

SUPREME COURT OF INDIA
Tilak Marg, New Delhi - 110001
ADMN. MATERIALS

F. No. Uniform/2025/SCI(AM)
Dated 04.04.2025

NOTICE INVITING TENDER FOR PROCUREMENT OF APPAREL ACCESSORIES I.E.
NAVY BLUE SOCKS, DUPATTA AND GREY TIES

Supreme Court of India, an apex Judicial Body under the Constitution of India intends to invite online bids/tenders on single stage two bid system, for procurement of the following items:-

Sl. No.	Details	Specifications	Composition	Required Fabric
1.	Navy Blue socks	Navy blue socks in good quality with good elastic	In good quality	3690 pairs (3390 for male 300 for female)
2.	Dark Navy Blue Dupatta	Good quality dupatta having length 2.25 mtrs with both side pico	In good quality	600 nos.
3.	Grey Neck Tie	Size 58 inch length and 9 cms width with Supreme Court emblem weaved in Golden Jari/ 100% polyester material	Polyester	400 nos.

Samples of all above items as per above mentioned specifications and also strictly as per the sample available with the Registry, as mentioned at Clause No. 15 of the NIT are to be submitted in physical form to the Registry.

2. Tender document may be downloaded from CPPP site <https://eprocure.gov.in/eprocure/app> and Supreme Court of India website <https://www.sci.gov.in/notice-category/tenders/> as per the schedule given in Critical Date Sheet as under:

CRITICAL DATE SHEET

Published Date	04.04.2025 (03.00 PM)
Bid Document Download Start Date	04.04.2025 (04.00 PM)
Clarification Start Date	04.04.2025 (04.30 PM)
Clarification End Date	08.04.2025 (05.00 PM)
Assessment/ Inspection of Samples	From 05.04.2025 (10:30 AM) to 09.04.2025 (04:00 PM)
Submission of samples in respect of all items	From 15.04.2025 (10.00AM) to 24.04.2025 (3:00 PM)
Bid Submission Start Date	15.04.2025 (10.00 AM)
Bid Submission End Date	24.04.2025 (3.00 PM)
Bid Opening Date	25.04.2025 (3.00 PM)

A. TERMS AND CONDITION OF TENDER :

1. Bidders are advised to visit the websites as referred to under Clause No. 2 regularly to keep themselves updated as any change / modification in the tender will be intimated through these websites only. Bids shall be submitted online only at CPPP website.
2. The Tenderers are required to quote their best rates online as per the enclosed Proforma (**Annexure ‘B’**). Tenders once submitted shall not be allowed to be altered or withdrawn till finalization of the matter.
3. The tenderers are advised to follow the instructions “Instructions to Bidder for Online Bid Submission” provided in the **Annexure ‘E’** for online submission of bids.
4. The tenderers are expected to read all the instructions, terms & conditions and specifications in the tender documents carefully . Failing to furnish all information

- required by the tender document in every respect will be at the tenderer's risk and may result in the rejection of the tender.
5. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
 6. Not more than one tender shall be submitted by one contractor or contractors having business relationship. A breach of this condition will render the tenders of both parties liable to rejection.
 7. Tenderer **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 summarily rejected and tenderer is liable to be banned from participating in tender process of the Supreme Court of India.
 8. The rates should be valid for a minimum period of 90 days from the date of opening of tenders. The tenderers shall not be entitled during the said period to revoke or cancel its tender or to vary the tender or any terms thereof.
 9. The Registry, in its discretion, reserves the right to award contract towards purchase of apparel accessories either on the basis of aggregate/consolidated rates of all the items together, or on the basis of rates as quoted by the individual lowest tenderer, as the case may be.
 10. The Registry is not bound to accept the rates submitted by the lowest tenderer or any other tenderer nor does it undertake to assign any reasons for its decision in this matter.
 11. Bids will be opened as per date/time mentioned in the "Critical Date Sheet".
 12. The Registry will deal with the tenderer directly and no middle-men/ 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 agency shall not be permitted to transfer their rights and obligations to any other person/ organization or otherwise.

13. The Registry, in its discretion, reserves the right to make any change, at any time, in the terms and conditions of the Notice Inviting Tender and reject or accept any or all of the tenders, partly or completely, at any time without assigning any reason thereof.
14. 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.
15. Before submitting the Financial Bid, the proposed tenderer may visit the Registry of Supreme Court physically for assessing the **samples of apparels accessories** as per critical date sheet, **Samples of items should be submitted at R&I Counter No. 25 or 26 at Main Building, Supreme Court of India in a sealed envelope addressed to the “Deputy Registrar (AM), Supreme Court of India, New Delhi” as per critical date sheet.** Samples which are submitted by the proposed vendors will be evaluated by the Committee consisting of the Officers of the Registry. The Financial Bid of only those tenderers will be opened whose samples are found in conformity with the Registry’s requirements.
16. No EMD is required to be submitted with this tender.

C. SUBMISSION OF TENDER:

17. The tender shall be submitted online in two parts, viz., technical bid and financial/price bid in the form of BoQ. However, sample should be submitted in physical form in the Registry as mentioned in Clause 15 and as per critical date sheet.
18. 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.
19. The offers submitted by Telegram/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 of Certificates like registration certificate, GST No., Pan No., Financial details like proof of Annual Turnover (along with Annexure 'A')
- II. Signed and Scanned copy of Annexure 'C' - Undertaking.
- III. Price Bid Undertaking.

[The tenderer can merge all above documents into single pdf file]

21. Price Bid:- Schedule of price bid in the form of BOQ_ MI2025.xls .

D. SCHEDULE OF PRICE BID IN THE FORM OF CPPP BOQ MI2025 .XLS

22. The Financial Proposal/Commercial bid format at "Annexure-B" is provided as BOQ_MI2025.xls along with this tender document at the websites referred to under Clause No. 2. Bidders are advised to download this BOQ_ MI2025.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid.

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 same throughout the tenure of the contract and no revision is permissible for any reason.

23. The Registry 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 Registry shall be final.

D. TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER

24. Since time is the essence of the tender, the supply of the item as per the required specifications shall be required to be made **within 30 days** in the Registry (F.O.R.Destination) on receipt of the Purchase Order. Failing which the tenderer may be debarred from participating in the bid process of the Registry in future. Non-availability of raw material shall not be accepted as a ground for delay in supply.
25. The material supplied will be inspected by an Inspection Committee comprising of Senior Officers of the Registry and in case the final supply is not found in conformity with the approved specifications/ samples, the same will be liable to be rejected and entire Supply will have to be replaced with the quality commensurate with the approved specifications/samples at the cost of the tenderer. The decision of the Committee in this regard shall be final.
26. The supply of required apparels accessories to be made in one single lot and the payment will be made only on completion of supply.
27. The successful tenderer will have to abide by the terms and conditions as may be fixed from time to time by the Registry.
28. The tenderer shall give a Undertaking (**as per Annexure-‘C’**) on firm/ Company’s Letter Head.
29. Rates quoted shall include costs of commuting, delivery and no separate traveling charges shall be admissible.
30. Successful bidder should ensure that the supply meets the following parameters:-
- Fabric should be colour fast and not fade. Fabric should be bobling free.
 - Fabric should be shrink free.
 - Dupatta should be made available with pico on both sides and having 2.25 mtrs of length.
 - Socks to have good quality elastic and it should not get loosened.

- Fabric/elastic should not be uneven in texture and loose its texture/colour after wash.

Note:- if the supply provided is not found in compliance with the sample provided and specifications as mentioned above, successful bidders has to replace the material/supply.

E. Liquidated Damages

31. If delivery is not made within the specified period as mentioned in the Purchase Order and if Registry is required to procure the items from other dealers, the bidder will be liable for loss in case of higher payments as compared to approved rates.
32. Irrespective of the fact as to whether or not the Registry gets work done from outside, the Registry may impose penalty upto 1% per week subject to maximum penalty of 10% of the total cost for delayed delivery, if the delay is due to willful laches or negligence of the tenderer and it causes financial loss or inconvenience to the Registry.
33. In case the services of the successful tenderer is not found satisfactory, the Registry reserves the right to cancel the Contract immediately and impose any penalty as may deem fit.
34. In case of any doubt/clarification, the parties may contact Branch Officer, Admn. Materials (Maintenance) at Telephone No. 011- 23115864 or vide email at boamsupremecourt.sc@nic.in for any further information before quoting the rates.

sd/-

(Padma Sundar)
Deputy Registrar (AM)

Encls.: Annexures 'A' to 'E'

NOTICE INVITING TENDER FOR SUPPLY OF APPAREL ACCESSORIES

<u>PROFORMA TO BE FILLED BY THE BIDDER/ TENDERER FIRM</u>		
1.	Name of the Bidding Company/ Firm	
2.	Name of Owner(s)/ Partner(s)/ Director(s)/ Proprietor(s) (as applicable)	
3.	Full Particulars of Office	
	(a) Complete Official Address	
	(b) Telephone/ Mobile No.	
	(c) Fax No.	
	(d) Official Email Address	
5.	Name of the Contact Person with Telephone/Mobile No./E-Mail ID	
6.	Whether Samples of all items submitted :	
7.	Registration Details: (Signed and Stamped Copy to be uploaded with this form)	
(a)	PAN No.	
(b)	GST Registration No.	
8.	Whether all the terms & conditions of NIT are acceptable :	Yes / No

Dated:

Signature of the authorized /signatory of
the firm/company organization/official
stamp/seal

ANNEXURE - 'B'

Notice Inviting Tender for supply of Apparels accessories i.e. socks, dupatta and neck ties

Financial Bid

SCHEDULE OF PRICE BID IN THE FORM OF CPPP_BOQ_MI2025.xls

The below mentioned Financial Proposal/Commercial bid format is provided as CPPP_BOQ_MI2025.xls along with this tender document at the websites viz. <https://eprocure.gov.in/eprocure/app> and <https://www.sci.gov.in/notice-category/tenders/> 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 tenderer is liable to be banned from doing business with the Supreme Court of India.

Table :

Sl. No.	Details	Specifications	Composition	Required Fabric
1.	Navy Blue socks	Navy blue socks with good elastic	In good quality	3690 pairs (3390 for male 300 for female)
2.	Dark Navy Blue Dupatta	Good quality dupatta having length 2.25 mtrs with both side pico	In good quality	600 nos.
3.	Grey Neck Tie	Size 58 inch length and 9 cms width with Supreme Court emblem weaved in Golden Jari/ 100% polyester material	Polyester	400 nos.

UNDERTAKING

- (1) I/ we _____(Proprietor/ Partner/ Director/ Authorized Signatory) am/ are competent to sign this undertaking and execute this tender document.
- (2) I/we have carefully read and understood all the terms and conditions of the tender and hereby convey my/ our acceptance of the same.
- (3) The information/ documents furnished along with the tender are true and authentic to the best of my/ our knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of the tender at any stage besides liabilities towards prosecution under appropriate law.
- (4) I/we have apprised myself/ourselves fully about the job to be done during the currency of period of agreement and also acknowledge to bear the consequences of non-performance or deficiencies in services on my part.
- (5) I/We undertake that (Name of the Bidder/ Tenderer Firm
_____) has not been indicted for any criminal, fraudulent or anti-competition activity and not been blacklisted/banned/terminated by any Central/State Government/ Public Sector Units/ Autonomous Bodies on account poor performance.

Date :

Place :

Signature of the authorized/
signatory of the firm/company
organization/official stamp/seal

PRICE BID UNDERTAKING

From: (Full name and address of the Bidder)

To,

Dear Sir/Madam,

1. I submit the Price Bid for the items 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 supply the items at the rates as indicated in the price bid, in the form of ‘BOQ_MI2025.xls’ ‘inclusive’ of all applicable taxes.

Yours faithfully,

Signature of authorized Representative

Instructions for Online Bid Submission

(Department User may attach this Document as an Annexure in their Tender Document which provides complete Instructions for online 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) Bidder 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 user name and assign a password for their accounts.
- 3) Bidders are advised to register their valid e-mail address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrollment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.

- 6) Bidder then logs in to the site through the secured log-in by entering their user ID/ password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail 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) 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.

4) 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.

5) 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.

6) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

7) 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.

8) The bid summary has to be printed and kept as an acknowledgment of the submission of the bid. This acknowledgment 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 Help desk.

BID CHECKLIST

S. No.	Item Description	Yes/No	Bid Reference
1	General Proforma- Annexure 'A'		
2	Undertaking - Annexure 'C'		
3	Price Bid Undertaking – Annexure ‘D’		