

SUPREME COURT OF INDIA
ADMN. MATERIALS (P&S)
Tilak Marg, New Delhi-110001

F.No. Swimming Pool/2025/SCI(AM)
Dated: 14.02.2025

NOTICE INVITING TENDER
FOR
AWARDING OF CONTRACT FOR MAINTENANCE & UPKEEP OF SWIMMING
POOL FOR A PERIOD OF ONE YEAR DURING THE PERIOD OF OPERATION
(EXTENDABLE FOR FURTHER ONE YEAR DURING OPERATIONAL PERIOD)
AT THE SUPREME COURT TRANSIT HOME-CUM-GUEST HOUSE

1. Online bids are invited from Delhi-NCR-based reputed firms/authorised dealers for entering into contract for Maintenance and Upkeep of Swimming Pool [with lifeguard-cum-trainer] (extendable for further one year during operational period) at Supreme Court Transit Home-cum-Guest House located at 34, Prithviraj Road, New Delhi, **which is likely to be operational from 1st April, 2025 to 31st October, 2025.**
2. Interested parties along with their I.D. Proofs, etc., may visit/inspect the aforesaid location by contacting Caretaker, Supreme Court Transit Home-cum-Guest House, 34, Prithviraj Road, New Delhi (Tel.: 011-23012655) on any working days between 10:30 a.m. and 4:00 p.m.

Document Download: Tender documents may be downloaded from Supreme Court of India website <https://main.sci.gov.in/tender> (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under. Bids received by offline mode are not acceptable.

3. **TENDER CRITICAL DATE SHEET:-**

Published Date & Bid Document Download	14.02.2025 (5:00 p.m.)
Clarification Start Date	15.02.2025 (11:00 a.m.)
Clarification End Date	19.02.2025 (11:00 a.m.)
Bid Submission Start Date	25.02.2025 (12:30 p.m.)
Bid Submission End Date	06.03.2025 (11:00 a.m.)
Bid Opening Date	07.03.2025 (11:30 a.m.)

4. **BID SUBMISSION:-**

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

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

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

5. The bidders 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 bidder's risk and critical date sheet, or may result in rejection of the tender.

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

6. Bidder 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 bidder is liable to be banned from doing business with Supreme Court of India.
7. Intending bidders 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.

B. TERMS AND CONDITIONS OF TENDER

8. The bidders are required to quote their lowest rates, GST (with percentage) and details for Maintenance and Upkeep of Swimming Pool (extendable for further one year during operational period) at Supreme Court Transit Home-cum-Guest House located at 34, Prithviraj Road, New Delhi, which is likely to be operational from 1st April, 2025 to 31st October, 2025, as mentioned in the BoQ_SwimmingPool.xls file.
9. Bids will be opened as per date/time as mentioned in the Tender Critical Date Sheet.
10. Each bidder has to certify that all the terms and conditions are acceptable to them in the proforma enclosed.
11. Rates quoted in the tender will remain unchanged during the contractual period. Under no circumstances, rate revision will be allowed.
12. The Registry will deal with the bidders directly and no middlemen/agents/commission agents, etc. should be asked by the bidders to represent their cause and they will not be entertained by the Registry. The bids once made is not transferable and the agency shall not be permitted to transfer its rights and obligations to any other person/ organisation or otherwise.

13. The Registry is not bound to accept rates submitted by the lowest tenderer.
14. The bidder should submit proof of his/her domicile in Delhi-NCR alongwith address of the office.
15. During subsistence of contract, in case of breach of any conditions or deficiency in service, the Registry has the right to terminate the contract and to entrust the work to another contractor. The loss, if any, sustained by the Registry on that account will be recovered from the bidder.
16. The contract for Maintenance and Upkeep of Swimming Pool may be further extendable for a period of one year (during operational period of the swimming pool) on same terms & conditions and on the basis of satisfactory work.

SUBMISSION OF TENDER

17. The bid shall be submitted online in two (2) parts, viz., technical bid and price bid.
18. The tenderer is expected to examine all the instructions, Proformas (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 tenderers' risk and may result in rejection of the tender. 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 them.
19. The offers submitted by Fax/Email shall not be considered. No correspondence will be entertained in this matter.
20. **TECHNICAL BID:-**

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

- i) Signed and Scanned copy Certificates like PAN No, GST Registration
- ii) Signed and Scanned copy of Annexure 'D' - Tender Acceptance Letter
- iii) Proof of similar work done in last 3 years

PRICE BID:-

Schedule of price bid in the form of BoQ_SwimmingPool.xls enclosed at the end of this bid document.

The below mentioned Financial Proposal/Commercial bid format is provided as BoQ_SwimmingPool.xls along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BoQ_SwimmingPool.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 bidder is liable to be banned from doing business with Supreme Court of India.

C. TERMS & CONDITIONS OF THE SUCCESSFUL BIDDER

22. The successful tenderer will have to deposit **Performance Security amount of 3% of the winning bid amount**, within a period of 5 days after receipt of contract letter, by way of Demand Draft drawn in favour of “The Registrar (Admn.), Supreme Court of India, New Delhi.” The Bank Guarantee/Demand Draft will be released after 60 days from the date of the successful completion of the contractual period or payment of the last bill, whichever occurs later, on written request of the bidder. If the successful bidder abandons the contract prematurely, or fails to perform his part of contract, the security deposit or any part thereof will be liable to be forfeited.
23. The rates should be valid for contract period from the date of approval of rates. Rates quoted shall include costs of commuting and no separate traveling charges shall be admissible.
24. The successful tenderer will have to abide by the terms and conditions as may be fixed from time-to-time by the Registry.
25. The successful tenderer shall be required to maintain the swimming pool as per the following guidelines, which are listed below:-
 - i. To operate the filter daily.
 - ii. **One person shall be deputed for maintenance of the swimming pool on all days between 6:00 a.m. to 8:00 p.m. He/She will be required to report for work to the Caretaker, Supreme Court Guest House, 34, Prithviraj Road, New Delhi.**
 - iii. **One experienced and qualified lifeguard-cum-trainer shall also be deputed on all days from 7:00 a.m. to 10:00 a.m and 3:00 p.m. to 8:00 p.m. He/She will be required to report for work to the Caretaker, Supreme Court Guest House, 34, Prithviraj Road, New Delhi.**
 - iv. To obtain and keep water testing analysis report every month from Govt. approved authorized Lab.
 - v. To keep safety equipments, viz., First Aid Box, Breathing Equipment, Oxygen Cylinder, Lifebelt, Stretcher, Blanket, Artificial Respirator and Long Bamboo Stick.
 - vi. To operate and manage the swimming pool with pool operator and labour.
 - vii. To clean the overflow channel on alternate days or as required.
 - viii. To suction sweep the pool daily.
 - ix. To check the Pool Chemistry and maintain pH and Chlorine levels in the pool. This would include dosing of chemicals into the pool.
 - x. To backwash, clean pre-filter and maintain mechanical equipment.
 - xi. To keep the water levels upto required mark.

- xii. To maintain Logbook of all the observations, water MSDS Report in respect of TDS, Chlorine, Alkalinity, Calcium Hardness, pH level, etc., for keeping the concerned updated regularly.
 - xiii. To keep the pool Chlorine, Alum, pH enhancer, brush, cloth, etc., as per the requirement.
 - (a) Chlorine - TCCA-90 Granual (Japan).
 - (b) Alum, HCl, Copper Sulfate as per standard measures.
 - xiv. To ensure strict adherence to the prevalent SOP and health/safety guidelines issued by the concerned authorities/Government of India from time to time.
- 26. If the work is found unsatisfactory or the visit of the person deputed by the firm to the swimming pool is not regular, the contract can 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.
 - 27. Any loss or damage caused by the successful tenderer while doing/performing the job will be recovered from the successful tenderer and the decision of the Registry in this regard will be final and unassailable.
 - 28. The Registry shall have no liability, financial or otherwise, for any harm/damage/injury incurred by the manpower deployed by the contractor in the course of performing of 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.
 - 29. The firm/contractor shall be responsible for any injury or accident to the person deployed by them.
 - 30. The tenderer shall provide full details of the person deployed for the job. Police verification of the deputed person, with no criminal record and with ID Proof, shall also be carried out by the contractor.
 - 31. The work executed by the firm should be to the satisfaction of the concerned officer where work was 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 shall be final and unassailable and binding on the tenderer.
 - 32. Payment of the work done shall be made on bill basis, generally within 15 days, from the date of the presentation of proper bill with satisfactory reports from the concerned officer/official.
 - 33. The Contract for Maintenance and Upkeep of Swimming Pool may be further extendable for a period of one year (during operational period of the swimming pool) on same terms & conditions and on the basis of satisfactory work.

D. PENALTIES

34. Conditional bid shall not be entertained. If the bid is withdrawn by the concerned party at any time after it is provisionally accepted, the entire money deposited by him shall stand forfeited.
35. In case of default of any conditions by the successful bidder during the period of their engagement, the Performance Security in whole or part shall stand forfeited without any further notice of opportunity.
36. Even after awarding the said contract, the Registry reserves the right to terminate the same if the services of the Contractor are not found satisfactory and to entrust the work to another, and to recover from the Contractor the loss, if any, sustained to the Supreme Court.

E. INVITATION OF TENDER

37. The Registry of the Supreme Court of India hereby invites bids from intending bidders through CPPP site <https://eprocure.gov.in/eprocure/app> for entering into contract for Maintenance and Upkeep of Swimming Pool (extendable for further one year during operational period) at Supreme Court Transit Home-cum-Guest House located at 34, Prithviraj Road, New Delhi, which is likely to be operational from 1st April, 2025 to 31st October, 2025. The bids will be opened on 07.03.2025 at 11:30 a.m. 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 shall not be entertained. In the first instance, technical bids will be opened. Thereafter, the envelope containing tender and price/financial bids will be opened online.
38. 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 of the Supreme Court of India shall be final.

sd/-

(Padma Sundar)
Deputy Registrar (AM)
14.02.2025

Encls.: Annexures – ‘A’ to ‘D’

SUPREME COURT OF INDIA
ADMN. MATERIALS (P&S)
(Tilak Marg, New Delhi-110001)

F.No. Swimming Pool/2025/SCI(AM)

Dated: 14.02.2025

PROFORMA

1. Name of the tenderer with address :
2. Name of the contact person with :
Mobile / Fax / Telephone No. (s)
3. Fax No./E-mail ID :
4. Website, if any :
5. GST No. (with copy) :
6. PAN Card No. (with copy) :
7. Details of past experience in the field :
(If required, extra sheet may be enclosed)
8. Details of important clients with Contact Nos.:

Signature with Date and
Rubber Stamp of the Tenderer

SUPREME COURT OF INDIA
ADMN. MATERIALS (P&S)
(Tilak Marg, New Delhi-110001)

F.No. Swimming Pool/2025/SCI(AM)

Dated: 14.02.2025

FINANCIAL / PRICE BID

Schedule of financial/price bid (as given below) in the form of BoQ_SwimmingPool.xls is to be downloaded and uploaded on the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>):

Sl.No.	Particulars	Monthly Rate (excluding GST) (in Rs.)
1.	Maintenance & Upkeep of Swimming Pool during operational period (i.e., 1st April 2025 to 31st October, 2025), which include all the services as mentioned at Clause 25.	

* *This sheet is for reference only.*

* *Tenderers are required to fill online BoQ to submit their financial/price bid.*

INSTRUCTIONS FOR ONLINE BID SUBMISSION

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

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

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g., PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be

changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e., after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 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 Branch Officer,
Admn. Materials Branch,
Supreme Court of India,
Tilak Marg, New Delhi.**

Sub.: Tender for Maintenance and Upkeep of Swimming Pool (extendable for further one year during operational period) at Supreme Court Transit Home-cum-Guest House located at 34, Prithviraj Road, New Delhi, which is likely to be operational from 1st April, 2025 to 31st October, 2025

Tender Reference No: **F.No. Swimming Pool/2025/SCI(AM)**

Dear Sir,

- 1) I/ We have downloaded / obtained the tender document(s) for the above mentioned ‘Tender/Work’ from the website(s), viz., <https://eprocure.gov.in/eprocure/app>, 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 Nos. 1 to 12 (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 are 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: _____

(Signature of the Bidder, with Official Seal)