

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

Due Date: 01-05-2025

F.No. 23/428/LVE/25/SCI(AM)

Date : 09-04-2025

**NOTICE INVITING TENDERS FOR EMPANELMENT OF VENDORS FOR SUPPLY OF
LIBRARY BOOKS FOR A PERIOD OF TWO YEARS**

A. INSTRUCTIONS TO THE BIDDERS

1. Supreme Court of India, an apex Judicial Body under the Constitution of India intends to invite online tenders on single stage **two bid system** for “Supply of publications/Library books” to the Supreme Court Judges Library offering the maximum discount on the retail price fixed by the manufacturer, for a period of two years. **The tenderer is therefore, expected to quote highest percentage discount offered on MRP of respective book/publication.**
2. **Document Download:** Tender documents may be downloaded from CPPP site <https://eprocure.gov.in/eprocure/app> and Supreme Court of India website <https://main.sci.gov.in/tender> (for reference only) as per the schedule mentioned in the critical date sheet given hereinunder:

CRITICAL DATE SHEET:

Published Date /Documents Download	09.04.2025 (15:00 hrs)
Bid Document Download / Start Date	09.04.2025 (15:30 hrs)
Clarification Start Date	10.04.2025 (10:00 hrs)
Clarification End Date	15.04.2025 (17:00 hrs)
Bid Submission Start Date	19.04.2025 (10:00 hrs)
Bid Submission End Date	01.05.2025 (11:30 hrs)
Bid Opening Date	02.05.2025 (12:00 hrs)

3. Bid Submission:

Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Bidders are advised to follow “**Instructions To Bidder for Online Bid Submission**” provided as **Annexure- ‘C’**. Bid documents may be scanned with **100 dpi with black and white option** which helps in reducing size of the scanned document. The bids will not be accepted in offline mode under any circumstances and will be rejected outrightly.

4. The bidders are expected to go through the instructions, terms & conditions and specifications as mentioned in the tender documents carefully. Failing to furnish all information required as per the tender document, in any respect will be at the tenderer's risk and will result in rejection of the tender.
5. Intending Bidders are advised to regularly visit <https://eprocure.gov.in/eprocure/app> till the closing date of submission to keep themselves updated as any change/ modification in the tender will be intimated through this website only by corrigendum / addendum/ amendment. **No individual responses shall be communicated.**
6. The tenderers are required to send their EMD along with Demand Draft of respective amount as per details given herein below, drawn in favour of **“The Registrar (Admn.), Supreme Court of India”** as Earnest Money (Name of the firm, telephone number and name of the item may be written on the reverse of the Demand Draft). No other form of EMD shall be accepted by the Registry. No interest will be payable on Earnest Money Deposit (EMD). If the firm is exempted from depositing the EMD, a certificate to this effect has to be submitted along with the tender document.

All tenders which are received without earnest money/ Exemption Certificate will be rejected.

S.No.	Name of the Books	Earnest Money Deposit
1.	Law Books (Indian Publication)	14,000/-
2.	General Books (Indian Publication)	2000/-
3.	Law Books (Foreign Publication)	9600/-
4.	General Books (Foreign Publication)	2000/-
5.	Law Books (Indian Reprint of Foreign Publications)	9600/-
6.	Central Bare Acts/Rules	11000/-
7.	State Bare Acts/ Rules / Manuals	2000/-
8.	Manual of Central Acts/ Rules	2000/-
9.	Manual of State Acts/ Local Laws	2000/-
10.	Swamy's/ Nabhi's Publications	2000/-
11.	Excise & Customs Manual / GST Law Manual/ Tariff (Centax Publications)	2200/-

12.	Income Tax Act/ Rules (Taxmann Publications)	2000/-
13.	E-books (General)	2000/-
14.	E-books (Legal)	2000/-

Note: The EMD should be separately submitted with a covering letter mentioning therein the amount of EMD along with the name of category/items for which the tenderer is participating in compliance of the terms & conditions of tender, failing which the tender may not be considered.

The original EMD (Demand Draft (DD) (to be issued on or after publication date of this tender) must be submitted in a sealed envelope addressed to "Deputy Registrar, Admn. Materials": superscribing the title of this NIT, at e-SEWA Kendra Counter number 25 or 26 (R&I), Main Building, Supreme Court of India, Tilak Marg, New Delhi-110001 well before the due date and time of bid submission (as mentioned on the Critical Date Sheet at Page no. 1 of this NIT).

All applicable bank charges shall be borne by the applicant and he shall not have any claim whatsoever on this account on the Registry. In case of re-tendering, the firms which has submitted the DD against earlier calls will be required to submit DD afresh along with their tender/application in subsequent calls also. **Tender not accompanied with the EMD is liable to be rejected.**

Earnest Money Deposit of unsuccessful tenderers would be returned by way of RTGS/ NEFT after the contract has been finally awarded to the successful tenderer.

7. Each tenderer has to sign and submit the attached Tender Acceptance Letter as per Annexure 'D'.

8. **Submission of Tender**

The tender shall be submitted online in Two parts, viz., technical bid and price bid. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

9. **Technical Bid**

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

- (i) Signed and Scanned copy of **Earnest Money Deposit/EMD Exemption Certificates.**
- (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 **Tender Acceptance Letter (as per Annexure 'D')**.

(v) **Letter of authorization** to submit bid, if bid is being submitted on behalf of company. Ink Signed and Scanned Copy of **OEM Authorization Certificate** to sell books/ publications on their own name/organization with the date of validity of the Authorization **(along with Annexure 'A')**.

(vi) **Price Bid undertaking** Format (Annexure- "E")

10. **Financial Bid**

Financial Bids will only be submitted online in the form of BoQ and no Financial Bid will be accepted in physical form and such physical bid will be liable for rejection of tender.

B. TERMS AND CONDITIONS OF TENDER

11. Hypothetical or conditional tenders will not be entertained. Tender once submitted shall not be allowed to be withdrawn or altered. In the event of tender being withdrawn/altered, the tenderer may be debarred to participate in the tender process of the Supreme Court of India in future.

12. The rates should be valid for a minimum period of 90 days from the date of opening of tenders. The tenderer shall not be entitled during the said period of 90 days to revoke or cancel its tender or to vary the tender or any terms thereof.

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

14. The tenderer shall give an undertaking as per Annexure – 'F' in support of having studied all the terms and conditions of the Tender Document and also not having been banned/blacklisted by any Central/State Govt/ Public Sector Undertaking/ Autonomous Bodies.

15. The Registry is neither bound to accept the rates submitted by the lowest tenderer or any other bidder nor does it undertake to assign any reason for its decision in this matter.

16. The tenderers are required to quote their rates for all the publications or for individual publications. Tenderer quoting rates publication-wise will be evaluated and aggregate of all the items may not be considered.
17. The tenderer should submit proof of the domicile in Delhi-NCR along with address of the office.
18. In case the bidding firm expresses its unwillingness to supply the book(s) once the Registry issues the supply order in respect of said book(s), with unsatisfactory reasons at any subsequent point of time, the EMD amount furnished by the said bidder shall stand forfeited.
19. The Competent Authority in the Registry reserves its right to cancel the tender at any time or amend/ withdraw any of the terms and conditions of the tender, without assigning any reason, therefor.
20. The tenderers should specifically mention the **“Publications and Books”** for which they seek empanelment along with maximum discount offered by them for purchase of Law Books, Central Bare Acts/ Rules & State Bare Acts, General Books etc. **Tenderers are required to quote single discount for all publishers for category nos. (i) & (iii) relating to Law Books (Indian Publications) & Law Books (Foreign Publications).**
21. The tenderers are required to provide the latest books/ publication of every publisher for which they seek empanelment on approval basis as and when they are published, so that books may be placed before the Library Committee for approval of their purchase. The tenderer may also have to provide the books specifically required by library on urgent basis.
22. The tenderer applying for General Books (Indian Publications) are also required to provide the latest publication of General Books on Approval basis to the Registry for placing the same before the Library Committee for their approval.

23.Submission of the bid does not confer any right on any bidder for empanelment with the Registry.

24. The decision of the 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.

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

26. For supply of foreign books, only authorised, distributors/ agents of the publishers / distributors will be entertained for empanelment. Discount to be offered will be applicable on RBI Conversion Rates. If the RBI Conversion rates for any currency is not available, then SBI conversion rates will be applicable.

C. PAYMENT TERMS AND CONDITIONS

27. The successful tenderer shall have to deposit **Performance Security**, as mentioned below by way of Bank Guarantee drawn in favour of "**The Registrar (Admn), Supreme Court of India, New Delhi**" at the rates mentioned for each category of books as given hereinunder, within one week from the date of empanelment. The Bank Guarantee will be released after two months from the date of expiry of the contractual period or after 60 days from the date of final bill payment and after satisfactory supply of the material, whichever is later.

S.No.	Name of the Books	Performance Security
01	Law Books (Indian Publication)	21,000/-
02	General Books (Indian Publication)	3,000/-
03	Law Books (Foreign Publication)	14,400/-
04	General Books (Foreign Publication)	2,000/-
05	Law Books (Indian Reprint of Foreign Publications)	14,400/-
06	Central Bare Acts/Rules	16,500/-

07	State Bare Acts/ Rules / Manuals	3,000/-
08	Manual of Central Acts/ Rules	3,000/-
09	Manual of State Acts/ Local Laws	3,000/-
10	Swamy's/ Nabhi's Publications	3,000/-
11	Excise & Customs Manual / GST Law Manual/ Tariff (Centax Publications)	3,300/-
12	Income Tax Act/ Rules (Taxmann Publications)	3,000/-
13	E-books (General)	3,000/-
14	E-books (Legal)	3,000/-

28. Since time is the essence of the tender, the supply of the items as per the required specifications shall be required to be made within 10 days in the Registry (F.O.R. Destination) from the date of Purchase Order, failing which the Security Deposit may be forfeited along with any other action, as may be deemed appropriate, by the Registry. Non-availability of raw material shall not be accepted as a ground for delay in supply and shall equally be penalised.

29. The payment will be made only after full supply is received and accepted by the Registry. No part payment or advance payment will be made on receipt of pre-receipted bill invoice from the successful bidder.

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

31. No payment on account of costs of commuting, delivery and no separate traveling/ delivery charges shall be admissible.

D. LIQUIDATED DAMAGES

32. If delivery is not made within the specified date and time and the Registry is required to make purchase from other dealer(s), the tenderer will be liable to make good the loss in case of higher payments as compared to approved rates and in that case EMD amount deposited by the

tenderer shall stand forfeited. In addition, the Registry also reserves the right to recover loss upto the amount of Performance Security in case the quality of the supplied items is low or in case of deficiency of service.

33. Irrespective of the fact as to whether or not the Registry makes purchases from outside, the Registry may impose penalty upto 1% per week subject to maximum penalty of 10% of the total cost for delayed delivery.

34. The Earnest Money / Performance Security deposit shall stand forfeited in case of breach of any of the conditions mentioned herein and if the supply of the items is found unsatisfactory.

35. The tenders will be opened as per schedule mentioned in the critical date sheet by a Committee of Officers constituted for the purpose in the presence of the tenderers or their authorized representatives who may wish to remain present. The tenderer(s), who wish/intend to attend the Tender Opening Process should send their attendee(s)'s details to the Admn. Materials Branch at “boamsupremecourt.sc@sci.nic.in” well in advance, that is, at least 02 (two) hours before the due time of opening of the Tender so that Entry Pass preparation process can be done on time. The tenderer may also apply for e-pass after creating visitor profile for the concerned persons, through Suswagatam Portal via the link mentioned below:

<https://suswagatam.sci.gov.in/PublicSite/register.aspx>

36. In the event of any clarification, the Tenderer may contact Branch Officer, Admn. Materials (Maintenance) at telephone No. 011-23115864 on any working day between 02:00 PM and 4:00 PM (except Saturdays, Sundays and Holidays).

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

Encls. : Annexures - ‘A’, ‘B’, ‘C’, ‘D’, ‘E’ and ‘F’

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

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

Sl.	Item Description	Yes/No	Bid Reference
1.	Earnest Money / Exemption Certificate Enclosed along with Bid Checklist		
2.	General Proforma – Annexure ‘A’		
3.	Annexure ‘E’ and Annexure ‘F’		
4.	Tender Acceptance Letter – Annexure ‘D’		
5.	Letter of authorization to submit bid, if any.		
6.	Ink Signed OEM Authorization Certificate along with Annexure ‘A’		

PROFORMA
TO BE FILLED BY THE TENDERER WITH REFERENCE TO
NOTICE INVITING TENDER
FOR EMPANELMENT OF VENDORS FOR SUPPLY OF LIBRARY BOOKS FOR A PERIOD
OF TWO YEARS

1. Name of the bidder with Telephone No., :
Official Address in Delhi/NCR & official e-mail Id
2. Name of the contact person with
Mobile/Telephone No. (s) :
3. State clearly whether it is a private limited firm
or sole proprietor or a partnership firm or a
Government Department or a PSU, etc. :
4. GST Registration No. (Copy to be uploaded) :
5. PAN No. (Copy to be uploaded) :
6. TIN No. (Copy to be uploaded) :
7. DD Details (Issuing Bank & Dated) : DD No.& Date:
Issuing Bank& Branch:
Amount:
Valid till:
8. Bank Details for refund of EMD : Account No. :
Name of the Bank& Branch:
IFSC Code:
9. Details of Past experience of similar :
publications satisfactorily supplied, Supply Order etc.
10. Whether all the terms & conditions of NIT
are acceptable : YES/NO
11. Turnover for the last three years
(**Attach documentary proof**)

Turnover for the 2022	Turnover for the 2023	Turnover for the 2024

12. List of regular 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			
3			
4			

Note: (Please attach extra sheet, if required)

13. The item(s) for which empanelment is filled:-

S.No.	Name of the Books	Please tick
01	Law Books (Indian Publication)	
02	General Books (Indian Publication)	
03	Law Books (Foreign Publication)	
04	General Books (Foreign Publication)	
05	Law Books (Indian Reprint of Foreign Publications)	
06	Central Bare Acts/Rules	
07	State Bare Acts/ Rules / Manuals	
08	Manual of Central Acts/ Rules	
09	Manual of State Acts/ Local Laws	
10	Swamy's/ Nabhi's Publications	
11	Excise & Custom Manual / GST Law Manual/ Tariff (Centax Publications)	
12	Income Tax Act/ Rules (Taxmann Publications)	

13	E-books (General)	
14	E-books (Legal)	

Date:

Place:

Signature
of the authorised signatory of the
Firm/Company/Organisation
With Official Stamp/Seal

**SCHEDULE OF PRICE BID IN THE FORM OF
CPPP_BOQ_LIB_VENDOR_EMPANELMENT.xls**

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

The rates shall be quoted in Indian Rupee only.

- (i) The rates will be **inclusive of all taxes**, fees, levies, etc.
- (ii) In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
- (iii) The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.
- (iv) The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.
- (v) The Registry of the Supreme Court of India has the absolute right to accept or reject any or all offers, adjourn, postpone or cancel the tender. In case a single bid is received for the tender, it will be deemed to be a case of lack of competition. In this regard, decision of the Registry shall be final.

Please specify, in words and figures, discount offered, which the bidder intends to offer :-

S.No.	Name of the Books	Highest % discount on MRP offered (in Words)	% of discount on MRP (offered in Figures)
1.01	Law Books (Indian Publication) <u>Single discount</u> is to be mentioned against this category for all publishers.		
1.02	General Books (Indian Publication)		
1.03	Law Books (Foreign Publication) <u>Single discount</u> is to be mentioned against this category for all publishers.		

1.04	General Books (Foreign Publication)		
1.05	Law Books (Indian Reprint of Foreign Publications)		
	Central Bare Acts : Published by		
1.06	Universal		
1.07	LexisNexis		
1.08	Professional Book Publishers		
1.09	Eastern Book Company		
1.10	Law Publishers (India) Pvt. Ltd.		
1.11	Akalank Publications		
	Other Publishers (Please specify)		
1.12			

S.No.	Name of the Books	Highest % discount on MRP offered (in Words)	% of discount on MRP offered (in Figures)
1.13	State Bare Acts/ Rules / Manuals		
1.14	Manual of Central Acts/ Rules		
1.15	Manual of State Acts/ Local Laws		
1.16	Swamy's / Nabhi's Publications		
1.17	Excise & Customs Manual / GST Law Manual/ Tariff (Centax Publications)		
1.18	Income Tax Act/ Rules (Taxmann Publications)		
1.19	E-books (General)		
1.20	E-books (Legal)		

Date:

Place:

Signature
of the authorised signatory of the
Firm/Company/Organisation
With Official Stamp/Seal

**NOTICE INVITING TENDERS FOR EMPANELMENT OF VENDORS FOR SUPPLY OF
LIBRARY BOOKS FOR A PERIOD OF TWO YEARS**

Instructions for Online Bid Submission

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

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

REGISTRATION

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

Date:

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

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: F.No. F.No. 23/428/LVE/25/SCI(AM)

**NAME OF TENDER:- NOTICE INVITING TENDERS FOR EMPANELMENT OF VENDORS
FOR SUPPLY OF LIBRARY BOOKS FOR A PERIOD OF TWO YEARS**

Dear Sir,

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

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 23 (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/ 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 Bidder, with Official Seal)

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 the rates as indicated in the price Bid, '**inclusive**' of all applicable taxes.

Yours Faithfully,

Signature of authorized Representative:

UNDERTAKING

1. I/We undertake that (name of the Firm/Partners/Director/Proprietor) has not been blacklisted/banned by any Government Department/Public Sector Undertakings.

2. I/We have carefully studied all the terms and conditions of the tender and shall abide by it.

3. I/We shall supply the items of requisite quality.

4. I/We undertake that the information provided in the tender is true and correct in all respect and I/We hold the responsibility for the same.

5. I/We am/are signing the tender as :

(i) A 'Sole Proprietor' of the concern or constituted attorney of such sole proprietor

(ii) A partner of the Firm, if it is a partnership firm in which case he must have authority to execute the contracts on behalf of the firm and to refer to arbitration disputes concerning the business if the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.

(iii) Director or a Principal Officer duly authorised by the Boards of or Directors of the Company, if it is a company.

(Strike out whichever is not applicable)

Date:

Place:

Signature of the authorized signatory
of the firm/ company/ organization/
Official Stamp/ Seal.