

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

F.No. 123/DC/25/SCI(AM)
Dated: 03.05.2025

NOTICE INVITING TENDER (LIMITED) FOR AWARDING OF RATE CONTRACT
FOR UNDERTAKING THE JOB OF DRYCLEANING OF FURNISHING AND
FURNITURE ITEMS , ETC. FOR A PERIOD OF 2 (TWO) YEARS

Supreme Court of India, an apex Judicial Body under the Constitution of India intends to invite online bids (Limited) from empanelled dealers and last service provider for entering into rate contract for undertaking the job of drycleaning of furnishing and furniture items, etc. in the Registry and at the Residential Offices of Hon'ble the Chief Justice of India/ Hon'ble Judges and at the Guest Houses for a period of 2 (two) years. The Residential Offices of Hon'ble Judges / Guest Houses, etc. are located within a radius of 3-5 km. from the Supreme Court premises and the work will be executed there itself, as and when required.

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 & Bid Document Download	03.05.2025 (12:00 noon)
Clarification Start Date	03.05.2025 (2:00 p.m.)
Clarification End Date	06.05.2025 (11:00 a.m.)
Bid Submission Start Date	09.05.2025 (11:00 a.m.)
Bid Submission End Date	16.05.2025 (11:00 a.m.)
Bid Opening Date	17.05.2025 (11:30 a.m.)

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 Tenders once submitted shall not be allowed to be altered or withdrawn till finalization of the matter.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 bidder should submit proof of his/her domicile in Delhi-NCR alongwith address of the office.
9. 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.
10. Bids will be opened as per date/time mentioned in the "Critical Date Sheet."
11. 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.
12. 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.
13. 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.
14. No EMD is required to be submitted with this tender.

B. SUBMISSION OF TENDER:

15. The bid shall be submitted online in two (2) parts, viz., technical bid and price bid.
16. 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.
17. The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

18. **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 - **Annex.-‘A’**
 - ii. Signed and Scanned copy of Annexure ‘C’ - Tender Acceptance Letter
 - iii. Proof of similar work done in last 3 years
 - iv. Price Bid undertaking (Annexure ‘D’)
- [The tenderer can merge all above documents into single pdf file]**
19. **Price Bid:-** Schedule of price bid in the form of BoQ_DryCleaning2025.xls.

C. SCHEDULE OF PRICE BID IN THE FORM OF CPPP BoQ_DryCleaning2025.xls

20. The Financial Proposal/Commercial bid format at Annexure - ‘B’ is provided as BoQ_DryCleaning2025.xls along with this tender document at the websites referred to under Clause No. 2. Bidders are advised to download this BoQ_DryCleaning2025.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid.
- i. The rates shall be quoted in Indian Rupee only.
 - 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 same throughout the tenure of the contract and no revision is permissible for any reason.
21. 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

22. The rates so quoted shall remain in force for a period of two years from the date of awarding of contract as the drycleaning of items 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.
23. The successful bidder to whom contract is awarded will be required to attend the job howsoever small it may be within 24 hours either on call basis, e-mail or after the receipt of work order whichever is communicated earlier. The person attending the work should be available in the Registry or at the point of location of actual work at short notice.
24. There is no assurance regarding the number of items to be entrusted at each time and the number of items entrusted at a time may vary from time to time. The successful bidder shall accept the entrustment even if the number of furniture items entrusted is considerably low.
25. If the drycleaning work is not possible in the premises of the Registry, Residential Offices of Hon'ble Judges, Guest Houses, etc., the same may be collected from the respective location, drycleaned by the successful bidder at their workshop and returned back by the bidder for which no extra charges (cartage, etc.) will, however, be payable on this account.

26. The successful bidder shall ensure that the personnel so deployed should maintain due decorum as well as prohibit its personnel on duty from smoking or lighting fire within the premises etc.
27. The successful bidder shall undertake/ensure that the character and antecedents of each individual employee deployed by them have been verified by the Police Authorities and record be maintained to this effect and further shall be verified from time to time.
28. Payment of the work done shall be made on bill basis generally within 15 days from the date of presentation of proper bill with satisfactory report of the concerned officer.
29. The Registry shall have no liability, financial or otherwise, for any harm/damage/injury incurred by the personnel deployed by the successful bidder in the course of performing of the work. Neither the successful bidder nor his workers shall have any claim on this Registry for compensation or financial assistance on this account.
30. The firm shall be responsible for any injury or accident to the person deployed by them for performing the job.
31. Any loss or damages caused to any of the Registry's item by the successful tenderer while doing/performing the job shall be recovered from the successful tenderer and the decision of the Registry in this regard shall be final and unassailable.
32. The successful bidder will have to abide by the terms and conditions as may be fixed from time to time by the Registry.
33. The tenderer shall give an Undertaking (as per Annexure-'C') on firm/Company's letterhead.

E. LIQUIDATED DAMAGES

34. If the assigned work is not made within the specified period as mentioned in the Purchase Order and if Registry is required to avail the services from other dealers, the bidder will be liable for loss in case of higher payments as compared to approved rates.
35. 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 services, if the delay is due to willful laches or negligence of the tenderer and it causes financial loss or inconvenience to the Registry.
36. 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.
37. 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 authorised representatives who may wish to remain present. The tenderer(s), who wish/intend to attend the Tender Opening Process should send their attendee(s)' detail to the Admn. Materials Branch at "boamsupremecourt.sc@nic.in" well in advance, i.e., at least 2 (two) hours before the due timing 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>

38. Interested bidders, if so desire, may contact Branch Officer, Admn. Materials (P&S) at Telephone No. 011-23115941 or personally visit Pass Counter No. 1, Gate No. 1, Additional Building Complex, Supreme Court of India along with copy of proof of ID on any working day between 10:30 a.m. and 4:00 p.m. (except Saturday, Sunday and Holiday).

sd/-
(Padma Sundar)
Deputy Registrar (AM)
03.05.2025

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.	Registration Details: (Signed and Stamped Copy to be uploaded with this form)	
	(a) PAN No.	
	(b) GST Registration No.	
7.	Details of past experience in the field: (If required, extra sheet may be enclosed)	
8.	Whether all the Terms & Conditions of NIT are acceptable:	Yes / No

Dated:

Signature with Date and
Rubber Stamp of the Tenderer

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

F.No. 123/DC/25/SCI(AM)

Dated: 03.05.2025

FINANCIAL / PRICE BID

Schedule of price bid (as given below) in the form of BoQ_DryClean.xls enclosed at the end of this bid document.

S.No.	Particulars	Qty.	Rate (Excluding Tax)
1	Cleaning of Carpet	Per Sq. Ft.	
2	Edging of Carpet	Per running ft.	
3	Cutting, Stitching & Edging of Carpet	Per running ft.	
4	Cleaning of Woolen Carpet with heavy vacuum machine including brushing etc.	Per Sq. ft.	
5	Repair of carpets (mending)	Per Sq ft	
6	Pasting of Carpets	Per Sq. Ft	
7	Cleaning of Jute Matting	Per Sq. Ft.	
8	Cleaning of 3 Seater Sofa with Cushions	Each	
9	Cleaning of 2 Seater Sofa with Cushions	Each	
10	Cleaning of 1 Seater Sofa with Cushions	Each	
11	Cleaning of 3 Seater Sofa without Cushions	Each	
12	Cleaning of 2 Seater Sofa without Cushions	Each	
13	Cleaning of 1 Seater Sofa without Cushions	Each	
14	Cleaning of Rexine Sofa (three Seater)	Each	
15	Cleaning of Rexine Sofa (two Seater)	Each	
16	Cleaning of Rexine Sofa (one Seater)	Each	
17	Cleaning of Sofa Cushions	Each	
18	Cleaning of Loose Cover of Sofa Cushions	Each	
19	Cleaning of Loose Sofa Cover (big)	Each	
20	Cleaning of loose sofa cover (small)	Each	

21	Cleaning of Revolving Chair	Each	
22	Cleaning of Cushioned Chair	Each	
23	Cleaning of Velvet Chair of Court Room	Each	
24	Cleaning of Loose Cover of Cushion chair	Each	
25	Cleaning of Divan	Each	
26	Cleaning of Divan Cover	Each	
27	Cleaning of Cushioned Stool	Each	
28	Cleaning of Car Flag	Each	
29	Cleaning of Rexine Foot Rest	Each	
30	Cleaning of Silk Curtain (including removing and Re-fixing)	Per Panel	
31	Cleaning of Cotton/ Handloom Curtain and Standing Screen (including removing and re-fixing)	Per Panel	
32	Cleaning of vanishing blades (including removing and re-fixing)	Each	
33	Cleaning of Seat cover of Cars (five seater)	One Set	
34	Cleaning of Blanket (Small)	Each	
35	Cleaning of Blanket (Big)	Each	

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.

Dated:

Signature with Date and
Rubber Stamp of the Tenderer

PRICE BID UNDERTAKING

From: (Full name and address of the Bidder)

To,

Branch Officer,
Admn. Materials Branch
Supreme Court of India, Tilak Marg, New Delhi

Dear Sir/Madam,

- 1) I submit the Price Bid for the services 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 carry out the work at the rate as indicated in the price bid, in the form of BoQ_DryCleaning2025.xls.

Yours faithfully,

Signature of Authorized Representative

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.