

**SUPREME COURT OF INDIA  
ADMN. MATERIALS**

Due Date: 01.05.2025

F.No. AM-M/12(11)/1/2023-SC(AM-M)

Date : 09.04.2025

**NOTICE INVITING TENDERS FOR AWARDING OF RATE CONTRACT FOR A  
PERIOD OF TWO YEARS FOR COLLECTION OF E-WASTE (USED  
TONERS/CARTRIDGES)**

**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** from the Delhi/NCR based Government approved and authorized e-waste recyclers for awarding of rate contract for collection of E-waste (printers and photocopiers used toners/cartridges) on “AS IS WHERE IS” and “WHATEVER THERE IS ” basis for a period of two years. **The tenderer is therefore, expected to quote highest price offered for respective toners/cartridges.**
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) in strict compliance with 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. 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
5. 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.
6. 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.**
7. The tenderers are required to send Demand Draft of Rs. 25,000/- (Rupees Twenty Five Thousand Only) as Earnest Money Deposit (EMD), drawn in favour of “**The Registrar (Admn.), Supreme Court of India**” (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.

8. The original EMD in the form of Demand Draft (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.
9. The tenderer shall have to mandatorily submit Copy of the registration/authorization Certificate with Central Pollution Control Board/State Pollution Control Board (CPCB/SPCB). The registration should be valid as on date of tender as well as till the expiry of the contract.
10. The tenderer shall have to mandatorily submit proof for successful execution of similar orders/contract in Government/PSU/State Government/Government Autonomous body in India for collecting unserviceable IT equipment/E-waste in the previous three years (2022, 2023 and 2024).
11. The tenderer should submit proof of his/her domicile in Delhi-NCR along with address of the office.
12. Each tenderer has to sign and submit the attached **Tender Acceptance Letter** as per **Annexure 'D'**.
13. **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.
14. **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** carried out in the last three financial years (**along with Annexure 'A'**).
  - (iv) Signed and Scanned copy of the registration/authorization Certificate with Central Pollution Control Board/State Pollution Control Board (CPCB/SPCB) (**along with Annexure 'A'**).
  - (v) Proof of domicile in Delhi-NCR along with address of the office (**along with Annexure 'A'**).
  - (vi) Signed and Scanned Copy of **Tender Acceptance Letter (as per Annexure 'D')**.
  - (vii) **Letter of authorization** to submit bid, if bid is being submitted on behalf of company.
  - (viii) Price bid undertaking (**Annexure "E"**)

15. **Price Bid**

- (a) Schedule of price bid in the form of "CPPP\_BOQ\_USEDTONERCARTRIDGE.xls "

**B. TERMS AND CONDITIONS OF TENDER**

- 16. 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.
- 17. 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.
- 18. 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.
- 19. The tenderer shall give an undertaking as per **Annexure – 'D'** 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.

20. 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
21. The tenderers are required to quote their rates for all the type of E-waste (used toner/cartridges) in the Financial Bid (BoQ) only.
22. 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 accept or reject any or all the tenders, wholly or completely, without assigning any reason thereof at any stage of tendering process.
23. The Registry is not bound to accept the rates submitted by the highest tenderer or any other tenderer nor does it undertake to assign any reasons for its decision in this matter.
24. During the subsistence of contract, in case of breach of any conditions 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 will be recovered from the tenderer.
25. Submission of the bid does not confer any right on any bidder for empanelment with the Registry.
26. 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.
27. The Registry reserves right to call for any information and record, inspect the premises of the bidders, before as well as, during empanelment.

### **C. TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER**

28. The successful tenderer shall have to deposit Performance Security Deposit of Rs. 40,000/- (net) (Rupees Forty Thousand Only) by way of Demand Draft/Bank Guarantee drawn in favour of “The Registrar (Admn.), Supreme Court of India, New Delhi” within a week of the receipt of the work order which will be refunded after 60 days from the date of successful completion of contract or payment of the last bill whichever is later.
29. The rates so quoted should be valid for a period of two years from the date of awarding of contract, as the collection of E-waste (used toners/cartridges) 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 travelling charges shall be admissible. No change in approved rates shall be allowed.

30. Before collection of E-waste (used toners/cartridges) tenderer has to submit full amount in advance by way of Demand Draft drawn in favour of “The Registrar (Admn.), Supreme Court of India, New Delhi” as prescribed in the work order that will be issued at different intervals during the Contractual period, as and when required.
31. E-waste (used toners/cartridges) is to be lifted before the appointed Officers or the person(s) nominated by the Registry of the Supreme Court of India. Immediately after lifting the same from the Registry, whenever required, the vendor will have to issue a Certificate indicating E-waste (used toners/cartridges) lifted for its disposal as E-waste, as per prevalent rules of the Government of India.
32. The successful tenderer (authorised recycler of E-waste) will have to keep sufficient plastic drums or any other drums/boxes with lid/cover (on returnable basis after contractual period) in a corner of godown of the Registry at their own cost for safely keeping the E-waste (used toners/cartridges) until the same are lifted for its disposal without floating of black ink powder of used toners/cartridges in open air or floor during the contractual period.
33. The successful tenderer will have to abide by the terms and conditions as may be fixed from time to time by the Registry. If the work is found unsatisfactory or the lifting of E-waste (used toners/cartridges) is not regular or as per requirement of this Registry, the contract will be terminated by the Registry at any time without assigning any reason thereof. The decision of the Registry in this regard shall be final and binding on the firm.
34. The successful tenderer shall engage his/her own labour for lifting the same only from the place earmarked for the purpose and shall have to bear the cartage for lifting the same. The tenderer will lift the E-waste (used toners/cartridges) himself/herself and not through any agent or by outsourcing it. Rates quoted shall include costs of commuting, packaging, lifting of E-waste (used toners/cartridges) and no separate travelling charges shall be admissible.

#### **D. LIQUIDATED DAMAGES**

35. The collection of E-waste (used toners/cartridges) shall be done within two weeks on receipt of the Work Order, otherwise the Security Deposit may be forfeited alongwith any other action as may be deemed appropriate by the Registry.

36. 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/vendor and to recover the loss, if any sustained by the Registry from the tenderer.
37. Irrespective of the fact as to whether or not the Registry gets the lifting of E-waste (used toners/cartridges) carried out from any other outside agencies, etc., the Registry may impose penalty of 1% per week on total cost subject to a maximum of 10%, for delayed services, if the delay is due to wilful laches or negligence of the tenderer and if it causes financial loss or inconvenience to the Registry
38. 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.

### **E. INVITATION OF TENDER**

The tenders will be opened as per time and date mentioned in 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 this weblink <https://suswagatam.sci.gov.in/PublicSite/register.aspx>.

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' and 'E'



**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.**

<b>Sl.</b>	<b>Item Description</b>	<b>Yes/No</b>
<b>1.</b>	Signed and Scanned copy of Earnest Money Deposit/EMD Exemption Certificates.	
<b>2.</b>	General Proforma – Annexure ‘A’	
<b>3.</b>	Tender Acceptance Letter – Annexure ‘D’	
<b>4.</b>	Letter of authorization to submit bid, if any.	
<b>5.</b>	Signed and Scanned copy of the registration/authorization Certificate with Central Pollution Control Board/State Pollution Control Board (CPCB/SPCB) (along with Annexure ‘A’)	
<b>6.</b>	Proof of domicile in Delhi-NCR along with address of the office (along with Annexure ‘A’)	
<b>7.</b>	Signed and Scanned copy of Similar works carried out in the last three financial years (along with Annexure ‘A’).	
<b>8.</b>	Price bid undertaking (Annexure “E”)	

**PROFORMA**  
**TO BE FILLED BY THE TENDERER WITH REFERENCE TO NOTICE INVITING**  
**TENDERS FOR AWARDING OF RATE CONTRACT FOR A PERIOD OF TWO YEARS**  
**FOR COLLECTION OF E-WASTE (USED TONERS/CARTRIDGES)**

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. Whether Proof for successful execution of similar orders/contract  
in Government/PSU/State Government/Government  
Autonomous bodies in India for collecting unserviceable  
IT equipment/E-waste in the previous three years  
(2022, 2023 and 2024) submitted :YES/NO

<b>S.No.</b>	<b>Name of the Regular Government/PSU/State Government/Government Autonomous bodies Clients</b>	<b>Name of the Contact Person</b>	<b>Telephone No.</b>
1			
2			
3			
4			
5			

Note: (Please attach extra sheet, if required )

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. Is your firm Government Authorised E-waste Recycler : YES/NO

13. Whether copy of the Registration Certificate  
with Central Pollution Control Board/  
State Pollution Control Board (CPCB/SPCB) enclosed :YES/NO

Date:

Place:

Signature of the authorised signatory of  
organisation with official Stamp/Seal

**SCHEDULE OF PRICE BID IN THE FORM OF**  
**CPPP\_BOQ\_USEDTONERCARTRIDGES.xls**

The below mentioned Financial Proposal/Commercial bid format is provided as CPPP\_BOQ\_USEDTONERCARTRIDGES.xls along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this CPPP\_BOQ\_USEDTONERCARTRIDGES.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 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.

- (v) Please specify, in words and figures, highest rate offered, which the bidder intends to offer for the following E-waste (used toner/cartridges):-

<b>Sl. No.</b>	<b>Description of (E-waste) (used toners/cartridges)</b>	<b>Description of printers and photocopier in which used</b>	<b>Highest Rate per unit (in figures) - Rs. (net) (Inclusive of all taxes and levies)</b>	<b>Highest Rate per unit (in words) - Rs. (net) (Inclusive of all taxes and levies)</b>
<b>HP PRINTERS TONERS/CARTRIDGES</b>				
1	HP CE 505 AC	HP Laserjet 2055 DN		
2	HP CC 388 AC	HP Laserjet P1008		
3	HP CB 436 AC	HP Laserjet 1522n (MFD)		
4	HP CE 310A (Black)	HP Laserjet pro CP 1025 / NW		
5	HP CE 311A (Cyan)	HP Laserjet pro CP 1025 / NW		
6	HP CE 312A (Yellow)	HP Laserjet pro CP 1025 / NW		
7	HP CE 313A (Magenta)	HP Laserjet pro CP 1025 / NW		
8	HP 204A (Black)	HP Color Laser Jet M154NW		
9	HP 204A (Cyan)	HP Color Laser Jet M154 NW		
10	HP 204A (Yellow)	HP Color Laser Jet M154NW		
11	HP 204A (Magenta)	HP Color Laser Jet M154NW		
12	HP 215A (Black)	HP Color LaserJet Pro MFP M183 series		
13	HP 215A (Cyan)	HP Color LaserJet Pro MFP M183 series		
14	HP 215A (Yellow)	HP Color LaserJet Pro MFP M183 series		

<b>Sl. No.</b>	<b>Description of (E-waste) (used toners/cartridges)</b>	<b>Description of printers and photocopier in which used</b>	<b>Highest Rate per unit (in figures) - Rs. (net) (Inclusive of all taxes and levies)</b>	<b>Highest Rate per unit (in words) - Rs. (net) (Inclusive of all taxes and levies)</b>
15	HP 215A (Magenta)	HP Color LaserJet Pro MFP M183 series		
16	HP 119A (Black)	HP Color Laser MFP 178nw Printer		
17	HP 119A (Cyan)	HP Color Laser MFP 178nw Printer		
18	HP 119A (Yellow)	HP Color Laser MFP 178nw Printer		
19	HP 119A (Magenta)	HP Color Laser MFP 178nw Printer		
20	HP CE255A	HP Laserjet Pro MFP M521DN		
21	HP CF287A	HP Laserjet Enterprise M 506 DN		
22	HP CE278AC	HP Laserjet Printer Pro P 1566		
23	HP 932A (Black)	HP Officejet 7110 Wide Format-Printer (Wireless Printer)		
24	HP 933XL (Cyan)	HP Officejet 7110 Wide Format-Printer (Wireless Printer)		
25	HP 933XL (Yellow)	HP Officejet 7110 Wide Format-Printer (Wireless Printer)		
26	HP 933XL (Magenta)	HP Officejet 7110 Wide Format-Printer (Wireless Printer)		
27	HP CB540A (Black)	HP Colour Printer model CP 1215		
28	HP CB541A (Cyan)	HP Colour Printer model CP 1215		

<b>Sl. No.</b>	<b>Description of (E-waste) (used toners/cartridges)</b>	<b>Description of printers and photocopier in which used</b>	<b>Highest Rate per unit (in figures) - Rs. (net) (Inclusive of all taxes and levies)</b>	<b>Highest Rate per unit (in words) - Rs. (net) (Inclusive of all taxes and levies)</b>
29	HP CB542A (Yellow)	HP Colour Printer model CP 1215		
30	HP CB543A (Magenta)	HP Colour Printer model CP 1215		
31	HP CF214A	HP Laserjet Enterprise 700M 712DN		
32	HP CF277A	HP LaserJet Pro MFP M429fdw		
33	HP 120A Original Laser Imaging Drum (W1120A)	HP Color Laser Mfp 178nw Printer		
<b>RICOH / MINOSHA PRINTER TONERS/CARTRIDGES</b>				
33	EDP 407243	RICOH Laser Printer SP 310 DN		
34	EDP 407337	RICOH Laser Printer SP 3600 DN		
35	EDP 406517	RICOH MFD SP 3510 SF		
36	SP C430A (Black)	RICOH laser printer SP C431DN		
37	SP C430A (Yellow)	RICOH laser printer SP C431DN		
38	SP C430A (Cyan)	RICOH laser printer SP C431DN		
39	SP C430A (Magenta)	RICOH laser printer SP C431DN		
40	Black Drum Unit SP C430	RICOH laser printer SP C431DN		
41	Color Drum Unit SP C430	RICOH laser printer SP C431DN		

<b>Sl. No.</b>	<b>Description of (E-waste) (used toners/cartridges)</b>	<b>Description of printers and photocopier in which used</b>	<b>Highest Rate per unit (in figures) - Rs. (net) (Inclusive of all taxes and levies)</b>	<b>Highest Rate per unit (in words) - Rs. (net) (Inclusive of all taxes and levies)</b>
42	Drum for printer SP 3600 DN	RICOH Laser Printer SP 3600 DN		
<b>RICOH / MINOSHA PHOTOCOPIER TONERS/CARTRIDGES</b>				
43	2320 D	Ricoh Photocopier MP 3053 SP		
44	2501 S	Ricoh Photocopier MP 2001 SP / MP 1813L		
45	2014 HS	Ricoh Photocopier MP 2014		
<b>XEROX PHOTOCOPIER TONERS/CARTRIDGES</b>				
46	Toner no. 106R03396	Xerox Versalink B7025 MFD (Photocopier-cum-printers)		
47	Drum no. 113R00779	Xerox Versalink B7025 MFD (Photocopier-cum-printers)		
<b>KONICA MINOLTA PHOTOCOPIER TONERS/CARTRIDGES</b>				
48	Toner (Black) TN328K	Bizhub C250i Color Printer cum Photocopier cum Scanner		
49	Toner (Yellow) TN328Y	-do-		



<b>Sl. No.</b>	<b>Description of (E-waste) (used toners/cartridges)</b>	<b>Description of printers and photocopier in which used</b>	<b>Highest Rate per unit (in figures) - Rs. (net) (Inclusive of all taxes and levies)</b>	<b>Highest Rate per unit (in words) - Rs. (net) (Inclusive of all taxes and levies)</b>
50	Toner (Cyan) TN328C	-do-		
51	Toner (Magenta) TN328M	-do-		
52	Drum Unit (Black) DR316K	-do-		
53	Drum Unit (Yellow) DR316	-do-		
54	Drum Unit (Cyan) DR316	-do-		
55	Drum Unit (Magenta) DR316	-do-		

Date:

Place:

Signature of the authorised signatory of  
organisation with official Stamp/Seal

**NOTICE INVITING TENDERS FOR AWARDING OF RATE CONTRACT FOR A  
PERIOD OF TWO YEARS FOR COLLECTION OF E-WASTE (USED  
TONERS/CARTRIDGES)**

**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.

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**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. AM-M/12(11)/1/2023-SC(AM-M)**

**NAME OF TENDER:- NOTICE INVITING TENDERS FOR AWARDING OF RATE  
CONTRACT FOR A PERIOD OF TWO YEARS FOR COLLECTION OF E-WASTE  
(USED TONERS/CARTRIDGES)**

Dear Sir,

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

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

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. 1 to 24 (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 the Registry 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.

7. 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)

Yours Faithfully,

Date:

Place:

Signature of the authorised signatory of  
organisation with 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 \_\_\_\_\_ 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:**