

**SUPREME COURT OF INDIA**  
**ADMN. MATERIALS BRANCH**  
**TILAK MARG, NEW DELHI - 110001**

F.No. 5/Vehicles/Tyres-Tubes/24/SCI(AM)

DATED: 01.10.2024

**Last Date of Tender : 24.10.2024**

**Date & time of opening of Tenders: 25.10.2024 at 15:30 hrs**

**NOTICE INVITING TENDER (NIT) FOR AWARDING OF RATE CONTRACT**  
**FOR SUPPLY AND INSTALLATION OF RENOWNED AND REPUTED BRAND**  
**TUBELESS TYRES AND TUBES UNDER BUY-BACK FOR A PERIOD OF TWO**  
**YEARS**

**Note: Before quoting the rate, the prospective tenderer must refer to Annexure 'B'. The tyre/tube must be compatible with the vehicles, as per details of the vehicles as mentioned at Column II of Annexure 'B' (Table-A).**

**Note:**

**1. Online bids** are invited on single stage two bid system for “ awarding of rate contract for supply and installation of renowned and reputed brand tubeless tyres and tubes under buy-back for a period of two years”. Manual bids shall not be accepted. However, Earnest Money Deposit (EMD) is to be submitted in physical mode as per clause 7.

**2. Document Download:** Tender documents may be downloaded from Supreme Court of India website <https://www.sci.gov.in/notice-category/tenders/> (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**

<b><u>Published Date</u></b>	01.10.2024 at 15:00 hrs
<b><u>Bid Document Download Start Date</u></b>	01.10.2024 at 15:05 hrs
<b><u>Clarification Start Date</u></b>	01.10.2024 at 15:10 hrs
<b><u>Clarification End Date</u></b>	16.10.2024 at 17:00 hrs
<b><u>Bid Submission Start Date</u></b>	18.10.2024 at 10:00 hrs
<b><u>Bid Submission End Date</u></b>	24.10.2024 at 15:00 hrs
<b><u>Bid Opening Date</u></b>	25.10.2024 at 15:30 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 as **Annexure- ‘C’**. **Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.**

**4.** Not more than one tender shall be submitted by one Bidder or Bidder’s 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.

**5.** Bidder who has downloaded the tender from the Supreme Court of India website <https://main.sci.gov.in/tender> (for reference only) 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 the Registry.

**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.** Applicant tenderer must provide **Earnest Money deposit of Rs. 11,500/-** towards supply and installation of renowned and reputed brand tubeless tyres and tyre-tubes under buy-back for a period of two years.

**The original EMD (Demand Draft (DD) (to be issued on or after publication date of this tender) must be submitted in a sealed envelope addressed to "Shri Anil Kumar Sharma, Registrar (OSD), Admn. Materials": superscribing the title of this NIT, at the e-Sewa Kendra, Counter No.-2, Main Building, Supreme Court of India, Tilak Marg, New Delhi-110001 well before the due date and time of bid submission (as mentioned on the Critical Date Sheet at Page no. 1 of this NIT).**

**The tenderers are required to provide Demand Draft drawn in favour of "The Registrar (Admn), Supreme Court of India".** All 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 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 is liable to be rejected.**

**However, in case of bidders having MSME Certificate, the same is to be submitted online for claiming exemption from submitting EMD, as per critical Date sheet.**

8. Each tenderer has to sign and submit the attached **Tender Acceptance Letter** as per **Annexure ‘D’**.

#### **9. Submission of Tender**

**The tender shall be submitted online in Two parts, viz., technical bid and price bid.**

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.

**The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.**

#### **10. 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’.
- iii) Signed and Scanned copy of Certificates like PAN No, GST Registration
- iv) Signed and Scanned copy of Annexure ‘D’ - Tender Acceptance Letter.
- v) Signed and Scanned copy of OEM Authorization Certificate/ Letter.

#### **PRICE BID**

- 1. Price bid undertaking
- 2. Schedule of price bid in the form of “CPPP\_BOQ\_TYRETUBE.xls “

#### **PRICE BID UNDERTAKING**

From: (Full name and address of the Bidder)

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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'** 'inclusive' of all applicable taxes.

Yours faithfully,

**Signature of authorized Representative:**

**SCHEDULE OF PRICE BID IN THE FORM OF CPPP BOQ TYRETUBE.xls**

The below mentioned Financial Proposal/Commercial bid format is provided as CPPP\_BOQ\_TYRETUBE.xls along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this CPPP\_BOQ\_TYRETUBE.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 Registry.

Sl. No.	DESCRIPTION	(To be filled in by Bidder in the Financial Bid)
<b>Rate for supply and installation of new tyre/tubes</b>		
i.	Basic Rate per tyre/tyre-tubes	in figures
ii.	Tyre/Tubes name offered for the vehicle	in words
<b>Buy back rates for old tyre/tubes</b>		
iii.	Quote the highest amount for buy-back of old tyre/tubes	in figures

1. The rates shall be quoted in Indian Rupee only.

2. The rates will be **inclusive of all taxes**, fees, levies, etc.
3. In case of any discrepancy/difference in the amount indicated in figures and words the amount in words will prevail and will be considered.
4. The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.
5. The Registry of 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 The Registry shall be final.

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

**11.** The successful tenderer shall have to deposit **performance security of Rs. 17,500/-** (Rupees only) by way of Bank Guarantee drawn in favour of “ The Registrar (Admn.), Supreme Court of India, New Delhi.” The Bank Guarantee will be released after 60 days from the date of final bill payment and expiry of the contractual period.

The above-mentioned Performance Security is to be deposited by way of Bank Guarantee drawn in favour of “The Registrar (Admn.), Supreme Court of India, within one week from the receipt of contract order by the successful tenderers. The Bank Guarantee / Demand Draft which will be refunded after two months of the successful completion of the contractual period or payment of the last bill, whichever is later.

**12.** 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 Security Deposit may be forfeited along with any other action as may be deemed appropriate by the Registry. Non-availability of material shall not be accepted as a ground for delay in supply and shall equally be penalised.

**13.** The successful tenderer shall supply and install tyres/tubes as and when required by the Transport Branch of this Registry during the contractual period and payment shall be made only after successful supply and installation of the tyres/ tubes and no part payment or advance payment will be made.

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

**15.** Execution of the supply and installation is to be done very expeditiously but not later than three days and in emergency the supply has to be executed on the same day itself.

**16. The supply and installation of genuine tyres/tubes of reputed brands shall be required to be made within the stipulated time** on issue 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 directly deduct from Bill/Security Deposit.

**17.** Supply and installation of tyres/tubes are to be made on bill basis. The payment is normally made after full supply is received and accepted as per specifications / requirement.

**18.** 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.

**19.** 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 tyres/tubes to the Registry of the Supreme Court of India. The bid without confirmation of the original equipment manufacturing company regarding authorization to sell the product shall not be considered.

### **PENALTIES**

**20.** 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.

**21.** 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.

**22.** 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.

## **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 and installation of renowned and reputed brand tubeless tyres and tubes under buy-back for a period of two years on or before 24.10.2024 upto 15:00 hrs. which will be opened on 25.10.2024 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 ‘D’**



**CHECK LIST OF DOCUMENTS TO BE SUBMITTED.**  
**BID CHECKLIST**

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

Sl.	Item Description	Yes/No	Bid Reference
1.	Earnest Money Enclosed <b>along with Bid Checklist (Enclose MSME Certificate, if applicable)</b>		
2.	General Proforma – Annexure ‘A’		
3.	Tender Acceptance Letter – Annexure ‘D’		
4.	Letter of authorization to submit bid, if any.		
5.	Signed and Scanned copy of OEM Authorization Certificate along with Annexure ‘A’		

**ANNEXURE-'A'**

**NOTICE INVITING TENDER (NIT) FOR AWARDING OF RATE CONTRACT FOR  
SUPPLY AND INSTALLATION OF RENOWNED AND REPUTED BRAND OF  
TUBELESS TYRES AND TUBES UNDER BUY-BACK FOR A PERIOD OF TWO  
YEARS**

(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 : \_\_\_\_\_
  
8. Details of previous experience in the last three financial years  
in the field & infrastructure of the Company: \_\_\_\_\_
  
9. Whether EMD is submitted or

Certificate for its exemption is enclosed: \_\_\_\_\_

10. Whether Authorisation  
Certificates is/are enclosed  
with tender document: \_\_\_\_\_

Date:

Place:

(Signature of the Bidder, with Official Seal)

## ANNEXURE-'B'

### NOTICE INVITING TENDER (NIT) FOR AWARDING OF RATE CONTRACT FOR SUPPLY OF RENOWNED AND REPUTED BRAND TUBELESS TYRES AND TUBES UNDER BUY-BACK FOR A PERIOD OF TWO YEARS.

#### Financial Bid

#### SCHEDULE OF PRICE BID IN THE FORM OF CPPP\_BOQ\_TYRETUBE.xls

The below mentioned Financial Proposal/Commercial bid format is provided as CPPP\_BOQ\_TYRETUBE.xls along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this CPPP\_BOQ\_TYRETUBE.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 Registry.

TABLE- 'A'

I	II	III	IV	V	VI	VII
Sl. No.	Tubeless Tyre/Tyre-Tube required for following vehicles under buy-back	Quantity of vehicle in the Registry	BASIC RATE In Figures Per Tyre/Tyre-Tube (INCLUSIVE of GST)  (NET PRICE) To be entered by the Bidder in Rs. P	Tyres/Tubes Name Offered for the vehicle  To be entered by the Bidder	TOTAL AMOUNT With GST	TOTAL AMOUNT In Words
<b>Cat (A) -Tyre/Tubes to be supplied and installed in following vehicles</b>						
1.01	Toyota Camry (Tubeless Tyre)	1			0.00	INR Zero Only

<b>1.02</b>	Toyota Altis (Tubeless Tyre)	1			<b>0.00</b>	INR Zero Only
<b>1.03</b>	Ford Eco Sport (Tubeless Tyre)	16			<b>0.00</b>	INR Zero Only
<b>1.04</b>	Tata Ace (Tubeless Tyre)	3			<b>0.00</b>	INR Zero Only
<b>1.05</b>	Winner (HM) (Tubeless Tyre)	3			<b>0.00</b>	INR Zero Only
<b>1.06</b>	Three Wheeler (Mahindra Alpha) (Tubeless Tyre)	1			<b>0.00</b>	INR Zero Only
<b>1.07</b>	Scooty (28 Honda Cliq and 8 Activa) (Tubeless Tyre)	36			<b>0.00</b>	INR Zero Only
<b>1.08</b>	TVS Iqube (Electric) (Tubeless Tyre)	2			<b>0.00</b>	INR Zero Only
<b>1.09</b>	Skoda P. Superb (Tubeless Tyre)	30			<b>0.00</b>	INR Zero Only
<b>1.1</b>	Toyota Innova (Tubeless Tyre)	12			<b>0.00</b>	INR Zero Only
<b>1.11</b>	Golf Carts – Roots Make Model Naveo (Tubeless Tyre)	6			<b>0.00</b>	INR Zero Only
<b>1.12</b>	Toyota Innova Hycross (Tubeless Tyre)	10			<b>0.00</b>	INR Zero Only
<b>1.13</b>	Toyota Innova Crysta (Tubeless Tyre)	5			<b>0.00</b>	INR Zero Only
<b>1.14</b>	BMW 330 Li (Tubeless Tyre)	35			<b>0.00</b>	INR Zero Only
<b>1.15</b>	Mercedes E 350D (Tubeless Tyre)	1			<b>0.00</b>	INR Zero Only

<b>1.16</b>	Ambassador (Tyre-Tube)	1			<b>0.00</b>	INR Zero Only
<b>1.17</b>	Mahindra Bolero Maxi Truck (Tyre-Tube)	1			<b>0.00</b>	INR Zero Only
<b>1.18</b>	Eicher (Tyre-Tube)	1			<b>0.00</b>	INR Zero Only
<b>1.19</b>	Motor Cycles (Hero Splendour, Splendour Pro, Pulsar 150) (Tyre-Tube)	8			<b>0.00</b>	INR Zero Only
<b>Cat (B) - Buy Back Items (per unit) for following items</b>						
<b>2.1</b>	<b><i>Buy-Back (minus) old tyre of Toyota Camry</i></b>	1.00			<b>0.00</b>	INR Zero Only
<b>2.2</b>	<b><i>Buy-Back (minus) old tyre of Toyota Altis</i></b>	1.00			<b>0.00</b>	INR Zero Only
<b>2.3</b>	<b><i>Buy-Back (minus) old tyre of Toyota Ford Eco Sport</i></b>	1.00			<b>0.00</b>	INR Zero Only
<b>2.4</b>	<b><i>Buy-Back (minus) old tyre of Tata Ace</i></b>	1.00			<b>0.00</b>	INR Zero Only
<b>2.5</b>	<b><i>Buy-Back (minus) old tyre of Winner (HM)</i></b>	1.00			<b>0.00</b>	INR Zero Only
<b>2.6</b>	<b><i>Buy-Back (minus) old tyre of Three Wheeler (Mahindra Alpha)</i></b>	1.00			<b>0.00</b>	INR Zero Only
<b>2.7</b>	<b><i>Buy-Back (minus) old tyre of Scooty (28 Honda Cliq and 8 Activa)</i></b>	1.00			<b>0.00</b>	INR Zero Only
<b>2.8</b>	<b><i>Buy-Back (minus) old tyre of TVS Iqube (Electric)</i></b>	1.00			<b>0.00</b>	INR Zero Only
<b>2.9</b>	<b><i>Buy-Back (minus) old tyre of Skoda P. Superb</i></b>	1.00			<b>0.00</b>	INR Zero Only

<b>2.10</b>	<b>Buy-Back (minus) old tyre of Toyota Innova</b>	1.00			<b>0.00</b>	INR Zero Only
<b>2.11</b>	<b>Buy-Back (minus) old tyre of Golf Carts – Roots Make Model Naveo</b>	1.00			<b>0.00</b>	INR Zero Only
<b>2.12</b>	<b>Buy-Back (minus) old tyre of Toyota Innova Hycross</b>	1.00			<b>0.00</b>	INR Zero Only
<b>2.13</b>	<b>Buy-Back (minus) old tyre of BMW 330 Li</b>	1.00			<b>0.00</b>	INR Zero Only
<b>2.14</b>	<b>Buy-Back (minus) old tyre of Mercedes E 350D</b>	1.00			<b>0.00</b>	INR Zero Only
<b>2.15</b>	<b>Buy-Back (minus) old tyre of Toyota Ford Eco Sport</b>	1.00			<b>0.00</b>	INR Zero Only
<b>2.16</b>	<b>Buy-Back (minus) old tyre-tube of Ambassador</b>	1.00			<b>0.00</b>	INR Zero Only
<b>2.17</b>	<b>Buy-Back (minus) old tyre-tube of Mahindra Bolero Maxi Truck</b>	1.00			<b>0.00</b>	INR Zero Only
<b>2.18</b>	<b>Buy-Back (minus) old tyre-tube of Eicher</b>	1.00			<b>0.00</b>	INR Zero Only
<b>2.19</b>	<b>Buy-Back (minus) old tyre of Motor Cycles (Hero Splendour, Splendour Pro, Pulsar 150)</b>	1.00			<b>0.00</b>	INR Zero Only
<b>Total in Figures</b>					<b>0.00</b>	INR Zero Only
<b>Quoted Rate in Words</b>						

Date:

Place:

(Signature of the Bidder, with Official Seal)

**ANNEXURE-'C'**

**NOTICE INVITING TENDER (NIT) FOR AWARDING OF RATE**  
**CONTRACT FOR SUPPLY OF RENOWNED AND REPUTED BRAND TUBELESS**  
**TYRES AND TUBES UNDER BUY-BACK**  
**FOR A PERIOD OF TWO YEARS**

**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 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 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 / 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.

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.

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**TENDER ACCEPTANCE LETTER**  
**(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.**

**Tender Reference No: F.No. AM-P/14(21)/1/2024-SCI(AM-P&S)**

**NAME OF TENDER:- NOTICE INVITING TENDER (NIT) FOR AWARDING OF RATE CONTRACT FOR FOR SUPPLY OF RENOWNED AND REPUTED BRAND TUBELESS TYRES AND TUBES UNDER BUY-BACK 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:

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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/ 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)