

SUPREME COURT OF INDIA
ADMN. MATERIALS

F.No. 2/HP Toner Cartridge/2024/SCI(AM)
Dated: 23.09.2024

Last Date & time for submission of Tenders: 18.10.2024 at 15:00 hrs
Date & time of opening of Tenders: 19.10.2024 at 15:30 hrs

E-Tender Notice

**NOTICE INVITING TENDER FOR AWARDING OF RATE CONTRACT FOR SUPPLY OF HP
TONER CARTRIDGES TO THE REGISTRY OF THE SUPREME COURT OF INDIA FOR A
PERIOD OF TWO YEARS**

1. Online tenders are invited through Central Public Procurement Portal (CPPP), from OEM (HP) and the **Delhi/NCR region** based Authorised dealers of HP as per proforma enclosed herewith as **Annexure 'A'** for awarding of rate contract for supply of the following HP Toner Cartridges for HP Printers used in the Registry as and when required during the period of two years, as per details given hereinbelow in Tables 'A' .

TABLE 'A'

HP Toner Cartridges:-

S. No.	Description – HP Toner Cartridge Nos.	To be used in HP Printer Model No.	Tentative Requirement (Per annum) in Nos.	Annual (Per
1.	HP 166A Black Toner Cartridge (W1660A)	HP Laser MFP 1188w Printer	600	
2.	HP 152A Black Toner Cartridge (W1520A)	HP LaserJet Pro MFP 4104fdw Printer	3500	

Interested parties, if so desire may contact Branch Officer, Admn. Materials (Maintenance) at Telephone No. 011-23115864 for any clarification before quoting the rates on any working day between 10.30 A.M. and 4.00 P.M. (except Saturdays, Sundays and holidays).

2. Documents Download

Tender documents may be downloaded from official website of the Supreme Court of India i.e. <https://www.sci.gov.in/notice-category/tenders> (for reference only) and Central Public Procurement Portal (CPPP) i.e. <https://eprocure.gov.in/eprocure/app> , as per the schedule as given in Critical Date Sheet as under:

CRITICAL DATE SHEET:-

Published Date	23.09.2024 at 15:30 hrs
Bid Document Download / Start Date	23.09.2024 at 15:35 hrs
Clarification Start Date	23.09.2024 at 15:40 hrs
Clarification End Date	28.09.2024 at 23:30 hrs
Bid Submission Start Date	04.10.2024 at 11:30 hrs
Bid Submission End Date	18.10.2024 at 15:00 hrs
Bid Opening Date	19.10.2024 at 15:30 hrs

Manual bids shall not be accepted. However, EMD is to be submitted in physical mode as per clause 8.

3. Bid Submission

Tenderers are advised to visit these websites regularly to keep themselves updated as any change/ modification in the tender will be intimated through this website only. Bids shall be submitted through online mode only at CPP Portal:

<https://eprocure.gov.in/eprocure/app>

The Tenderers/Firms are required to quote their lowest/ best rates and are advised to follow the instructions “Instructions To Bidder for Online Bid Submission” as mentioned in this document and also in 'Downloads' (S. No. 19) for online submission of bids of CPP Portal.

4. The interested tenderers/ firms are expected to examine online all the instructions, terms and 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 rejection of the tender. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

5. Not more than one tender shall be submitted by one tenderer or tenderers having business relationship. Under no circumstance will father and his son(s) or husband and wife 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.

6. Tenderer who has downloaded the tender from the Supreme Court of India website i.e. <https://www.sci.gov.in/notice-category/tenders> and Central Public Procurement Portal (CPPP) website i.e. <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 Earnes Money Deposit (EMD) would be forfeited and tenderer will be liable to be banned from doing business with Supreme Court of India.

A. TERMS AND CONDITIONS OF TENDER

7. The tenderer is required to quote its lowest rates as per **Annexure-'B'** enclosed herewith. Tenders once submitted shall not be allowed to be withdrawn till finalization of the matter. The rate offered shall be valid for a period of 2 (two) years from the date of awarding the Tender, keeping in view the escalation in prices. The tenderer shall not be entitled during the said period to revoke or cancel its tender or to vary the tender or any terms thereof.

8. Tenderers/ firms are required to provide Earnest Money Deposit (EMD) in form of Demand Draft (DD) of Rs. 5,00,000/- (Rupees Five Lakhs Only). The original EMD in the form of Demand Draft (to be made on or after publication date of this tender) must be submitted in a sealed envelope superscribing the title of this NIT addressed to Office of OSD (Registrar-II)

Procurement and Stores, Supreme Court of India, at the Counter No. 2 (E-Sewa Kendra), Supreme Court of India, Main Building, well before the due date and time of bid submission (as mentioned on the Critical Date Sheet at Page No. 2 of this NIT). **However, in case of bidders having MSME Certificate, the same is to be submitted on-line for claiming exemption from submitting EMD, as per critical Date sheet.**

9. The tenderers are required to provide Demand Draft drawn in favour of "The Registrar, Supreme Court of India". All the applicable bank charges shall be borne by the applicant and he shall not have any claim whatsoever on this account on the Registry and no interest will be payable on Earnest Money Deposit (EMD). In case of re- tendering, the firms which has submitted the Demand Draft in earlier calls will be required to submit Demand Draft along with their tender/application in subsequent calls also.

10. Tender not accompanied with the EMD/ Exemption Certificate is liable to be rejected.

11. Each tenderer has to sign and submit the attached **Tender Acceptance Letter as per Annexure - 'C'**.

12. Bids will be opened as per date/time as mentioned in the Tender Critical Date Sheet.

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

14. Each tenderer has to certify that all the terms and conditions are acceptable to them. The Earnest Money Deposit/ Security Deposit shall stand forfeited in case of breach of any of the condition mentioned herein.

15. 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 will be taken, which may include confiscation of EMD/Performance Security or/and also debarring the tenderer for future participation.

16. The Registry will deal with the tenderer directly and no middlemen or commission agents etc. should be approached by the tenderer to represent the cause and they will not be entertained by the Registry.

17. The Registry 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.

18. It is not binding on the part of the Registry to accept the lowest tender.

B. SUBMISSION OF TENDER

19. The tender shall be submitted online in two (2) parts, viz., Technical Bid and Price Bid.

20. All the pages of bid being submitted must be signed and sequentially numbered by the tenderer, irrespective of nature of content of the documents before uploading and tenderer will submit signed Tender Acceptance Letter annexed as '**Annexure- 'C'**'

21. Technical Bid

The following documents are to be furnished by the tenderers/firms along with Technical Bid as per the tender document:

- i) Signed and Scanned copy of proof for payment of Earnest Money Deposit.
- ii) Signed and Scanned copy of Annexures 'A' and 'C'.
- iii) Signed and Scanned copy of Certificates like PAN No, GST Registration
- iv) Signed and Scanned copy of OEM Authorization Certificate/ Letter.

22. Price Bid

- (a) Price bid undertaking
- (b) Schedule of price bid in the form of CPPP_BOQ_TONER.xls.

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, **Annexure 'B' 'exclusive'** of all applicable taxes.

Yours Faithfully,

Signature of authorized Representative:

SCHEDULE OF PRICE BID IN THE FORM OF CPPP_BOQ_TONER.XLS.

The below mentioned Financial Proposal/Commercial bid format is provided as CPPP_BOQ_TONER.xls along with this tender document at <https://eprocure.gov.in/eprocure/app>. Tenderers are advised to download it as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. Tenderers shall not tamper/modify downloaded price i) Signed and Scanned copy of proof for payment of Earnest Money Deposit.

Sl. No.	DESCRIPTION	Firm Price (INR) (To be filled in by Bidder)
i.	Per unit rate excluding GST / taxes	INR in figures..... INR in Words

a) The rates shall be quoted in Indian Rupee only.

b) The rates will be **exclusive of all taxes**, fees, levies, etc.

c) In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.

d) The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.

e) 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 be final.

C. TERMS & CONDITIONS FOR THE SUCCESSFUL TENDERER

23. The successful tenderer shall have to deposit Performance Security of Rs. 7,50,000/- (net) by way of Bank Guarantee drawn in favour of "The Registrar, Supreme Court of India, New Delhi", within one week from the date of receiving the work order. The Bank Guarantee will be released after 60 days from the date of final bill payment and after satisfactory supply of the items.

24. 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, the same will be liable to be rejected and entire supply will have to be replaced with the quality exactly commensurate with the approved specifications at the cost of the tenderer. The decision of the Committee in this regard shall be final.

25. The successful tenderer will have to abide by the terms and conditions as may be fixed from time to time by the Registry.

26. The time is the essence of the tender. The supply of the item as per the required specifications shall be required to be made immediately in the Registry (F.O.R. Destination) on receipt of Purchase Order; otherwise the Performance Security may be forfeited along with any other action as may be deemed appropriate by the Registry. Non-availability of required material shall not be accepted as a ground for delay in supply and shall equally be penalised.

27. The supply of genuine HP Toner Cartridges shall be required to be made within the stipulated time on conveyance of Purchase Order and in case supply is not made within the stipulated time and the Registry is forced to make short purchase to meet the emergent demand, the tenderer will be liable to make good the loss due to difference which the Registry may deduct directly from Bill/Security Deposit.

28. Even after awarding the rate Contract, the Registry reserves the right to terminate the same at any time, if the services of the tenderer are not found satisfactory.

29. The OEM Company may submit a bid either in its own name or through any of the authorised dealers, who has to provide services of supply of materials to the Registry of the Supreme Court of India.

30. The tenderer shall have to submit the signed and stamped **Manufacturer Authorization Form/Certificate** from HP India to sell HP Toner Cartridges in their own name/organization with the date of validity of the Authorization. **The bid without confirmation of the original equipment manufacturing company regarding authorization to sell the product shall not be considered.**

D. PENALTIES

31. If delivery is not made within the specified date and time and the Registry is required to make purchase from other dealer(s), the tenderer will be liable to make good the loss in case of higher payments as compared to approved rates and the difference will be deducted from the performance security deposited by the tenderer. The Registry reserves the right to recover loss upto the amount of Performance Security in case the quality is low or in case of deficiency of service.

32. Irrespective of the fact as to whether or not the Registry makes purchases from outside, the Registry may impose penalty upto 1% **per week subject to maximum penalty of 10%** of total cost of delayed articles, or of forfeiting the performance security if the delay is due to wilful laches or negligence on the part of the tenderer irrespective of inconvenience caused to the Registry.

33. The Performance Security deposit shall stand forfeited in case of breach of any of the conditions mentioned herein and if the supply of the items is found unsatisfactory.

34. The intended tenderers are expected and required to go through all terms and conditions of the NIT before submitting their tenders.

E. INVITATION OF TENDER

The Supreme Court of India hereby invites bids from intending bidders through CPPP site <https://eprocure.gov.in/eprocure/app> for awarding of rate contract for supply of the following HP Toner Cartridges for HP Printers used in the Registry as and when required during the period of two years on or before 18.10.2024 upto 15:00 hrs. which will be opened on 19.10.2024 at 15:30 hrs 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, and the E-Sewa Kendra Counter no. 2 (R&I) will not be functional during this vacation.

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

Encls. : Annexures – ‘A’ to ‘C’

SUPREME COURT OF INDIA
ADMN. MATERIALS

F.No. 2/HP Toner Cartridge/2024/SCI(AM)

Dated: 23.09.2024

Last Date & time for submission of Tenders: 18.10.2024 at 15:00 hrs

Date & time of opening of Tenders: 19.10.2024 at 15:30 hrs

PROFORMA TO BE FILLED BY THE TENDERER WITH REFERENCE TO NOTICE
INVITING TENDER FOR AWARDING OF RATE CONTRACT FOR SUPPLY OF HP TONER
CARTRIDGES TO THE REGISTRY OF THE SUPREME COURT OF INDIA FOR A PERIOD
OF TWO YEARS

1. Name of the tenderer Firm :
with Official Address, Telephone/ Mobile No.
and Email Address
2. Name of the Authorized Contact Person :
with Telephone/ Mobile No. and Email Address
3. GST No. (with Signed/ Stamped Photocopy) :
4. PAN No. (with Signed/ Stamped Photocopy) :
5. Whether your firm has been blacklisted/
banned by any Government Department/
Public Sector undertaking/ Autonomous
Body : Yes/No (Fill in the undertaking as :
mentioned in **Annexure- 'C'**)
7. Whether all the terms and conditions :
of NIT are agreeable : Yes/No

8. OEM (HP) Authorisation Certificate/ Letter :
(with Signed/ Stamped Photocopy)
9. Whether Earnest Money Deposit enclosed :
Yes or No
10. Name & address of the Govt. Offices, etc :
of which the tenderer is having the
Contracts (For supply of HP Toner Cartridges)
11. Details of Annual Turnover for last three years :

Place:

Dated:

Signatures of Authorised Signatory of the Firm
[Name & Address of firm(with stamp)]

SUPREME COURT OF INDIA
ADMN. MATERIALS

F.No. 2/HP Toner Cartridge/2024/SCI(AM)

Dated: 23.09.2024

Financial Bid

The below mentioned format of Financial Proposal/Commercial bid is provided as "CPPP_BOQ_TONER.xls" along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download the said file 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 the respective tenderer will be liable to be banned from doing business with the Registry of Supreme Court of India, in future.

(A) FORMAT FOR QUOTING RATES (IN RUPEES)

Sl. No.	Item Description	Tentative Annual Quantity	Units	BASIC RATE In Figures To be entered by the Bidder in Rs. P for per unit price of HP Toner Cartridge without GST	TOTAL AMOUNT Without Taxes in Rs. P	TOTAL AMOUNT In Words
1.01	HP 166A Black Toner Cartridge (W1660A) (For Printer HP Laser MFP 1188w Printer)	600	Nos	0.00	0.00	INR Zero Only
1.02	HP 152A Black Toner Cartridge (W1520A) (For Printer HP LaserJet Pro MFP 4104fdw Printer)	3500	Nos	0.00	0.00	INR Zero Only
Total in Figures					0.00	INR Zero Only
Quoted Rate in Words						

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

Date:

To,

The Registrar (Admn.)
Supreme Court of India
New Delhi-110001

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: F.No. 2/HP Toner Cartridge/2024/SCI(AM)

**NOTICE INVITING TENDER FOR AWARDING OF RATE CONTRACT FOR SUPPLY
OF HP TONER CARTRIDGES TO THE REGISTRY OF THE SUPREME COURT OF
INDIA FOR A PERIOD OF TWO YEARS**

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. 1 to 19 (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/ organization too have also been taken into consideration, while submitting this acceptance letter.

ANNEXURE- 'C'

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 the information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization 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 Tenderer)
with Official Seal

INSTRUCTIONS TO BIDDER FOR ONLINE BID SUBMISSION

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 username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, 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 / email 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 RESTORER GD-I(MACP-II) the bid with all other relevant details.

10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement 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 Helpdesk.