

SUPREME COURT OF INDIA
ADMN. MATERIALS

F.No. 1/Electrical AMC/2025/SCI(AM)

Dated: 07.02.2025

Last Date for submission of Tenders (online mode)
and Demand Draft and Brochures (in physical mode)
at e-Sewa Kendra Counter no. 2 (R & I) at Supreme
Court main building complex : 28.02.2025 at 11:00 AM
Date & time of opening of Tenders : 01.03.2025 at 11:30 AM

NOTICE INVITING TENDER
FOR AWARDING ANNUAL MAINTENANCE CONTRACT (AMC) IN RESPECT OF
REPAIRING OF VARIOUS ELECTRICAL ITEMS, FOR A PERIOD OF (03) THREE YEARS

- Online bids** are invited on single stage two bid system for awarding Annual Maintenance Contract (AMC) in respect of following electrical items provided at the residential offices of Hon'ble the Chief Justice of India, Hon'ble Judges, Transit Guest House/Flats and in the Registry situated within distance of 3-5 Kms from Supreme Court of India premises, for a period of (03) three years. **Manual bids shall not be accepted. However, EMD is to be submitted in physical mode as per Tender document.** The tenderers are required to quote online through BoQ, as per the details given at **Annexure-'B'**:

S. No.	Description	No. of items
01	Desert Coolers	104
02	Desert Coolers (Big size)	7
03	Pedestal Fans	123
04	Oil Based Room Heaters	335
05	Heat Convectors/Blowers	197
06	Quartz/ Halogen Heaters	32
07	Single/ Double Rod Heaters	171
08	Geysers	42
09	Hot Cases	244
10	Microwave Oven	43
11	Paper Shredder	40
12	Insect Killers	51
13	Emergency Lights	32
14	Table Lamps	47

- Document Download:** Tender documents may be downloaded from Supreme Court of India web site <https://main.sci.gov.in/tender> (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> (for applying) as per the schedule as given in Critical

Date Sheet as under:

CRITICAL DATE SHEET

Published Date	:	07.02.2025 (03.30 PM)
Bid Document Download Date	:	07.02.2025 (04.00 PM)
Clarification Start Date	:	07.02.2025 (04.30 PM)
Clarification End Date	:	17.02.2025 (11:00 AM)
Bid Submission Start Date	:	20.02.2025 (12.30 PM)
Bid Submission End Date	:	28.02.2025 (11:00 AM)
Bid Opening Date	:	01.03.2025 (11:30 AM)

Note: Manual bids shall not be accepted, However, EMD is to be submitted in physical mode, as asked for

3. Bid Submission:

Bidders are advised to visit this website regularly to keep themselves updated as any change/ modification in the tender will be intimated through this website only.

Bids shall be submitted online **only** at CPPP website: <https://eprocure.gov.in/eprocure/app>.

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

A. TENDER

4. The tenderers are required to quote their lowest rates for AMC and repairing/replacement of consumable/parts of various electrical items for a period of **3 (three) years**, as per details given at **Annexure-'B'** through online BoQ only. Tenders once submitted will not be allowed to be withdrawn till finalisation of the matter.

5. The Tenderers are expected to examine all the instructions online, terms and conditions and specifications in the tender documents. Failing to furnish all information required by the tender document in every respect will be at the tenderer's risk and may result in rejection of the tender.

6. Bid documents may be scanned with **100 dpi with black and white option** which helps in reducing size of the scanned document.
7. The tenderer is expected to examine all the instructions, Proforma's (Annexures 'A to D'), 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. Note more than one tender shall be submitted by one tenderer or tenderers having business relationship. Under no circumstance will father and his son(s) or husband and wife or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to be rejected.
9. Tenderer who has downloaded the tender from the Supreme Court of India website <https://main.sci.gov.in/tender> and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app> **shall not tamper/modify the tender form including downloaded price bid template in any manner**. In case, if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with Supreme Court of India.
10. Intending tenderers are **advised to visit** Supreme Court of India website <https://main.sci.gov.in/tender> and **CPPP website** <https://eprocure.gov.in/eprocure/app> **regularly till closing date of submission** of tender for any corrigendum / addendum/ amendment.
11. **Tenderers who quote lowest price in aggregate in all the categories as detailed in Annexure-B will be considered as L-1.**

B. TERMS AND CONDITIONS OF TENDER

12. Tenderer shall offer rates keeping in view the escalation in prices that shall be valid for a period of three years from the date of awarding the Tender. The tenderer shall not be entitled during the said period to revoke or cancel its tender or to vary the tender or any terms thereof.

13. The tenderers are required to submit original Demand Draft of **Rs. 18,000/- (Rupees Eighteen Thousand only)** drawn in favour of 'The Registrar (Admn), Supreme Court of India' payable at New Delhi as Earnest Money Deposit (EMD) (to be purchased on or after publication date of this tender) in a sealed envelope superscribing the title of this NIT, addressed to Deputy Registrar(AM), Supreme Court of India at **e-Sewa Kendra Counter no. 2 (R & I) at Supreme Court of India, main building complex**, well before the due date and time of bid submission (as mentioned on the Critical Date Sheet at page No.1 & 2 of this NIT) by writing the name of the firm, telephone number and subject matter on reverse side of the Demand Draft. No interest will be payable on EMD. **If EMD is exempted, Certificate to this effect has to be submitted along with the tender document.** Only those bidders who have deposited prescribed EMD will be eligible to submit bid for the respective properties.

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

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

16. Hypothetical/conditional tenders shall not be entertained. Tender once submitted shall not be allowed to be withdrawn or altered. If the tender is withdrawn or altered by the concerned party at any time after it is submitted, the tenderer may be debarred to participate in the tender process of the Supreme Court of India and Registry reserves right to cancel tender.

17. The Registry will deal with the tenderer directly and no middlemen/agents/ Commission agents etc. should be asked by the tenderers to represent their cause and they shall not be entertained by the Registry. The tender form is not transferable and the agency shall not be permitted to transfer their rights and obligations to any other person/organization or otherwise.

18. Over-writing, over-typing or erasing of the figures which render it doubtful or ambiguous are not allowed and shall render the tender invalid.

19. The tenders shall quote rates both in figures and words in online BoQ. In case of any discrepancy, the figures mentioned in words will be considered.
20. The Registry, in its discretion, reserves the right to reject or accept any or all the tenders, wholly or partly, without assigning any reason thereof.
21. The Registry is not bound to accept rates submitted by the lowest tenderer.
22. The tenderer has to mention its infrastructure and annual business turnover of last 2-3 years.
23. During the subsistence of contract, in case of breach of any condition or deficiency in service, the Registry shall have a right to terminate the contract and to entrust the work to another contractor. The loss, if any, sustained by the Registry on that account shall be recovered from the tenderer.
24. All the pages of tender document submitted therein must be duly signed and stamped failing which the offer shall be liable for rejection.

SUBMISSION OF TENDER

25. The Tender shall be submitted online in two parts, viz., technical bid and financial/price bid.

26. 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.

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

28. **Technical Bid**

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

- i) Signed and Scanned copy of **Earnest Money Deposit** (as submitted in physical) **or Exemption Certificate.**
- ii) Signed and Scanned copy of Certificates like registration certificate, GST No., Pan No., Financial details like proof of Annual Turnover (along with Annexure 'A')
- iii) Signed and Scanned copy of similar works/supply carried out in the last three financial years (along with Annexure 'A')
- iv) Signed and Scanned copy of Annexure 'D' - Tender Acceptance Letter.
- v) **Letter of Authorization** to submit bid, if bid is being submitted on behalf of company.
- vi) **Price bid undertaking** as per format given below:

29. **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 rates as indicated in the price Bid, for a period of three years.

Yours Faithfully,

Signature of authorized Representative

Note : the tenderer can merge all above documents into single pdf file

30. It may be noted that only aforesaid required documents are required to be uploaded at CPPP portal, financial bids will only be submitted online in form of BoQ and no financial bid will be accepted in physical form and such physical bid will be liable for rejection of tender.

31. SCHEDULE OF PRICE BID IN THE FORM OF CPPP BOQ ELECTRICAL AMC .xls

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

1. The rates shall be quoted in Indian Rupee only.
2. In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
3. The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.
4. The Supreme Court of India has the absolute right to accept or reject any or all offers, adjourn, postpone or cancel the tender. In case a single bid is received for the tender, it will be deemed to be a case of lack of competition. In this regard, decision of Supreme Court of India shall be final.
5. For details bidders may visit Supreme Court of India web site <https://main.sci.gov.in/tender> (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> and/or may contact Branch Officer, Admn. Materials (P&S) Branch at Telephone No. 011-23115941 or personally visit the

Reception Counter established at Gate No. 1 of Additional Building Complex, Supreme Court of India for any query/clarification on any working day between 10.30 a.m. and 4.00 p.m. (except on Saturdays, Sundays and Holidays).

C. TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER

32. The successful tenderer shall have to deposit **performance security deposit @ 3%** of the total amount of tender by way of Demand Draft/Bank Guarantee drawn in favour of "The Registrar (Admn.), Supreme Court of India", New Delhi. The performance security will be released after 60 days of the successful completion of the contractual period or payment of the last bill, whichever is later.
33. One **skilled electrician** shall be made available in the Registry by the firm and he will be required to report for work to the Branch Officer (Admn. Materials -Maintenance) **on all working days from 9.00 am to 6.00 pm or as per requirement arises from time to time.**
34. The Electrician deployed full time for Registry will not be paid less than minimum wages approved by the Government from time to time.
35. The successful firm has to furnish proof of payment of minimum wages paid to the Electrician as and when asked for.
36. The repair work will be required to be done at different intervals during the Contractual Period as and when required. Rates quoted shall include costs of commuting and no separate traveling charges shall be admissible.
37. Even after awarding the contract, the Registry reserves the right to terminate the same at any time, if the services of the tenderer are not found satisfactory.
38. The payment of AMC will be made on quarterly/half yearly/yearly basis after the satisfactory report (with name, designation and emp. code) of the concerned officer.
39. The successful tenderer would take up any **reported fault within two hours even at odd hours and during holidays and shall rectify the fault as far as possible.** The

repairs would be carried out on-site itself. If for some reason, it is not possible to carry out the necessary repair at the place where the item is installed, prior permission in writing shall be taken before taking the item to the workshop of the tenderer. However, in case the item is not likely to be repaired within 6 hours the firm would provide a standby for the same till the faulty item is repaired and no extra charges will, however, be payable on this account.

40. The tenderer shall maintain the equipment as per manufacturer's guidelines and shall use only standard/compatible/equivalent components for replacement. The original specifications/characteristics/features of the item shall not be changed without prior intimation to the Supreme Court of India.

41. The tenderers shall give a Tender Acceptance Letter (as per **Annexure-'D'**) on Company Letter Head.

42. If the work is found unsatisfactory or the visit of skilled worker to the worksite is not regular, the contract will be terminated by the Registry at any time without assigning any reason therefor. The decision of the Registry in this regard shall be final and binding on the firm.

43. Periodical servicing has to be carried out once in three months for all the electrical items covered under AMC. During the course of servicing, the tenderer should service the items with proper care, thoroughly check-up, checking output performance etc.

44. Non-performance of the quarterly maintenance on time schedule will be treated as a pending complaint by the Registry and will be dealt with accordingly for applicable penalties.

45. Any loss or damage caused to any of the Registry's item by the successful tenderer while doing/performing the job shall be recovered from the successful tenderer and the decision of the Registry in this regard shall be final and unassailable.

46. The tenderer shall provide full details of the person/electrician with ID proof deployed for job and Police verification of the deputed person with no criminal record should be carried out by the contractor and record be maintained to this effect and further shall be verified from time to time.

47. The firm/contractor shall be responsible for any injury or accident to the electrician/person deployed by them.

48. The Registry shall have no liability, financial or otherwise, for any harm/damage/injury incurred to the personnel deployed by the successful tenderer in the course of performing the work of this Registry. Neither the Contractor nor his workers shall have any claim on this Registry for compensation or financial assistance on this account.

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

50. The work executed by the firm should be to the satisfaction of the concerned Officer where work will be executed. If the same is not found satisfactory, the firm will have to do the job again at its own cost. The decision of the concerned Officer and of the Registry in this regard will be final and unassailable and binding on the tenderer.

51. Rates quoted shall include costs of commuting, delivery and no separate travelling charges shall be admissible.

D. PENALTIES

52. If repair work is not done within the specified date and time and the Registry is required to do work from open market and in case of higher payments as compared to approved rates the difference will be deducted from the performance security/bills deposited by the tenderer. The Registry reserves the right to recover damages upto the amount of performance Security in case of non-performance or in case of deficiency of service.

53. The Registry reserves the right to terminate the contract at any time during the subsistence of contract, in case of breach of any conditions or deficiency in service, and to entrust the work to another dealer/vender and to recover the loss, if any sustained by the Registry from the tenderer.

54. Irrespective of the fact as to whether or not the Registry gets the job done or not from the outside, a penalty of 1% per day subject to maximum penalty of 10% of total cost of delayed job.

55. Even after awarding the contract, the Registry reserves the right to terminate the same at any point of time during the contract period, if services of the successful tenderer are not found satisfactory.

56. The security deposit shall stand forfeited in case of breach of any of the conditions mentioned herein or if the work is found unsatisfactory/ not as per specifications.

E. INVITATION OF TENDER

The Supreme Court of India hereby invites bids from intending bidders through CPPP site <https://eprocure.gov.in/eprocure/app> for awarding Annual Maintenance Contract (AMC) in respect of repairing of various electrical items provided/installed at the residential offices of Hon'ble the Chief Justice of India, Hon'ble Judges, Supreme Court Transit Guest House and Flats, residential offices of Ld. Secretary General and Ld. Registrars **for a period of 03 (Three) years, on or before 28.02.2025 upto 11:00 AM** which will be opened on **01.03.2025 at 11:30 AM** by a Committee of Officers constituted for the purpose before the tenderers or their authorised representatives who may wish to remain present. The tenders received after due date and time and/or time and without Earnest Money **(unless exempted)** shall not be entertained. In the first instance, envelopes containing Earnest Money will be opened. Thereafter only, the envelope containing tender and financial documents will be opened online.

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

Encls : Annexures 'A', 'B', 'C' & 'D'

CHECKLIST OF DOCUMENTS TO BE SUBMITTED
BID CHECKLIST

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

S.No.	Item Description	Yes/No	Bid Reference
1.	Earnest Money in Original or exemption certificate enclosed alongwith Bid Checklist		
2.	General Proforma- Annexure 'A'		
3.	Tender Acceptance Letter - Annexure 'D'		

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

F.No. 1/Electrical AMC/2025/SCI(AM)

Dated: 06.02.2025

NOTICE INVITING TENDER

TOWARDS AWARDING ANNUAL MAINTENANCE CONTRACT (AMC) IN RESPECT

OF REPAIRING OF VARIOUS ELECTRICAL ITEMS

FOR A PERIOD OF THREE YEARS

- 1 (a) Name of the tenderer with complete address:

(b) Type of organisation (Proprietor/
Partnership/Registered/Private Ltd) :

(c) PAN No(s) (Photocopy to be enclosed) :

(d) GST No. (Photocopy to be enclosed) :

(e) Fax No. /e-mail ID :

(f) Website, if any :

2 Contact Person with Name :
with Telephone/ Mobile No.

3 Annual turnover during last three years :
(enclosed audited balance sheet for three years)

4 Name and Mobile Number of the Tenderer and other
representative of the firm :

5. Whether tender document (all pages)
duly signed, stamped and legible :

6. Details of similar work carried in last 3 financial years:

7. Declaration regarding black listing or otherwise:

8. Any other information, please specify :

I certify that the information furnished above is true and correct. The terms & conditions are acceptable to us.

Dated:

Place:

AUTHORISED SIGNATORY OF THE FIRM

Name(s) and address of the firm (with stamp)

ANNEXURE-B

NOTICE INVITING TENDER
TOWARDS AWARDING ANNUAL MAINTENANCE CONTRACT (AMC) IN RESPECT
OF REPAIRING OF VARIOUS ELECTRICAL ITEMS
FOR A PERIOD OF THREE YEARS

Financial Bid

SCHEDULE OF PRICE BID IN THE FORM OF CPPP_BOQ_ELECTRICAL_AMC_.xls

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

This sheet is for reference only, tenderers are required to fill online BoQ to submit their financial bid

I. AMC Charges

S. No.	Name of the item	Quoted Rate in Figure (excluding GST)	Quoted Rate in Words (excluding GST)
01	Annual Maintenance Contract (AMC) charges including cost of resident engineer (per year)		

II. Desert Coolers (40 ltrs approx.) 104 Nos.

S No	Name of the items	Quoted Rate in Figure (excluding GST)	Quoted Rate in words (excluding GST)
1	Wood Wool pad 18"		
2	Wood Wool pad 24"		
3	Painting of cooler 18" (branded paint)		
4	Painting of cooler 24" (branded paint)		
5	Painting of stand		
6	Rewinding of fan motor with copper wire		

7	Water Distributor		
8	Plastic pipe (per mtr)		
9	Condenser 4 MFD/capacitor (Tipcon)		
10	Replacement of motor bush		
11	Replacement of motor shaft		
12	Replacement of desert cooler roof		
13	Replacement of shutter (22 Gauge)		
14	Replacement of Water Tank (20 Gauge)		
15	Replacement of front Grill set		
16	Stand Wheel		
17	Pad Jalli		
18	Elbo		
19	Painting of Water Tank		
20	Regulator (ISI mark)		
21	On-Off switch 5 AMP with make (ISI mark)		
22	Replacement of fan motor with make (ISI mark)		
23	Replacement of Pump with make (ISI mark)		
24	Fan Blade (Motor Kit) with make (ISI mark)		
25	Fan Blade (exhaust Fan) with make (ISI mark)		
26	Complete body desert cooler 18 inch		
27	Complete body desert cooler 24 inch		
28	Nut and bolts set (4 Piece)		
29	Leg		
30	Desert Cooler Stand 2 ft.		
31	Desert Cooler Stand 2.5 ft.		
32	Desert Cooler Stand 3 ft.		
33	Desert Cooler Stand 3.5 ft.		
34	Desert Cooler Stand 4 ft.		
35	Desert Cooler Stand 4.5 ft.		

III. Desert Coolers (Kapsun 90 ltrs approx.) – 7 Nos.

S No	Name of the items	Quoted Rate in Figure (excluding GST)	Quoted Rate in words (excluding GST)
1	Cooling pad		
2	Pump		
3	Electric Fan Motor		
4	Sensor		
5	Bulko		
6	Switch		
7	Wheel		

IV. Pedestal Fans- 123 Nos.

S No	Name of the items	Quoted Rate in Figure (excluding GST)	Quoted Rate in words (excluding GST)
1	Motor Rewinding		
2	Motor Bush		
3	Motor Shaft		
4	Capacitor		
5	Oslating Set		
6	Fan Blade 18"		
7	Jall set		
8	Regulator Knob		
9	Regulator		
10	Oslating Set repairing with garari		
11	Ball Bearing (20" Pedestal Fan)		
12	Fan Blade (20" Pedestal Fan)		
13	Fan Shaft (20" Pedestal Fan)		
14	Motor Rewinding (20" Pedestal Fan)		
15	Capacitor (20" Pedestal Fan)		

V. Oil Based Room Heaters (9 & 11 Fins) – 335 nos.

S No	Name of the items	Quoted Rate in Figure (excluding GST)	Quoted Rate in words (excluding GST)
1	Heating Element 1500 Watt (ISI mark)		
2	Thermostat (ISI mark)		
3	Fan 9 Fins		
4	Fan 11 Fins		
5	Dump Switch		
6	Wheel		

VI. Heat Convectors / Blowers - 197 nos.

S No	Name of the items	Quoted Rate in Figure (excluding GST)	Quoted Rate in words (excluding GST)
1	Piano Switch (ISI mark)		
2	Heating Element with make (ISI mark)		
3	Blower Fan with make (ISI mark)		
4	Thermostat with make (ISI mark)		
5	New Motor Single shaft		
6	New Motor double shaft		
7	Selector switch with make (ISI mark)		
8	Knob		
9	Indicator		
10	Connector		
11	Rotary Switch with nob		

VII. Double Rod/Quartz Heaters - 203 nos.

S No	Name of the items	Quoted Rate in Figure (excluding GST)	Quoted Rate in words (excluding GST)
1	Heating Element Rod/Tube with make (ISI mark)		
2	Heating Insulator with make (ISI mark)		
3	Safety Jali		
4	Tumble Switch with make (ISI mark)		
5	Reflector sheet		
6	Separator		

VIII. Geysers - 42 nos.

S No	Name of the items	Quoted Rate in Figure (excluding GST)	Quoted Rate in words (excluding GST)
1	Thermostat (ISI mark)		
2	Element		
3	Indicator Lamp		
4	Copper Water Tank		
5	Repairing / Welding of Copper Water Tank		
6	Plug Top ISI		
	(i) Industrial Plug with make (ISI mark)		
	(ii) Dye fastner		
	(iii) Connection Pipe		
	(iv) Installation Charges		
	(v) Safety Valve		
	(vi) Assembly		
	(vii) Rubber Gasket		
	(viii) Nut & Washer		

IX. Hot Cases - 244 nos.

S No	Name of the items	Quoted Rate in Figure (excluding GST)	Quoted Rate in words (excluding GST)
1	Thermostat (ISI mark)		
2	Knob		
3	Element		
4	Indicator		
5	Painting charges		
6	Base sheet		
7	Legs		
8	Bolts		
9	Glass Door		

X. Microwave Oven – 43 Nos.

S No	Name of the items	Quoted Rate in Figure (excluding GST)	Quoted Rate in words (excluding GST)
1	Display Board		
2	Element (Small)		
3	Element (Big)		
4	Magnetron		
5	Capacitor		
6	Glass Plate small size		
7	Glass Plate big size		
8	Cooling fan		
9	PCB		
10	Door		
11	High Volt. Transformer		

XI. Paper Shredder – 40 nos.

S No	Name of the items	Quoted Rate in Figure (excluding GST)	Quoted Rate in words (excluding GST)
1	Motor		
2	PCB Circuit Board		
3	Cutting Head		
4	Auto Start/Stop Sensor		
5	Power/Control Switch		
6	Shredder Bin		
7	Capacitor		
8	Sensor		
9	Gearbox		

XII. Insect Killers – 51 nos.

S No	Name of the items	Quoted Rate in Figure (excluding GST)	Quoted Rate in words (excluding GST)
1	Tubes		
2	Chock		
3	Starter		
4	Starter Holder		
5	Tube Holder		

XIII. Emergency Lights – 32 nos.

S No	Name of the items	Quoted Rate in Figure (excluding GST)	Quoted Rate in words (excluding GST)
1	PL light 9 Watts		
2	Battery		
3	Holder		
4	PCB		
5	Transformer 12 Volt		

XIV. Table Lamps – 47 nos.

S No	Name of the items	Quoted Rate in Figure (excluding GST)	Quoted Rate in words (excluding GST)
1	PL light 9 Watts		
2	PL Chock 9 watts		
3	PL Holder		

XV. Misc. Items

S No	Name of the items	Quoted Rate in Figure (excluding GST)	Quoted Rate in words (excluding GST)
1	5 AMP Top Plug with make (ISI mark)		
2	15 AMP Top Plug with make (ISI mark)		
3	Wire (per meter) (ISI mark)		
4	2 core wire (per meter) (ISI mark)		
5	3 core wire (per meter) (ISI mark)		
6	5 Amp On/Off switch (ISI mark)		
7	16 Amp On-off switch (ISI mark)		
8	Two Pin Plug (ISI mark)		
9	Three Pin Plug (ISI mark)		

S No	Name of the items	Quoted Rate in Figure (excluding GST)	Quoted Rate in words (excluding GST)
10	Socket 5 AMP (ISI mark)		
11	Socket 15 AMP (ISI mark)		
12	Indicator 5 AMP		
13	Indicator 15 AMP		
14	Fuse Holder 5 AMP		
15	Fuse Holder 15 AMP		
16	Bell Switch		
17	Door Bells with switch (ISI mark)		

Instructions for Online Bid Submission

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

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

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

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrollment” on the CPP Portal which is free of charge.
- 2) As part of the enrollment process, the bidders will be required to choose a unique 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 RESTORER GD-I(MACP-II) the bid with all other relevant details.

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

ASSISTANCE TO BIDDERS

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

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

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

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

Sub: Acceptance of Terms & Conditions of Tender

Tender Reference No: F.No. 1/Electrical AMC/2025/SCI(AM)

NAME OF TENDER: NOTICE INVITING TENDER TOWARDS AWARDING ANNUAL MAINTENANCE CONTRACT (AMC) IN RESPECT OF REPAIRING OF VARIOUS ELECTRICAL ITEMS FOR A PERIOD OF THREE YEARS

Dear Sir,

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

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

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

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

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

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

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

Yours Faithfully,

Date:
Place:

(Signature of the Bidder, with Official Seal)