

SUPREME COURT OF INDIA

Admn. Materials (P&S)

Through CPPP

Last Date for submission of Tenders: 19.10.2024 at 16:00 hrs

Date & time of opening of Tenders: 21.10.2024 at 11:30 hrs

Notice Inviting Tenders**For****setting up of three (3) communication cellular mobile towers on wheels (CoWs) in the premises of the Supreme Court of India****GENERAL CONDITIONS**

- 1 Online bids/tenders are invited through Central Public Procurement Portal (CPPP) from Delhi-NCR based OEM-authorized firms/vendors for supply and installation/*setting up of three (3) communication cellular mobile towers on wheels (COWs)*. Presently, three towers are installed at the following locations:

A. Near Court No.13 (between Gate 'A' and erstwhile Creche) in High Security Zone (*the first CoW tower installed near Court No.13 is likely to be relocated to some other place as per the requirement of expansion of Court Building Project*);

B. Judges Library Car Parking (between Gate 'E' and 'F');

C. in front of the office of Government of India, Ministry of Law and Justice, near Central Agency Section

It is made clear that after issuance of the Work Order, the successful bidder shall consult Admn General Branch to fix the site of CoWs to be put up in the premises of Supreme Court of India, and the successful bidder shall be ready to shift / change the locations as per the need of the Admn General Branch, which will also coordinate for all the site visits if needed at any stage.

- 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	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	29.09.2024 at 23:30 hrs
Bid Submission Start Date	07.10.2024 at 11:30 hrs
Bid Submission End Date	19.10.2024 at 16:00 hrs
Bid Opening Date	21.10.2024 at 11:30 hrs

- 3 **Bid Submission:** Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Bidders are advised to follow “Instructions To Bidder for Online Bid Submission” provided at **Annexure- ‘C’**.
- 4 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 Bidder or Bidders having business relationship. Under no circumstance 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.
- 6 Intending Bidders are advised to regularly visit <https://eprocure.gov.in/eprocure/app> till the closing date of submission to keep themselves updated as any change/ modification in the tender will be intimated through this website only by corrigendum / addendum/ amendment. No individual responses shall be communicated.
- 7 The tenderer is required to quote its **highest/best rate online [Rate quoted should be inclusive of all the expenses (i.e. materials, transportation, labour, applicable taxes, etc.)]** The tenderer shall not be entitled during the said period of 90 days to revoke or cancel its tender or to vary the tender or any terms thereof. Under no circumstances, revision of rates shall be allowed.
- 8 It is mandatory for the tenderers to submit a valid Authorization Certificate from Original Equipment Manufacturer (OEM).

- 9 The tenderers are expected to examine all the instructions, Proformas, 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 the tender.
- 10 The tenderers are required to submit Demand Draft of **Rs. 7,96,950/- (Rupees Seven Lakh Ninety-Six Thousand Nine Hundred and Fifty only)** drawn in favour of “The Registrar (Admn.), Supreme Court of India” as **Earnest Money Deposit**, in a separate sealed envelope (superscribing the title of this NIT). The original EMD (Demand Draft (DD)) (to be purchased on or after publication date of this Bid) must be submitted in a sealed envelope superscribing the title of this NIT, addressed to ‘OSD (Registrar-II), Procurement and Stores’, at the **E-SEWA Kendra Counter number 2 (R&I), Supreme Court of India** well before the due date and time of bid submission as per GeM **except from 06.10.2024 to 12.10.2024 when the Registry of the Supreme Court of India will remain closed for Dussehra Vacations.** MSME/Exemption Certificates shall be accepted in lieu of EMD submission. The EMD amount of successful Tenderer shall be adjusted in the Performance Security. Earnest Money shall be refunded to unsuccessful tenderer after the contract has been finally awarded to the successful tenderer.
- 11 All the applicable bank charges shall be borne by the applicant and he shall not have any claim what so ever on this account on the Registry. In case of re-tendering, the firms which has submitted the DD in earlier calls will be required to submit DD along with their tender/application in subsequent calls also. Tender not accompanied with the EMD or MSME exemption Certificate is liable to be rejected.
- 12 Each tenderer has to sign and submit the attached Tender Acceptance Letter as per **Annexure ‘B’**.
- 13 The tenderers are expected to examine all the instructions, Proformas, terms & conditions and specifications in the tender document. Failing to furnish all information required by the tender document in every respect will be at the tenderers risk and may result in rejection of the tender.
- 14 The tender must be received not later than the date & time specified for submitting the same. In case, the date of submitting the tender is declared holiday, then the next working day will be treated as due date of the tender.
- 15 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 tenderer at any time after it is submitted, appropriate action as may be deemed fit will be taken against that Tenderer.

- 16 The Registry will deal with the tenderer directly and no middlemen/agents/commission agents etc. should be asked by the tenderer to represent their cause and they will 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 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.
- 18 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.
- 19 The successful tenderer shall have to deposit **performance security @3% of the work order** within one week from the receipt of Work 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 expiry of the 5-year contract, provided all the license fee due in the ensuing contract have been submitted to the Registry. The successful bidder shall have to obtain a certificate to this effect from Admn. General branch and submit the same in the Admn. Materials branch for effecting the release of performance security.
- 20 If the successful Tenderer fails to fulfil his obligations, Registry after due notice to the supplier may blacklist the firm and the Performance Security shall be forfeited.

TECHNICAL BID

- 21 The following documents are to be furnished by the Bidders along with Technical Bid as per the tender document:
 - i) Signed and Scanned copy of Earnest Money Deposit/EMD Exemption Certificates.
 - 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 Tender Acceptance Letter (as per **Annexure ‘B’**).
 - v) Letter of authorization to submit bid, if bid is being submitted on behalf of

company

vi) Signed and Scanned Copy of OEM Authorization Certificate to provide cellular mobile tower-related solutions in their own name/organization with the date of validity of the Authorization (along with **Annexure ‘A’**).

vii) Signed and Scanned **proofs on a single .PDF file of all the documents referred in Annexure ‘A’, i.e.,** PAN, GST, details of previous experience, names & address of the Govt. Offices etc. where entered into contract, certificate of which the tenderer is having the contract AND also **proofs of all the documents referred in Eligibility Criteria clause 26. (a) to (e), i.e.,** the bidder being a legal entity under Companies Act, turn over, solvency, registration.

viii) Signed and Scanned copy of blacklisting undertaking (along with **Annexure ‘D’**).

PRICE BID

(a) Price bid undertaking

(b) Schedule of price bid in the form of “**CPPP_BOQ_ COWS.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 **‘inclusive’ of all applicable taxes.**

Yours Faithfully,

Signature of authorized Representative:

SCHEDULE OF PRICE BID IN THE FORM OF CPPP_BOQ_COWS.xls

The below mentioned Financial Proposal/Commercial bid format is provided as **CPPP_BOQ_COWS.xls** along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this **CPPP_BOQ_COWS.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 the tenderer is liable to be banned from doing business with the Registry.

Sl. No.	DESCRIPTION	Firm Price (INR) (To be filled in by Bidder)
i.	Per CoW Tower Rate/Month In Figures To be entered by the Bidder (Inclusive of Tax) in INR	In figures and words

- a) The rates shall be quoted in Indian Rupee only.
- b) The rates will be inclusive of all taxes, fees, levies, etc. **The Registry will not bear any financial burden towards any component of this project. Provisions maintained in this NIT only shall be made to the successful bidder.**
- 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.

SCOPE OF WORK

- 22 In order to ensure requisite provisioning of cellular mobile services to improve telecom coverage at acceptable standards in Supreme Court Premises, Supreme Court invites the

tender for installation of Communication Cellular Mobile Towers on Wheels (COWs). The Supreme Court will provide bare spaces on contract basis for placement and operation of required telecommunication equipment, for improved mobile services, on co-sharing basis with other Telecom Service Providers, in accordance with the provisions of this Tender Document, at the site in Supreme Court premises as per latest policy & licensing guidelines of Department of Telecommunications including TERM Cell, TRAI, and other relevant bodies.

- 23 **The sites/spaces shall exclusively belong to the Supreme Court, without creating any right/ title or interest of whatsoever nature in the said sites in favour of the successful bidder. The successful bidder after allotment of sites, will at his own expense and cost develop the area/structure as per this Tender Document, Contract Agreement and other applicable guidelines/license conditions/Orders including judicial orders/Regulations/directions of Department of Telecommunications(including TERM Cell), TRAI and other relevant bodies, etc. as applicable, with due approval from Supreme Court.**
- 24 The tenure of contract for which the Communication Cellular Mobile Towers on Wheels (COWs) will be permitted for **05 years** from the date of signing of the Agreement with Supreme Court as per this Tender Document. Such Agreement would remain applicable subject to fulfillment of the terms and conditions, and such agreement should expire with efflux of time unless renewed for such time & rate as mutually agreed. **The Licence fee will be charged from (i) the date of installation of communication cellular mobile towers on wheels (COWs), or (ii) 45 days from the date of issuance of the work order, whichever is earlier.**
- 25 Provided that in case any permanent communication cellular tower is installed within **100 m.** radius of any site and renders CoW site in the Supreme Court premises redundant, then in such case, the site under this Tender Document shall be vacated by the Licensee and handed over to the Supreme Court. In such situation, the Licence fee will be reduced proportionately on the basis of number of sites vacated and handed over vis-a-vis total number of sites.

ELIGIBILITY CRITERIA

- 26 All the conditions given below should be fulfilled by the bidder. In case, the bidder does not fulfil any of these conditions, the offer of such bidder shall be considered technically

invalid and shall not be considered for opening of financial bids. **Kindly attach proofs on a single .PDF file of the following:**

- a Bidder should be a legal entity duly registered under the Companies Act 1956/ 2013 in existence for **at least three years prior to the date of issuance of this Tender Document.**
- b **Turn Over:** Average Annual financial turnover during the last 3 years shall be at least Rs. 5.00 crore per annum
- c **Solvency:** Bidder shall have Solvency certificate issued by any Scheduled Bank for the amount Rs. 50,00,000/-.
- d **Registration Certificate:** Bidder must possess IP Registration certificate or Telecom Infrastructure provider (IP category-I) or Telecom Service Provider having valid UL(AS) / UASL or Category "A" or Category "B" (within territory of Delhi & NCR) ISP licensee from Department of Telecommunication, Government of India (DoT) on the last date of submission of bids under this Tender, subject to the condition that such Registration Certificate should remain valid, without interruption, during currency of the contract agreement.
- e **Experience:** Bidder shall have experience of having completed installation of:
 - i. Communication Towers,
 - ii. Monopole Towers, of minimum height of 18 meters of any cellular technology like GSM/CDMA/LTE etc. within India in last three (3) years ending before the last date of submission of bid as per this tender, which were operational for at least one year.

EVALUATION OF TENDER

- 27 The evaluation of quoted values shall be done individually. The bid price thus obtained shall be compared amongst various bidders to determine the **highest bidder (HI). The minimum reserve price (monthly license fee) is as per NDMC Right of Way Policy (No. 1496560(1)/2024/REMUNERATIVE PROJECT CELL (RPC))**

Rs. 584.28/sq. ft. As per NDMC policy these rates are effective upto 31.03.2024 and, thereafter, rates shall be enhanced at 8% per annum compounding on yearly basis.

- 28 The technically qualified bidder with highest Bid Price in Financial Bid may be declared as Successful Bidder.
- 29 The Contract Agreement will be signed with the successful Bidder subject to the fulfillment of the Terms and Conditions of this Tender document.
- 30 The Successful Bidder will be declared as Licensee with the signing of the Contract Agreement.

TECHNICAL REQUIREMENTS

- 31 The space requirement for setting up Cell On Wheels should not exceed the limit of 30 sq. mtr, including the space required for guy wires/ anchor wires. The complete area including the area upto extent of guy wires/ anchor wires shall be considered for setting up of CoWs & it should not increase more than 30 sq mtr.
- 32 The maximum height of the any structural element installed with Cell on Wheels is limited to 30 meters above the ground-level at that location.
- 33 The Towers/COW's should not use any restrictive technology that prevents other vendors to setup similar services in the area.
- 34 The load bearing capacity and option of mounting antennas are to be specified by the Agency.
- 35 Tower must support for all cellular/mobile/data (2G/3G/4G/5G spectrum) devices.
- 36 There should not be any camouflaging of towers.
- 37 It should support Crow's Nest Mast, vertically adjustable Hitch, low height, Easy Boarding Deck with integrated step with multi position outriggers with Jacks for stabilization.
- 38 The Agency must specify outrigger system attached to the corners of the towers, extend Jacks, vertical center line and support pattern.
- 39 The retracted footprint must be submitted along with the tender.
- 40 A single setup is preferred for strong signal strength from all cellular operators though Wi-Fi and mobile signals are available over different frequencies. Installation of COW's must be in such a way that it should enhance the signal strength of all telecom operators simultaneously like Idea/Vodafone, Reliance, Airtel, MTNL etc. (GPS is a feature of the hand-set and Wi-Fi signal is separate from Cellular mobile signal).

- 41 The cost involved in the installation, commissioning and regular up-keep of energy management equipment must be supplied.
- 42 The electricity would be supplied by the Supreme Court. However, the successful bidder would make necessary arrangements of back-up while keeping in mind all the Rules, Regulations and Law related to environment.

USE OF SITE

- 43 The subject sites can be used for placement and operation of Communication Cellular Mobile Towers on Wheels (COWs) for provision of Cellular mobile services so as to ensure quality delivery of - services.
- 44 The Licensee is not allowed to use the sites for sub-letting in any manner except for sharing with other TSPs for the purpose of providing intended mobile services.
- 45 The Licensee may, if it so elects, install and operate within the site telecommunication equipment, for enhancement of cellular signals; such equipment shall be maintained in a neat and sanitary condition and shall comply with all applicable laws of the country.
- 46 Ensure a high standard of hygiene and cleanliness so as to create a clean and healthy environment to enhance the Supreme Court image. In case, the Licensee failed to maintain the hygiene and cleanliness, a fine of Rs. 10,000/- per day per site will be imposed upon the Licensee for a maximum period of seven days, after which Supreme Court reserves the right to terminate the contract w.r.t. such site(s) without any notice/communication.
- 47 Any physical (or otherwise) damage or injury to the property of The Supreme Court, commuters or passers-byes due to lapses on the part of the Licensee will be the sole responsibility of the Licensee only and the Supreme Court will have no legal obligations or liability towards the injured. The Licensee will indemnify and keep indemnified the Supreme Court for any losses or damage on this account.
- 48 Ensure that fire detection and suppression measures are installed, as applicable, inside the sites and kept in good working conditions at all times.
- 49 The Licensee agrees voluntarily and unequivocally to provide unfettered access to the authorized representative of the Supreme Court for inspection at any time and agrees voluntarily and unequivocally to abide by and comply with all instructions as may be indicated by the Supreme Court. Non compliance may be treated as breach of contract and contract agreement will be terminated.
- 50 Ensure that all electrical wiring, power outlets and gadgets are used and maintained properly, for guarding against short circuits / fires. The instructions in this regard by the

Supreme Court must be complied with. Any cost(s) associated with implementation of such instruction will be borne solely by the Licensee. The Licensee voluntarily and unequivocally agrees not to seek any claims, damages, compensation or any other consideration whatsoever on account of implementing the instruction issued by the Supreme Court or its authorized representatives from time to time.

- 51 Preparation of Sites: - The Licensee must submit Preliminary Plans and Specifications, as hereinafter defined, and preliminary schedule to the Supreme Court within 30 days of issue of work order. The Supreme Court will have the right to approve the Licensee preliminary plans and specifications with such changes, as it may find necessary and compliance of all such changes and modifications in the preliminary plans as suggested by the Supreme Court shall be mandatory.
- 52 As enumerated herein, Preliminary plans and specifications shall mean schematic development documents, which shall consist of:
- i General design notes
 - ii Single line floor plan
 - iii Electrical location plan
 - iv Equipment layout
 - v Lighting, and miscellaneous electricity load required
 - vi Electrical wiring plan and telecommunication and data wiring.
 - vii Plans for precautions and standards for maintaining hygiene and cleanliness.
 - viii Provisions and measures for fire safety and fire fighting.
- 53 **Encroachment:** The Licensee will strictly not encroach upon any area and shall restrict to allotted site only. In case, the Licensee encroaches upon the public land, the Supreme Court reserves the right to revoke the work order and forfeit the interest free performance security.
- 54 **Security- Arrangement:** The Licensee will ensure safety and security of the equipments installed at the allotted sites and will be responsible for safety and security of the sites. The Supreme Court in any case will not take any responsibility of theft/ loss.
- 55 **Overall control:** That the overall control and supervision of the site shall remain vested with the Supreme Court who will have the right to inspect the whole or part of the sites under this Tender as and when considered necessary, with respect to its bona fide use and in connection with fulfillment of the other terms and conditions of the contract agreement.

- 56 **No Signage:** The Licensee shall not be allowed to install any type of signage, except those mandated by Department of Telecom, (commercial / non-commercial) for any purpose inside/or outside the sites unless permitted in writing. In case, the Licensee installs any type of signage (commercial / non-commercial) for any purpose inside/or outside the sites without any written permission, a fine of Rs. 10,000 per day per -site will be imposed upon the Licensee for a maximum period of seven days, after which Supreme Court reserves the right to terminate the contract w.r.t. such site(s) without any notice/communication.
- 57 **Misuse:** The Licensee shall use the granted sites under the contract agreement only for those services provided therein and shall not use the same for any other purposes. In case, the Licensee carries on any business or uses the said sites for any other purposes the contract agreement shall be deemed to have been misused and the Supreme Court shall immediately terminate the said contract agreement, and forfeit the interest free performance security. The Licensee will indemnify and keep indemnified the Supreme Court for any losses on this account.

D. PENALTIES

- 58 If installation is not made on time and the Registry is required to make alternative arrangements from outside at higher rates, the loss sustained shall be deducted from the EMD/Performance Security of the tenderer.
- 59 If the successful tenderer abandons the contract prematurely, or fails to perform his part of contract, the security deposit or any part thereof will also be liable to be forfeited.
- 60 Irrespective of fact as to whether or not the Registry makes alternative arrangements from outside, the Registry may impose penalty upto 1% of total cost per day, if the delay is due to willful lack or negligence of the tenderer and it caused financial loss or inconvenience to the Registry.
- 61 The Security Deposit shall stand forfeited in case of breach of any of the conditions mentioned herein and if the supply of the item is found unsatisfactory/not as per specifications.

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 number 2 (R&I) will not be functional during this vacation.

sd/-

(Padma Sundar)

Assistant Registrar (AM)

ANNEXURE - 'A'**Supreme Court of India**
Admn. Materials (P & S)**Notice Inviting Tenders****For****setting up of three (3) communication cellular mobile towers on wheels (CoWs) in the**
premises of the Supreme Court of India

(General Proforma to be filled by the Tenderer)

1. Name of the Tenderer : _____
with Delhi Address
2. Name of the Contact Person
with Telephone/Mobile No./
Fax No./E-Mail ID : _____
3. PAN No. : _____
(Attach Proof)
4. GST Registration No. : _____
(Attach Proof)
5. Whether all the terms & conditions
of NIT are acceptable : Yes/No : _____
6. Delivery Schedule : _____
7. Name & address of the Govt. Offices etc.
of which the tenderer is having the contract
with name of contact person and

his telephone/mobile number (**Attach Proof**) : _____

8. Details of previous experience in the last three financial years in the field & infrastructure of the Company (**Attach Proof**): _____
9. Whether EMD is submitted or Certificate for its exemption is enclosed: _____
10. Whether OEM Authorisation Certificates is/are enclosed with tender document (**Attach Proof**): _____
11. On-site Warranty Offered : _____ years

Date:

Place:

(Signature of the Bidder, with Official Seal)

Supreme Court of India
Admn. Materials (P & S)

ANNEXURE-'B'

Notice Inviting Tenders
For
setting up of three (3) communication cellular mobile towers on wheels (CoWs) in the
premises of the Supreme Court of India

TENDER ACCEPTANCE CERTIFICATE

(To be given on Company Letter Head)

Date:

To,

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

Sub: Acceptance of Terms & Conditions of Tender.

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 (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 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,

(Signature of the Bidder, with Official Seal)

Date:

Place:

ANNEXURE -'C'**Supreme Court of India
Admn. Materials (P & S)****Notice Inviting Tenders****For****setting up of three (3) communication cellular mobile towers on wheels (CoWs) in the premises of the Supreme Court of India****Instructions 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 enrolment 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 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. **Queries may be sent on CPP Portal only. No individual queries elsewhere shall be entertained by the Registry.**

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. ****

Supreme Court of India
Admn. Materials (P & S)

ANNEXURE -'D'

Notice Inviting Tenders

For

setting up of three (3) communication cellular mobile towers on wheels (CoWs) in the premises of the Supreme Court of India

UNDERTAKING

I/We undertake that (name of the 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: