

**SUPREME COURT OF INDIA**  
**ADMN. MATERIALS**

No.33/EMPANELMENT/2025/SCI(AM)

Dated : 28.01.2025

Last Date & time for submission of Tenders: 19.02.2025 at 17:00 hrs

Date & time of opening of Tenders: 21.02.2025 at 11:30 hrs

**E-Tender Notice**  
**NOTICE INVITING TENDER FOR**  
**EMPANELMENT OF SUPPLIERS / VENDORS /SERVICE PROVIDERS**  
**FOR SUPPLY/PROVIDING OF VARIOUS ITEMS/SERVICES**  
**TO**  
**SUPREME COURT OF INDIA**

1. Online tenders are invited through Central Public Procurement Portal (CPPP) on the Prescribed Application Form attached herewith as Annexure-'A' from the manufacturing firms, authorized distributors and reputed suppliers who wish to register themselves with this Registry for a period of 5 years i.e. 2025-26 to 2029-30 for empanelment of suppliers/contractors/service providers for inviting limited tenders from them for the purchase of various items such as stationery, computer, electric and electronic items, livery, binding and printing, toiletry and other miscellaneous articles and outsourcing of services including maintenance contracts, etc. as per details given at "Annexure- A". The said empanelled suppliers/contractors/service providers shall be reviewed every three (03) years.

Interested parties, if so desire, may contact Branch Officer, Admn. Materials (Maintenance) at Telephone No. 011-23115864 for any clarification 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 Documents Download	28.01.2025 (18:30 Hrs)
Bid Document Download / Start Date	28.01.2025 (18:30 Hrs)
Clarification Start Date	29.01.2025 (10:00 Hrs)
Clarification End Date	05.02.2025 (17:00 Hrs)
Bid Submission Start Date	08.02.2025 (10:00 Hrs)
Bid Submission End Date	19.02.2025 (17:00 Hrs)
Bid Opening Date	21.02.2025 (11:30 Hrs)

**Manual Tender documents shall not be accepted. However, EMD is to be submitted in physical mode as per clause 10**

### **3. Tender 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 :

- <https://eprocure.gov.in/eprocure/app>
- <https://www.sci.gov.in/notice-category/tenders>

**Tenders shall be submitted through online mode only at CPP Portal:**

**The Tenderers/Firms/Service Providers are advised to follow the instructions “Instructions To Bidder for Online Bid Submission” as mentioned in this document and also in 'Downloads' (Sl. No. 20) section of 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 in the tender document in every respect will be at the tenderer's risk and may result in rejection of the tender. Tender documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

5. 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 in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and Earnest Money Deposit (EMD) would be forfeited and tenderer will be liable to be banned from doing business with Supreme Court of India.

### **TERMS AND CONDITIONS**

6. The applicants interested in empanelment with the Registry of the Supreme Court of India may send their applications ONLINE through CPP Portal in prescribed Application form (Annexure-'A')

attached herewith along with the following documents mentioning that they possess necessary capacity, experience, infrastructure and facilities for supply of the specific item/ items for which they seek empanelment etc:

7. The applicants are expected to examine all the instructions, Proforma's 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 rejection of the tender.

8. The applicants should specifically mention the items for which they require empanelment and the turnover/infrastructure of the said items and must actually and regularly be doing the business of that item/items for which he seeks as empanelment, and not a mere trader of those item/items. In future, whenever, there is requirement for purchase of stores or for maintenance or for providing any service, the Notice Inviting Tender may be sent to the empanelled vendors.

9. After empanelment, if repeated failure to supply the items or any deficiency in services is noticed, for which the vendors are empanelled, the vendors may be blacklisted on account of poor performance.

10. Tenderers/ firms are required to provide Earnest Money Deposit (EMD) in form of Demand Draft (DD) of Rs. 5,000/- (Rupees Five Thousand 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 the undersigned, at R&I Counter No. 25 and 26 at main Building, Supreme Court of India, New Delhi well before the due date and time of tender submission by writing the name of the firm, telephone number and

name of the item on reverse side of the Demand Draft. No interest will be payable on EMD. **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.**

11. 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 have submitted the Demand Draft in earlier calls will be required to submit Demand Draft along with their tender/application in subsequent calls also.

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

12. Earnest Money Deposit of the unsuccessful applicants would be returned by way of RTGS/ NEFT or cheque after the contract has been finally awarded to the successful tenderer. A copy of cancelled cheque is required to facilitate refund of EMD amount.

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

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

15. 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.

16. 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.

17. The successful empanelled vendors shall be required to submit their Tenders as per the terms and conditions laid down in the particular Notice Inviting Tenders for supply of good or services.

18. The Registry reserves the right to empanel any vendor and to cancel the empanelment of any vendor at any time, without giving any notice and without giving any reasons, thereof.

19. Submission of the application does not confer any right on any applicant for empanelment with this Registry.

20. The decision of this Registry on all the matters connected with or incidental to empanelment shall be final and binding on all and shall not be called in question on any ground.

21. Empanelment will not ipso facto confer any right on any vendor to receive Notice Inviting Tender from the Registry.

22. The Registry reserves right to call for any information and record and inspect the premises of any applicant before as well as during empanelment.

23. The participants shall give an undertaking (as per Annexure -'B') that the Firm/Partners/Director/Proprietor has not been blacklisted and their business dealings with Central/State Government/Public

Sector Units/Autonomous Bodies have not been banned/terminated on the account of poor performance.

24. The applicants interested in empanelment with the Registry of the Supreme Court of India may submit their applications (online on CPP Portal) in prescribed Application form (Annexure-'A') attached herewith along with the following documents mentioning that they possess necessary capacity, experience, infrastructure and facilities for supply of the specific item/ items for which they seek empanelment etc:

**Documents/ Certificates to be submitted/uploaded for  
Empanelment**

Applicants are required to submit the photocopies of following documents, failing which their applications will be summarily/ outrightly rejected and will not be considered any further:-

Registration certificate as per existing norms.

- a) Copy of GST Registration Certificates. Copy of PAN
- b) Certified Copies of Income Tax Return filed for the last 3 years.
- c) Copy of address Proof of Office/premises from where business is being operated.

**Other Documents/ Certificates to be submitted**

Proof of experience in supplying to Govt. / Public Department, if any.  
Authorization Certificate from the manufacturing firm for supplying the items, if any.

**Encl : Annexure 'A' & 'B'**

Sd/-  
(PADMA SUNDAR)  
DEPUTY REGISTRAR

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

**ANNEXURE-'A'**

F.No: 33/Empanelment/2025/SCI(AM)  
Dated : 28-01-2025

**APPLICATION FORM FOR EMPANELMENT**

1) Name of the Applicant/Firm: \_\_\_\_\_

2) Address: \_\_\_\_\_  
(**Attach documentary proof**)

3) Constitution of the Applicant: \_\_\_\_\_  
Proprietorship/Partnership/Company  
(**Attach documentary proof**)

4) Name & Address of  
Proprietor/Partner/Directors  
of the applicant (**Attach documentary proof**)

\_\_\_\_\_

\_\_\_\_\_

5) Telephone Nos. Off. \_\_\_\_\_ Res \_\_\_\_\_ Fax : \_\_\_\_\_

E-mail:- \_\_\_\_\_ Mobile \_\_\_\_\_

Websites (If any) : \_\_\_\_\_



**Mandatory Documents To Be Attached:****Document attached**   **Page No.**

- 6) Registration Certificate : Yes/No
- 7) GST No. (with copy) : Yes/No
- 8) Permanent Account Number : Yes/No  
(PAN) (with copy)
- 9) Certified copies of Income Tax Return : Yes/No  
filed during last three years
- 10) Copy of address proof of office premises: Yes/No

**Other Documents To Be Attached:****Document attached**   **Page No.**

- 11) Proof of experience in supplying to Govt./ : Yes/No  
Public Dept., if any.
- 12) Attach document proof of Authorization Certificate from the manufacturing firm for supplying the items, if any. Yes/No
- 13) Audited balance sheet or Profit & loss account for last three years; if any: Yes/No  
(**Attach documentary proof**)
- 14) Annual turnover certificate for last three years duly certified by a CA firms;if any: Yes/No  
(**Attach documentary proof**)

S.No.	Turnover for the 2021-2022	Turnover for the 2022-2023	Turnover for the 2023-2024
01			

- 15) List of clients with the name of contact person and Telephone No :

S.No.	Name of the Regular Client	Name of the Contact Person	Telephone No.
1			
2			

S.No.	Name of the Regular Client	Name of the Contact Person	Telephone No.
3			
4			
5			
6			
7			

16) Mention about the category for which empanelment is required :

S.No.	NAME OF THE ITEMS	Please Mention Yes or No
<b>A</b>	<b>SUPPLY AND AMC OF VARIOUS ITEMS</b>	
01	Supply of Various Stationary items	
02	Supply of Toiletry Items and Other Misc. Items	
03	Printing/Binding of Books & Library Items	
04	Electronic Items	
05	Various IT Items	
06	Electric Items	
07	Furniture Items and other miscellaneous items	
08	Supply of Livery Items	
09	Maintenance/ Rate Contract Items	

17) Specifically mention about the items for which empanelment is required under particular head :

**A. SUPPLY AND AMCs OF VARIOUS ITEMS**

**(1) STATIONERY ITEMS:**

<b>Name of Item/ Services</b>	<b>Specifications</b>	<b>Please Mention Yes or No</b>
All misc. stationery items (approx.50 items)	Pens, pencils, ink, staples, staple pins, all pins, marker, scissors, stamp pads, glue sticks, peon books, Green Tags, Post it Prompt, Binder clips, Calculators etc.,	
Printing and Purchase of File Covers	Machine made, Handmade, Judicial, White File Cover, Administrative, Solo File Covers, Cobra File Covers, File Boards etc., Purchase of transparency sheets and PVC covers	
Pad & Papers	White Note Sheet Pad, Azreulaid Paper (Green Sheets), Creamwove Paper/ Maplitho, Judgement Paper, Blotting Paper, Paper used for taking oath by the Hon'ble CJI, A-3 size, A-4 size photocopier paper, Cutting of Papers i.e. A3, Cartridge Paper and Preparation of Book Marks, Purchase of Fax Papers, carbon paper, White Cartridge Big Size	
Printing and preparation of Registers	Printed registers (Medical reimbursement Register), Alphabet Registers, Cash Book A/c, GFR Register, Budget Registers, Contingent Register, Consignment Register, Stationery Stock Registers, Consumable Registers, Individual Account Register, Library Register, all types of ruled registers, Refill engagement pads, Desk Calender Refill , supply of Diaries	
Other misc. items	Purchase of Cotton Tape, Purchase of Service Envelopes, Khadi Duster, magnifying glass, Sutli Jute, Sutli Plastic, Punching Machines, Sports Items, Cotton Rope, National Flags, Car Flags, Table Flags, Corrugated box, Weighing machine, HDPE Tirpal,	
Acrylic Stands	All types of calendar stand, Desk Calender, Penstands, Pencil tray,	
All kind of cells	Battery Cells, Medium Cells, Pencil Cells	

**(2) TOILETRY AND OTHER MISCELLANEOUS ITEMS :**

Name of Item/ Services	Specifications	Please Mention Yes or No
Toiletry	Vim Powder, Floor Swabs, Finit, Phenol, Tat, Odonil, Brasso, Brooms, Plastic Water Pipe, Naphelene Balls, Finit Pumps, Harpic, Colin, Phool Jharoo, Dustbin, Plastic Buckets and Mugs, Toilet Paper Rolls, Tissue Papers, Cotton Gloves, all types of soaps, Bamboo sticks, Broomsticks, sanitisers	
Crockery	Purchase of all types of Crockery Items, Cutlery items	
Other Misc. items	Face Masks, Kerosene Oil, Bread Box, Plastic Jugs, Markin Cloth, Mayur Jug, Washing Soda, Tumblers, Tumbler Covers, Napkins and Table Cloth, Torch, Needles, Wiper, Spider Brushes, Gunny bags, Packing Papers, Plastic Bottles, Trays, Hangers, Plastic Mats, All Out Machine and All Out refills, Room Refreshners and Air Freshner Refill, Car Perfumes, Agarbati, Agarbati Stand/ Plate, Match Boxes, Candle Sticks, AMC of Sanitary Vending Machine, Plastic Identity cards, plastic paper tray.	
Sanitary vending Machines & Incinerators	Any Reputed Brand.	

**(3) PRINTING/ BINDING OF BOOKS & LIBRARY ITEMS:**

Name of Item/ Services	Specifications	Please Mention Yes or No
Letter Head	Letter Head - German D.O/Cream D.O/Cream Galgo/ White Galgo with Leaf Printing and screen Printing size of 210 mm x 297 mm per Pad (containing 100 sheet) size of 180 mm x 220 mm per Pad (containing 100 sheet)	
White/Cream Envelopes with leaf Printing and Screen Printing	Maplitho SW Century Paper, 80 GSM and flap in the size of 1.75" with good quality <b>self gumming/without gumming</b> in the following sizes 1. 6.5"x 3.75" (Back shape) 2. 9" x 4.15" (American size) 3. 10" x 4.50" (American size)	

Name of Item/ Services	Specifications	Please Mention Yes or No
	4. 11" x 5" (American size)	
Visiting Card with leaf and screen printing	Good quality card in Ivory, Plastic, Galgo and Handmade in white and cream colour with box (per 100) Medical cards as per specification of visiting cards	
Invitation Card with leaf and screen printing	Good quality Ivory card in 300 GSM in the size ( 7" x 5") with matching envelope 300 GSM Cream Galgo Imported Sheet (env.+card) [size -11 x 10] two folded Leather Grains cream sheet : 300-400 GSM	
Printing	Ordinary Printing (per thousand), Raised Printing (per hundred), Special Raised Printing (per hundred), Die Printing & Leaf Printing of Emblem (Golden Colour & any other colour)	
Screen Printing	(i) First hundred with charges of negative (ii) Second hundred onwards (iii) Bottom printing	
Reports & Journals	Brochure and pamphlet, Journals : Annual Report, Supreme Court Reports, Court News Letter, Supreme Court Rules, Reports on different topics, SCR Digest, Leading Case Judgement	
Other items	*Coloured Flags as per sample Paper : Pulp Board 11 kg approx. of size 1" x 3.5" *Jacket/envs: Size 12.5" x 9" and 7.5" x 10.5" of 300 GSM Brand of Paper : Cream / White Galgo *Envelopes: GSM 120 Cream Galgo Imported Sheet (with printing) A-4 Size and A-6 size *Yellow laminated envelope Size : 10" x 12" and "16 x 12" *Certificate : black Printing and Multi coloured printing (ivory and Art card) Size : 8.5" x 11" and 21 - 23 x 30 -33 (approximately) of 300 GSM	
Misc. items	Wall Calendar, Desk and Pocket Calendar, Table Calendar, Minute Book and Note Book, Booklet (full court reference), Library Book Binding, Greeting Cards, Parking Stickers, Red wafers, Visitor Photo Entry Passes, Holograms, Spiral slip Pads, Gift Wrapping paper and ribbon, Telephone Directory, Diary category II, Planner, Pensioners' card (Plastic Card), stickers, Library Stationary.	

**(4) SUPPLY & AMC OF VARIOUS ELECTRONIC ITEMS:**

<b>Name of Item/ Services</b>	<b>Please Mention Yes or No</b>
Cordless Telephones	
Phones (Mobile, Ordinary), Walkie-Talkie, 1+1 Buzzer System	
EPABX system	
Airpods & other similar devices	
Dongles (All service providers)	
Telephone wires (2 pair, 4 pair, 10 pair)	
Telephone Accessories (Rozette Box, Line cord wire)	

**(5) SUPPLY & AMC OF VARIOUS IT ITEMS:**

<b>Name of Item/ Services</b>	<b>Specifications</b>	<b>Please Mention Yes or No</b>
Computers	Desktops (Tower, AIO, Compact), WACOMs, Small Form Factor Desktops, etc.	
Printers	Inkjet, Laserjet, Black & White, Colour, etc.	
Cartridges & Toners, Drum Unit & Developers	HP, RICOH/MIONSHA, Panasonic, Canon, other leading OEMs, Xerox	
Multi Function Printers (Print, Copy, Scan, Fax, etc.)	All types of MFPs	
Scanners (for Barcode, Quick-Response Code, Book Eye etc.)	All types of scanners	
Laptops	Apple, Dell, Microsoft, HP, other leading OEMs.	
iPads/Tabs of various brands	Apple, Samsung, other leading OEMs.	
Franking Machines and its cartridges		

Display Boards / Panels and related accessories, TV Stands	LED panels, LED TV, LFDs	
Computer Softwares	Windows, MS Office, Antivirus, Pagemaker, Dragon Software, Creative cloud, Indesign, Redhat, Webex, etc.	
Videoconferencing Equipments	Camera, Speaker, etc.	
Storage Items	Pendrives, CDS/DVDs, Hard Disk Drives, NAS, SAN etc.	
Fax, UPS Batteries, Servers, Photocopiers		
Digital Signature Certificates/USB Tokens	Class 3, Class 2 (individual and organisation)	
Networking Items (for LAN, etc.)	Active, Passive components	
Information Kiosks	All types of Kiosks	
Other Miscellaneous IT Items of Common Office Use	All Miscellaneous IT Items	
Biometric Attendance System	AEBAS Fingerprint Attendance Machines	
GPS system in vehicles		
Security Related Equipments	CCTV, Access Control, Anti-sabotage equipments	
Disposal of old/scrap IT items	like Computers, Printers, UPS, Toners, Cartridges, Drum unit of Printer and Photocopiers etc.	
Artificial Intelligence (AI)	Tools	

**(6) SUPPLY & AMC OF VARIOUS ELECTRIC ITEMS:**

Name of Item/ Services	Specifications	Please Mention Yes or No
Supply & AMC of Air Conditioner	Window ( 1.5 ton & 2.0 ton), Split ( 1.5 ton & 2.0 ton) All Weather ( 1.5 ton & 2.0 ton) ,Split Inverter ( 1.5 ton & 2.0 ton)	
Stabilizers	4 KVA & 5 KVA	

Top plug, Extension board	5 amp /15 amp	
Bells	Buzzer, Remote, Door	
Purchase & AMC of Inverters & Batteries of Inverters & Inverter Trolley	800 VA , 1400 VA, 3.5 KVA Inverter and its battery	
Water Dispensers	Three taps and refrigeration facility (normal, hot, cold and refrigerator)	
Cooler	Desert (Normal) , Heavy Duty outdoor Desert	
Purchase & AMC of Air Purifier	Dyson (pure cool) / Dyson (pure hot + cool)	
Mechanical items	Purchase & Repair of Paper Cutting Machine, Spiral Binding Machine (Manual) & Spiral Binding Machine (Electric), Paper Shredder	
Electric Items	Table Lamp, Double Rod Heater, Heat Converter, Oil Based Heaters (11 Fins and 13 Fins)	
Other Misc. items	Fly Trapper/ Insect Killer, Pedestal Fans, Electronic Cash Register	
Cleaning items	Hand Dryer, Vacuum Cleaner	
Other items	Mini Fridge, Microwave Oven, Tea/Coffee Vending Machine, Hot cases , Electric Kettle , Tea Flask	
Cooler, Refrigerator, Geyser etc.	Purchase & AMC of Water Coolers, Aquaguard, Purchase & Repair of Refrigerator, Purchase & AMC of Water Purification Plant, Washing Machine, Geysers	

**(7) SUPPLY & AMC OF FUNITURE ITEMS AND MISCELLANEOUS ITEMS:**

Name of Item/ Services	Specifications	Please Mention Yes or No
Almirah and Wardrobes	Steel (Branded & Customized make)	
Tables	Computer (Size 2'x2'6" and 4,6"x2'6"), Garden, Plastic, Semi-circle, Office (Wooden - 4'x2'6"), Officer (Wooden – 5'x2'6")	
Center Table	Houston form Usha Shriram Enterprises Pvt. Ltd. and	



	another of size 4'x2' with glass top	
Chairs	Cane, Computer, Executive, Garden, Tub, Visitor, Plastic, Godrej Chair	
Chest of Drawers, Coat Stands	Wooden	
Back Rests	Amron	
Bed Sheets & Blankets	Bombay Dyeing or similar	
Electronic Safety Box	Godrej 'Taurus' or any other from Godrej	
Filling Cabinets & Fire Resistant Record Cabinet	2 drawers (Non branded) and 4 drawers (Godrej)	
Aluminum Ladder	Single / Double Platform with customised heights	
Locks	Brass A-1 Harisson 30mm, 50mm, 65mm	
Looking Mirror	2'x1'6"	
Mattresses	Sleepwell / Non-branded (Foam) / Cotton Mattresses	
Benches	3/2 Seaters Iron and Steel (with/without cushion)	
Paper Tray	Plastic	
Recliners	Godrej / Other reputed brands also	
Side Screen	Wooden with Curtain screen / Fabric screen	
Slanting Desks	Wooden with brass rod and glass	
Sofa Sets	Single / Two / Three Seater, Nagfani model or Usha Shriram's Mayfair model	
Racks & Stationery Rack	Wooden & Steel	
Book Cases	Steel / Wooden	
Dustbins	Steel / Wooden	
Stools	Different Specifications	
Towels	Export Quality / Bombay Dyeing	
Coccyx Cushion	Tynor / Amron	
Trolleys	Two wheeler Foldable Hand Trolley, Four Wheeler, Wheel Burrow, Heavy duty trolley.	
Other Misc. items	Table Cloth, Side Runners, Sliding Drawer Unit, Pillows & Pillow covers, Flower Vases, Foot Rest, Compactors, Curtains, Divan, Double Beds, Door Mats, Carpet, Notice Board	

Repair and Maintenance of Misc Furniture Items	like revolving chairs, tables, Steel pipe cane chairs, almirahs, table drawers, garden chairs, Iron trolleys, Renovation/change of upholstery of Sofa sets, Divans, Visitor Chairs, Revolving chairs, Court Room Chairs, wooden benches, repair of locks/keys of Almirah/Tables/Drawers, etc.	
Painting/ Polishing / Letter-writing of Misc. Furniture Items.		
Providing and Fixing of different types of Carpets.	Various types	
Drycleaning of Misc. Furnishing items.	Various types	
Washing services of different items	Towels, bedsheets, seat covers of Vehicle, blanket covers etc.	
Re-Canning of Steel Pipe Cane Chair		

**(8) LIVERY ITEMS:**

Name of Item/ Services	Please Mention Yes or No
Green colour Canvas Bag, Neck Tie.	
Carry Bags and Brief case, Trolley Bag, Suitcase, Backpack waterproof	
<b>Fabric</b> - Terrywool/ Terrycot, Cotton cloth, Malmal cloth, Spun Fabric for Salwar Kameez, chiffon Dupattas, Sarees, rubia (Blouse) cloth, Woolen serge cloth for over coat/Jacket, all kind of Raymond fabric.	
Socks, Peak Caps, Rain coat, Umbrellas/ Garden Umbrella/ Canopy type umbrella	
Chef Coats/ Aprons	
Tailor : Stitching of various types of uniforms.	

**(9) MISC. ITEMS AND MAINTENANCE/ RATE CONTRACT ITEMS:**

<b>Name of Item/ Services</b>	<b>Please Mention Yes or No</b>
Repair and Maintenance of Compactors.	
Supply of different types of Table Glasses.	
Supply of different types of steel trolleys	
Supply of Acrylic sheets.	
Supply and Maintainance of Misc. GYM equipments.	
Preparation of Rubber Stamps, Brass Engraved Plate, Brass Letter Plate, Plastic Plate and Plastic Boards,	
Supply of Packaged Drinking Water in 20 ltrs. Jars--Bisleri / Kinley etc.	
Supply of Natural Mineral Water--Himalayan/Veen etc. in glass bottles	
Vehicles like Scooty, E-Rickshaws	
Supply of Locks, etc.	
Preparation of Souvenir items- Customized Silver plaques/mementos	
Lifting of Damaged Brittle Books	
Maintenance of Swimming Pool	
Providing of First Aid Box (as per requirement)	
Locking chains	
Lifting of waste papers, file covers, file boards, cardboards boxes, newspapers etc.	
Security Services Manpower Hiring	
CMC : Housekeeping and Mechanical Cleaning and Conservancy Services	
Monkey scarers Manpower Hiring	
Installation, Recharge & Maintenance of Tata Play connections	

Pest & Rodent Control Services Hiring	
Manpower Hiring for Canteens and Gym etc.	
Wall clocks purchase/repairs	

SIGNATURE \_\_\_\_\_  
(AUTHORISED SIGNATORY)

NAME \_\_\_\_\_

DESIGNATION \_\_\_\_\_

STAMP OF THE APPLICANT \_\_\_\_\_

**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:No.33/EMPANELMENT/2025/SCI(AM)

**E-Tender Notice**  
**NOTICE INVITING TENDER FOR**  
**EMPANELMENT OF SUPPLIERS / VENDORS /SERVICE PROVIDER**  
**FOR SUPPLY/PROVIDING OF VARIOUS ITEMS/SERVICES**  
**TO**  
**SUPREME COURT OF INDIA**

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 20 (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.

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.
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- 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.**