150 Nos.
33	Toilet Brush	100 Nos.
34	Floor swabs in the size of 34" x 34" with +/-5 % variation	2500 Nos.
35	Tissue Paper Napkin (30 x 30cm) 2 Ply of Good Quality (Pack of 50)	3500 Nos.
36	Glass Tumbler	2300 Nos.
37	Glass Coaster	150 Nos.
38	Khadi Duster in the size of 34" x 34" with +/-5 % variation	2000 Nos.
39	Cotton Tape of good quality having width not less than 15 mm with +/- 2% variation	2000 Kg.
40	Mosquito Racket	20 Nos.
41	Disposable Glasses/ Paper Glass	100000 Nos.
42	Cotton Gloves	250 Pairs
43	Dinner Spoon Normal Size	96 Nos. / 8 Sets
44	Dinner Fork Normal Size	36 Nos. / 3 Sets

EMD Demand Draft and Samples of all Unbranded Items (Sr. Nos. 31 to 44 above) as per above mentioned specifications and strictly as per the sample available with the Registry, as mentioned detailed as at Clause Nos. 12, 21 and 22 of the NIT is to be submitted in Physical Form in the Registry, however, in case of bidders having MSME Certificate, the same is to be submitted on-line, as per critical Date sheet as mentioned below. The tenderers are required to quote their lowest rates as per the list attached herewith as **Annexure- 'B'. Manual bids shall not be accepted.**

2. Document Download: Tender document may be downloaded from Supreme Court of India website <http://main.sci.gov.in/tender> (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in Critical Date Sheet as under:

CRITICAL DATE SHEET

Published Date	: 20.09.2024 (03.00 PM)
Bid Document Download Start Date	: 20.09.2024 (03.30 PM)
Clarification Start Date	: 20.09.2024 (04.30 PM)
Clarification End Date	: 24.09.2024 (05.00 PM)
Assessment/ Inspection of Samples	: From 21.09.2024 (10:30 AM) to 05.10.2024 (4:00 PM)
Submission of Original documents in respect of EMD in the form of DD/ MSME Certificate & Samples of both Toiletry and Misc. Items	: From 26.09.2024 (10.00AM) to 16.10.2024 (4.00 PM)
Bid Submission Start Date	: 26.09.2024 (10.00 AM)
Bid Submission End Date	: 16.10.2024 (4.00 PM)
Bid Opening Date	: 18.10.2024 (12.00 PM)

3. **Bid Submission** :

Bidders are advised to visit this website <http://eprocure.gov.in/eprocure/app> regularly to keep themselves updated as any change / modification in the tender will be intimated through this website only. Bids shall be submitted online only at CPPP website.

The Tenderers are required to quote their lowest/best rates and are advised to follow the instructions “Instructions to Bidder for Online Bid Submission” provided in the **Annexure‘C’** for online submission of bids.

A. TENDER

4. The Tenderers are required to quote their lowest rates as per the enclosed Proforma (**Annexure 'B'**). Tenders once submitted shall not be allowed to be withdrawn till finalization of the matter.
5. The tenderers are expected to examine all the instructions online, terms & conditions and specifications in the tender documents. Failing to furnish all information required by the tender document in every respect will be at the tenderer's risk and may result in the rejection of the tender.
6. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
7. Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstances will father and his son (s) or other close relations who have business relationship with one another (i.e. when one or more partner(s) / director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
8. Tenderer who has downloaded the tender from the Supreme Court of India website <https://main.sci.gov.in/tender> and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app> **shall not tamper/modify the tender form including downloaded price bid template in any manner.** In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with Supreme Court of India.
9. Intending tenderers are advised to visit Supreme Court of India website <https://main.sci.gov.in/tender> and CPPP website <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum addendum / amendment.

B. TERMS AND CONDITIONS OF TENDER

10. The Tenderer is required to quote its lowest rate, percentage of GST as per BoQ. The rates should be valid for a minimum period of 90 days from the date of opening of tenders. The tenderers shall not be entitled during the said period to revoke or cancel its tender or to vary

the tender or any terms thereof.

11. **The Registry, in its discretion, reserves the right to award contract towards purchase of Toiletry and Misc. Items either on the basis of aggregate/consolidated rates of all the items together, or on the basis of rates as quoted by the individual lowest tenderer for either of the items, as the case may be.**
12. *The tenderers are required to submit original Demand Draft as per the following slabs :-*

S. No.	No. of Items	Amount of EMD
1.	If tenderer is quoting for one fourth or less than one fourth of the total items	Rs. 5,000/-
2.	If tenderer is quoting for more than one fourth and less than half or half of the total items	Rs. 10,000/-
3.	If tenderer is quoting for more than half or for all the items	Rs. 20,000/-

drawn in favour of “The Registrar, Supreme Court of India”, as **Earnest Money Deposit (EMD)** in a sealed envelope superscribing the title of this NIT, at E-Sewa Kendra Counter No. 2 (R&I), Main Building, Supreme Court of India, addressed to Registrar (“OSD) (Registrar – II) (Procurement & Stores), Supreme Court of India” well before the due date and time of bid (as mentioned on the Critical Date Sheet at Page No. 4 of this NIT) by writing the name of the firm, telephone number and name of the item on reverse side of the Demand Draft. No interest will be payable on EMD. If EMD is exempted, Certificate to this effect has to be submitted along with the tender document. Only those bidders who have deposited prescribed EMD will be eligible to submit the bid for the respective items.

13. 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 canceled cheque is required to facilitate refund of EMD amount.
14. The Registry is not bound to accept the rates submitted by the lowest tenderer or any other tenderer nor does it undertake to assign any reasons for its decision in this matter.

15. Bids will be opened as per date/time as mentioned in the Tender Critical Date Sheet.
16. The Registry will deal with the tenderer directly and no middle-men/ agents/ commission agents etc. should be asked by the tenderers to represent their cause and they shall not be entertained by the Registry. The tender form is not transferable and agency shall not be permitted to transfer their rights and obligations to any other person/ organization or otherwise.
17. 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 reject or accept any or all of the tenders, partly or completely, at any time without assigning any reason thereof.
18. Hypothetical/conditional tenders shall 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 tenderer may be debarred to participate in the tender process of the Supreme Court.
19. The Performance Security shall stand forfeited in case of breach of any of the conditions mentioned herein and if the supply is found unsatisfactory.
20. Time is the essence of the tender. The supply of the item as per the required specifications shall require to be delivered strictly as per the schedule given by the successful tenderer and agreed upon by the Registry.
21. Before submitting the Financial Bid, the proposed tenderer may visit the Registry of Supreme Court physically for accessing the **samples of unbranded items**, as detailed at **Table S-II of Annexure-‘B’ (Sr Nos. 31 to 44)**, since before the opening of the financial bids, the proposed tenderers have to submit the sample as per date and time mentioned in Critical Date Sheet and the samples which are submitted by the proposed vendors will be evaluated by the Committee consisting of the Officers of the Registry. The Financial Bid of only those tenderers will be opened whose samples are found in conformity with the Registry’s requirements.
22. Samples of Toiletry and Misc. Items should be submitted at E-Sewa Kendra Counter No. 2 (R&I), Main Building Supreme Court of India in sealed envelope addressed to the “Registrar (OSD) (Registrar – II) (Procurement & Stores), Supreme Court of India”. For accessing the samples, the proposed vendors may visit physically as per date and time mentioned in Critical

Date Sheet at Page 4 of this NIT in Admn. Materials Branch, Room No. 415, A Block, Administrative Buildings Complex, Gate No. 1, Supreme Court of India, New Delhi, Telephone No. 23115941.

C. SUBMISSION OF TENDER

23. The tender shall be submitted online in three parts, viz., Sample, EMD and financial/price bid in the form of BoQ.
24. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.
25. The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.
26. **Technical Bid**

The following documents are to be furnished by the Bidder along with **Technical Bid** as per the tender document:

- I. Signed and Scanned copy of **Earnest Money Deposit or MSME Exemption Certificate.**
- II. Signed and Scanned copy of Certificates like registration certificate, GST No., Pan No., Financial details like proof of Annual Turnover (along with Annexure 'A')
- III. Signed and Scanned copy of similar works/supply carried out in the last three financial years (along with Annexure 'A')
- IV. Signed and Scanned copy of Annexure 'D' - Tender Acceptance Letter.
- V. Price Bid Undertaking.

[the tenderer can merge all above documents into single pdf file]

27. **Price Bid**

- I. Schedule of price bid in the form of BOQ_ TI2024.xls

D. SCHEDULE OF PRICE BID IN THE FORM OF CPPP_BOQ_TI2024.XLS

The Financial Proposal/Commercial bid format at “Annexure-B” is provided as BOQ_TI2024.xls along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BOQ_TI2024.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. Bidder shall not tamper/modify downloaded price bid template in any manner. In case, if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with Supreme Court of India.

1. The rates shall be quoted in Indian Rupee only.
2. In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
3. The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.
4. The Supreme Court of India has the absolute right to accept or reject any or all offers, adjourn, postpone or cancel the tender. In case a single bid is received for the tender, it will be deemed to be a case of lack of competition. In this regard, decision of Supreme Court of India shall final.

28. For details bidders may visit Supreme Court of India website <https://main.sci.gov.in/tender> (for reference only) and CPPP website <https://eprocure.gov.in/eprocure/app> and/or may contact Branch Officer, Admn. Materials (P&S) Branch at Telephone No. 011-23115941 **on any working day between 10.30 a.m. and 4.00 p.m. (except Saturdays, Sundays and Holidays).**

E. TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER

29. The successful tenderer shall have to **deposit performance security @ 5% of the total amount of the purchase order** within one week from the receipt of Purchase Order by way of Bank Guarantee/ Demand Draft drawn in favour of “The Registrar(Admn.), Supreme Court of India, New Delhi”. The performance security will be released after 60 days from the date of final bill payment and after satisfactory supply of the material, whichever is later.
30. Time is the essence of the tender. The supply of the item as per the required specifications shall be required to be made **within 30 days** in the Registry (F.O.R.Destination in Basement-3 Godown) on receipt of the Purchase Order, otherwise the Security Deposit may be forfeited along with any other action as may be deemed appropriate by the Registry. Non-availability of raw material shall not be accepted as a ground for delay in supply and shall equally be penalized. It is for the information that height of the vehicle used for supply of material, should not be more than 2 mtr and driver and labour must carry their Aadhar Card/ Photo ID Cards issued by Govt. of India for identification.
31. The material supplied will be inspected by an Inspection Committee comprising of Senior Officers of the Registry and in case the final supply is not found in conformity with the approved specifications/ samples, the same will be liable to be rejected and entire supply will have to be replaced with the quality commensurate with the approved specifications/samples at the cost of the tenderer. The decision of the Committee in this regard shall be final.
32. The supply of required number of Toiletry and Misc. Items may require either to be made in one single lot or in phased manner as per the requirement of the Registry and the payment will be made only against delivery accordingly on completion of supply of that particular purchase order.
33. The successful tenderer will have to abide by the terms and conditions as may be fixed from time to time by the Registry.
34. The tenderer shall give a Tender Acceptance Letter (**as per Annexure-‘D’**) on firm/ Company’s Letter Head.

35. Rates quoted shall include costs of commuting, delivery and no separate traveling charges shall be admissible.
36. **The material shall be in original packing from the manufacturer clearly indicating Product Serial Number, Manufacturing date, Expiry Date & Maximum Retail Price (MRP) inclusive of all taxes etc. It will be the responsibility of the Tenderer to ensure that the supplied material should have latest manufacturing date as on the date of supply of material. Failing to adhere to the aforesaid norms might attract rejection of material. In such cases, the decision of the Competent Authority will be final and the same will be binding upon the Tenderer.**

F. PENALTIES

37. If delivery is not made within the specified date and time and the Registry is required to get the work done from other dealer and in case of higher payments as compared approved rates the difference will be deducted from the performance security deposited by the tenderer. The Registry reserves the right to recover damages upto the amount of performance security in case the quality of Toiletry and Misc. Items is not as per the approved specifications and/or sample with the Registry.
38. Irrespective of the fact as to whether or not the Registry gets work done from outside, the Registry may impose penalty upto 1% per week subject to maximum penalty of 10% of the total cost for delayed delivery, if the delay is due to willful laches or negligence of the tenderer and it causes financial loss or inconvenience to the Registry.
39. In case the services of the successful tenderer is not found satisfactory the Registry reserves the right to cancel the Contract immediately and impose any penalty as may deem fit by the Registry in addition to forfeiture of security deposit.

G. INVITATION OF TENDER

The Supreme Court of India hereby invites bids from intending bidders through CPPP site <https://eprocure.gov.in/eprocure/app> for Supply of Toiletry and Misc. Items on or before 16.10.2024 upto 04:00 p.m. which will be opened on 18.10.2024 at 12:00 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 and/or without Earnest Money will not be entertained.

Note: The Registry of the Supreme Court of India will remain closed for Dussehra Vacations from 06.10.2024 to 12.10.2024

Sd/-
(Padma Sundar)
Assistant Registrar (AM)
20.09.2024

Encls.: Annexures 'A' to 'E'

CHECKLIST OF DOCUMENTS TO BE SUBMITTED
BID CHECKLIST

Bidder is required to fill-up this checklist and enclose alongwith the envelope containing the Earnest Money.

S. No.	Item Description	Yes/No	Bid Reference
1.	Earnest Money/ MSME Certificate Enclosed along with Bid Checklist		
2.	General Proforma- Annexure 'A'		
3.	Tender Acceptance Letter - Annexure 'D'		
4.	Price Bid Undertaking – Annexure ‘E’		

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

F. No. 200/TI/24/SCI(AM)
New Delhi, dated the 20.09.2024

Last date for Submission of Tender is
16.10.2024 up to 04:00 PM

PROFORMA TO BE FILLED BY THE TENDERER
WITH REFERENCE TO NOTICE INVITING TENDER FOR
SUPPLY OF VARIOUS TOILETRY AND MISCELLANEOUS ITEMS

1. Name of the Tenderer with Address :

2. Name of the Contact Person :
with Telephone/Mobile No./e-mail ID

3. GST Registration Number :
(Copy to be attached)

4. Whether all the Terms and Conditions of
NIT are acceptable :

Note : Sample of S. No. 39 [Table S-II] - Cotton Tape may be submitted in form of roll. Tenderers should also mention the exact volume of the item if the same is not mentioned in 'Table S-II' or is different from the volume mentioned in the table.

Note : Samples of all the unbranded items as per Table S-II are to be furnished along with the tender.

5. Whether EMD enclosed; Yes/No, If Yes :DD No._____ Dt._____

6. Whether Samples of all unbranded items submitted :

7. Delivery Schedule
(a) Time to be taken for supply :
(b) F.O.R. Supreme Court Stationery Godown :

Dated:

(Signature of the Bidder, with Official Seal)

ANNEXURE- 'B'

Notice inviting tender for the supply of Toiletry And Misc. Items

Financial Bid

SCHEDULE OF PRICE BID IN THE FORM OF CPPP_ BOQ_TI2024.xls. The below mentioned Financial Proposal/Commercial bid format is provided as CPPP_BOQ_TI2024.xls along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this CPPP_BOQ_TI2024.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with the Supreme Court of India.

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42.	Cotton Gloves	250 Pairs
43.	Dinner Spoon Normal Size	96 Nos. / 8 Sets
44.	Dinner Fork Normal Size	36 Nos. / 3 Sets

Instructions for Online Bid Submission

(Department User may attach this Document as an Annexure in their Tender Document which provides complete Instructions for online Bid submission for Bidders)

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app> .

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrollment” on the CPP Portal which is free of charge.
- 2) As part of the enrollment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
- 3) Bidders are advised to register their valid e-mail address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrollment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID/ password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to

a reduction in the time required for bid submission process.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized

persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

9) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

10) The bid summary has to be printed and kept as an acknowledgment of the submission of the bid. This acknowledgment may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Help desk.

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date: 20.09.2024

To
The Registrar
Supreme Court of India
New Delhi

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: F. No. 200/TI/24/SCI(AM)

Name of tender : - NOTICE INVITING TENDER FOR SUPPLY OF TOILETRY AND MISC. ITEMS

Dear Sir

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned ‘Tender/ Work’ from the web site(s) namely:

_____ as per your advertisement,
given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

Date:
Place:

(Signature of the Bidder, with Official Seal)

PRICE BID UNDERTAKING

From: (Full name and address of the Bidder)

To,

Dear Sir/Madam,

1. I submit the Price Bid for_____ and related activities as envisaged in the Bid document.
2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
3. I offer to work at the rates as indicated in the price bid, in the form of ‘BOQ_ TI2024.xls’ ‘inclusive’ of all applicable taxes.

Yours faithfully,

Signature of authorized Representative