

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

F. No. 259/VFI/2025/SCI(AM)  
New Delhi, dated the 05.05.2025

**NOTICE INVITING TENDER**  
**TOWARDS RATE CONTRACT FOR PURCHASE OF VARIOUS FURNITURE**  
**ITEMS FOR A PERIOD OF TWO YEARS**

1. Supreme Court of India, an apex Judicial Body under the Constitution of India, intends to enter into rate contract for purchase of various Furniture Items for a period of two years to be supplied at the Registry and at Residential Offices of Hon'ble Judges, Ld. Secretary General and Ld. Registrar(s). For this purpose, **Online Bids through CPPP** are invited from the reputed supplier /manufacturers /firms / authorised dealers based in Delhi / NCR region.

**Manual bids shall not be accepted under any circumstances. The offer submitted by fax / e-mail shall not be considered. No correspondence will be entertained in this matter.** The tenderers are, therefore, required to quote rates online through BoQ, as per the details given at **Annexure-'B'**.

2. Tender documents may be downloaded from CPPP site <https://eprocure.gov.in/eprocure/app> and Supreme Court of India web site <https://main.sci.gov.in/tender> (for reference only) as per the schedule as given in Critical Date Sheet as under:

**CRITICAL DATE SHEET**

Published Date	:	05.05.2025 (03:30 PM)
Bid Document Download Start Date	:	05.05.2025 (04:00 PM)
Assessment / Inspection of Samples	:	06.05.2025 (10:00AM to 14.05.2025 (03:00 PM)
Clarification Start Date	:	05.05.2025 (04:30 PM)
Clarification End Date	:	14.05.2025 (05:00 PM)

Bid Submission Start Date	:	17.05.2025 (10:00 AM)
Bid Submission End Date	:	26.05.2025 (11:00 AM)
Bid Opening Date	:	27.05.2025 (11:30 AM)

#### **A. TERMS AND CONDITIONS OF TENDER**

1. Bidders are advised to visit websites of Supreme Court of India <https://main.sci.gov.in/tender> and CPPP <https://eprocure.gov.in/eprocure/app> regularly to keep themselves updated about any change / modifications, in the tender, if any.
2. The tenderers are required to quote their maximum percentage of discount on prevailing MRP (maximum retail price) and other rates, as per details given at **Annexure-'B'** through online BoQ only. Since the MRP is inclusive of all the taxes, the amount of the particular item under branded category will be decided by deducting quoted % of discount from MRP. Tenders once submitted will not be allowed to be withdrawn.
3. The tenderers are advised to follow the instructions “Instructions to Bidder for Online Bid Submission” provided in the **Annexure ‘D’** for online submission of bids.
4. The tenderers are expected to examine all 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. 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 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.
10. The Registry is neither bound to accept the percentage (%) of discount / rates submitted by the tenderers or bidders nor does it undertake to assign any reason 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 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.
13. 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.
14. Before participating in the financial bid, parties are required to inspect the sample(s) of customised items as per Critical date sheet. Bidders have to submit the samples of customised items as mentioned at **TABLE – ‘B’ of Annexure ‘B’** in case the rates quoted by them are found to be lowest rates in respect of those items. Awarding of rate contract shall be subject to approval of samples by the Competent Authority.

15. Percentage of discount (%) and rates (whichever applicable) quoted in the tender will remain unchanged during the contractual period. Under no circumstances, % of discount/ rate revision will be allowed during the currency of the Rate Contract.
16. The tenderer should submit proof of his / her domicile in Delhi / NCR along with address of the office.
17. The tenderers are required to quote their percentage (%) of discount / rates for all the items or for individual items. Tenderer quoting rates item-wise will be evaluated and aggregate of all the items may not be considered.
18. Tenderers are required to quote the percentage (%) of discount / rates only with respect to the items whether branded or customised as mentioned in the Proforma. Tenders for any other specifications of items shall not be considered at all. No claim in this regard shall be entertained by the Registry and the decision of the Registry shall be final. The price will be quoted on the CPPP portal and shall be final in all respects.
19. The Tenderer must ensure that the Proposed model of branded items should be available during the whole tenure of the Rate Contract period. Any discontinuation of the model, if any, shall be intimated to the Registry alongwith a Certificate from manufacturer/OEM during the currency of the Rate Contract. In such a case, the rollover model may be suggested by the manufacturer / OEM which may be accepted on the same percentage of discount subject to approval of the Competent Authority.
20. The selection of the brand of any particular item(s) is subject to the approval of the Competent Authority. No claim in this respect shall be entertained.

## **B. SUBMISSION OF TENDER**

21. Bids shall be submitted online on CPPP portal only in two parts, i.e., Technical Bid (including scanned copy of EMD / MSME Certificate / Empanelment Letter and Product Catalogue / Brochures) and Price Bid in the form of BoQ. However, sample should be submitted in physical form in the Registry as mentioned in **Clause 14**.

22. 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.
23. The bidder must submit the requisite Earnest Money Deposit (EMD) in respect of only those items in which they intend to participate. The bidder has to declare as in what items they have participated and an undertaking in this regard is to be submitted on the portal along with other technical documents. Item-wise EMD may kindly be referred at **Annexure ‘B’ (Table ‘A’ and Table ‘B’)**.
24. Further, two separate sealed envelopes addressed to Deputy Registrar (AM), superscribing the title of this NIT may be deposited at R&I Counter No. 25 or 26 at Main Building, well before the due date and time of bid submission :
- (a) Envelope No. 1: Containing **EMD in the form of Demand Draft (DD) drawn in favour of ‘The Registrar (Admn.), Supreme Court of India’ payable at New Delhi** by writing the name of the firm, telephone number and name of the title of the NIT on reverse side of the Demand Draft and
- (b) Envelope No. 2: Containing **Hard copy of Product Catalogue / Brochures**.
- If the firm is exempted from depositing the EMD, a certificate to this effect has to be submitted along with the tender document. No interest will be payable on EMD. Tenders not accompanied with the EMD/ exemption certificates is liable to be rejected. Earnest Money Deposit of the unsuccessful tenderers would be returned by way of RTGS/ NEFT or cheque after the contract has been finally awarded to the successful tenderer.
25. **PRICE FALL CLAUSE CERTIFICATE**: Tenderers are required to furnish the PFC (Price Fall Clause ) Certificate as per the format given in Annexure ‘E’ which certify that “Prices charged by the firm are reasonable and the same as being charged to other Govt. / Semi Govt. Organization / PSUs”.
26. **Technical Bid** : The following documents are to be furnished by the tenderer along with Technical Bid as per the tender document:
- i) Signed and Scanned copy of **Earnest Money Deposit** (as submitted in physical) **or Exemption Certificate**.

- 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 **Annexure 'C'** – Undertaking
- v) Signed and Scanned copy of **Annexure 'E'** - Price Fall Clause Certificate

**Note : the tenderer can merge all above documents into single pdf file**

It may be noted that only aforesaid required documents mentioned from 26 i) to v) are required to be uploaded at CPPP portal, financial bids will only be submitted online in form of BoQ and no financial bid will be accepted in physical form and such physical bid will be liable for rejection of tender.

**C. SCHEDULE OF PRICE BID IN THE FORM OF CPPP BOQ Furniture.xls**

27. The Financial Proposal/Commercial bid format at “**Annexure-B**” is provided as BOQ\_Furniture.xls along with this tender document at the websites referred to under Clause No. 2. Bidders are advised to download this BOQ\_Furniture .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 valid throughout the tenure of the contract and no revision is permissible for any reason.

28. 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 OF SUCCESSFUL TENDERER**

29. The successful tenderer shall have to deposit performance security to the extent of maximum upto Rs. 6,00,000/- (not more than 3% of total contract value). The amount of performance security so to be deposited by the successful tenderer(s) will be intimated by the Registry in the

Rate Contract letter. The said performance security amount has to be deposited by the successful tenderer(s) within one week from the receipt of the Rate Contract letter of the Registry. The said performance security is to be deposited by way of Bank Guarantee / Demand Draft drawn in favour of “The Registrar (Admn.), Supreme Court of India, New Delhi”. The security amount will be released after 60 days from the date of final bill payment or after satisfactory supply of the material, whichever is later.

30. 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 exactly commensurate with the approved specifications/ samples at the cost of the tenderer. The decision of the Committee in this regard shall be final.
31. 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 30 days** in the Registry (F.O.R. Destination) from the date of Supply 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.
32. The payment will be made only after full supply is received and accepted as per approved samples/specifications. No part payment or advance payment will be made on receipt of pre-receipted bill invoice from the successful bidder.
33. The successful bidder will have to abide by the terms and conditions as may be fixed from time to time by the Registry.
34. No payment on account of costs of commuting, delivery and no separate traveling/ delivery charges shall be admissible.
35. Even after awarding the contract, the Registry reserves the right to terminate the same at any time, if the services of the tenderer are not found satisfactory.
36. No deviation in quality/ specifications of furniture items as mentioned in the **Annexure-’B’** will be permitted. It will be the responsibility of the Tenderer to ensure that the supplied

material is actually commensurate with the approved brand / model / specifications. Failing to adhere to the aforesaid norms might attract rejection of material. In such cases, the decision of the Registry will be final and the same will be binding upon the Tenderer.

37. The samples submitted by the lowest tenderer in applicable cases in due course will be inspected by the inspection committee and in case the same is not found in conformity with the specification mentioned in the Tender document, the same needs to be replaced with the sample exactly commensurating with approved specification on sole expenses. The samples so submitted and approved in due course will be returned after expiry of warranty / guarantee period of last supply made in the rate contract.

**E. LIQUIDATED DAMAGES**

38. 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 performance security 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.
39. 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.
40. 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.
41. 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/vender and to recover the loss, if any sustained by the Registry from the tenderer.
42. In case of any doubt / clarification, the parties may contact Branch Officer, Admn. Materials (Purchase & Stores) at Telephone No. 011- 23115941 or vide email at [boamsupremecourt.sc@nic.in](mailto:boamsupremecourt.sc@nic.in) for any further information before quoting the rates.



For entry pass preparation, the visitor may login to Suswagatam Portal at <http://suswagatam.sci.gov.in/public/Index.aspx> for making photo entry passes before visiting to the Registry. Name of the Officer – Shri Kailash Chandra, Branch Officer (AM), and only two (02) representative(s) will be allowed for each firm.

sd/-

(Padma Sundar)  
Deputy Registrar (AM)

**Encls.: Annexures 'A' to 'E'**

**NOTICE INVITING TENDER FOR AWARDING RATE CONTRACT OF VARIOUS  
FURNITURE ITEMS FOR A PERIOD OF TWO YEARS**

<b><u>PROFORMA TO BE FILLED BY THE BIDDER / TENDERER FIRM</u></b>		
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	
4.	Name of the Contact Person with Telephone/Mobile No./E-Mail ID	
5.	Demand Draft details	
	(a) DD No.	
	(b) Issuing Bank & Branch	
	(c) Amount	
	(d) Valid till	
6	Bank Details for refund of EMD	
	(a) Account No.	
	(b) Name of the Bank & Branch	
	(c) IFSC Code	

7.	Registration Details: <b>(Signed and Stamped Copy to be uploaded with this form)</b>		
	(a)	PAN No.	
	(b)	GST Registration No.	
8.	Details of Past experience of similar items satisfactorily supplied items, Supply Order etc.		
9.	Average Annual Turnover		
10.	Whether all the terms & conditions of NIT are acceptable :		Yes / No

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

**NOTICE INVITING TENDER FOR AWARDING RATE CONTRACT OF VARIOUS  
FURNITURE ITEMS FOR A PERIOD OF TWO YEARS**

**Financial Bid**

**SCHEDULE OF PRICE BID IN THE FORM OF CPPP BOQ Furniture.xls.**

The below mentioned Financial Proposal/Commercial bid format is provided as CPPP\_BOQ\_Furniture.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/> Bidders shall not tamper/modify downloaded tender along with 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 Supreme Court of India.

This sheet is for reference only, tenderers are required to fill online BoQ to submit their financial bid

Details of BRANDED Items : **TABLE - 'A'**

<b><u>S. No.</u></b>	<b><u>Name of the Items</u></b>	<b><u>Brand</u></b>	<b><u>Model / Specifications</u></b>	<b><u>Quantity required (approx.)</u></b>	<b><u>Amount of EMD required (in Rs.)</u></b>
1	Metallic Bench	Any reputed brand with nearest specification	3 seater black colour without cushion	20	6000
2	Steel Bench		3 seater, steel, with cushion	05	1500
3	Steel Bench		3 seater, steel, without cushion	05	1500
4	Executive Chair	Any reputed brand with nearest specification	Blue Color High Back Revolving Chair of Any Reputed Brand	100	18000
5	Computer Chair		Red Color Mid Back Revolving Chair of Any Reputed Brand	475	80000
6	Steel Almirah (with shelves only)		In the size of 78"x36"x18" making five compartments	40	22000
7	Steel Almirah (with shelves and one hanging rod)	Any reputed brand with nearest specification	In the size of 78"x36"x18" with atleast two shelves and provision of one hanging rod	05	2700
8	Steel Wardrobe (with hanging rod and		In the size of 78"x36"x18" having one locker, provision of	20	15000

<b><u>S. No.</u></b>	<b><u>Name of the Items</u></b>	<b><u>Brand</u></b>	<b><u>Model / Specifications</u></b>	<b><u>Quantity required (approx.)</u></b>	<b><u>Amount of EMD required (in Rs.)</u></b>
	locker )		one hanging rod and one tie bar		
9	Aluminum Ladder	Any reputed brand with nearest specification	Single Leg (5 ft - 12ft)	07	1000
10	Aluminum Ladder		Double Leg (5 ft - 12ft)	25	4800
11	Vertical Filing Cabinet – 4 drawer		Approximate dimensions: 1320mm(h) x 470mm(w) x 620mm(d)	09	4500
12	Vertical Filing Cabinet – 2 drawer		Approximate dimensions: 710mm(h) x 470mm(w) x 620mm(d)	05	1600
13	Electronic Safety Box		Digital lockable safety box of approximate 15 L capacity.	07	1500
14	Officer's Table (wooden)	Any reputed brand with nearest specification	<u>Table top size</u> - 5' * 2.5' <u>Table Height</u> – 2.5' <u>Type of Wood</u> – Superior quality laminated board of atleast 1" thickness. Provision of fixed / attached lockable drawer unit at either side of the table. A separate side unit in the size of 36" (L) * 18" (W) * 28" (H)	20	6000/-
15	Office Table (wooden)	Any reputed brand with nearest specification	<u>Table top size</u> - 4' * 2.5' <u>Table Height</u> – 2.5' <u>Type of Wood</u> – Superior quality laminated board of atleast 1" thickness. Provision of fixed / attached lockable drawer unit at either side of the table.	65	12,500/-
16	Mini Computer Table (with keyboard tray and drawer)		1) Size – 3' (L) x 2' (W) x 2.5' (H) 2) Laminated board of 1" thickness 3) Keyboard Tray and lockable drawers 4) provision of keeping CPU / UPS / Printer at the bottom	50	4000
17	Computer Table		1) Size 4.6' (L) x 2.5' (W) x 2.5' (H) (1" thickness of Board) 2) Metallic frame wooden top. 3) Provision of lockable drawer. 4) provision of keeping CPU / UPS / Printer at the bottom 5) Keyboard Tray	05	1000
18	Executive Table	Any reputed brand with nearest specification	Modern Executive Tables not exceeding width of 7'	07	3100
19	Coat Stands		Approximate height : 5'	35	5000
20	Footrest		Approximate Size : 1.5' * 1'	65	2000

<u>S. No.</u>	<u>Name of the Items</u>	<u>Brand</u>	<u>Model / Specifications</u>	<u>Quantity required (approx.)</u>	<u>Amount of EMD required (in Rs.)</u>
			with cushion on top		
21	Steel Book-cases		Approximate height : 6' Four compartments , lockable glass door	100	40000
22	Slanting Desk (Wooden)		Size: 2' * 1.5'	50	4000

Details of CUSTOMISED Items : **TABLE - 'B'**

<u>S. No</u>	<u>Name of the Items</u>	<u>Specifications</u>	<u>Quantity required (approx.)</u>	<u>Amount of EMD required (in Rs.)</u>
1	Wooden Tub Chair	Chair of approved brown color fabric, made up of good quality teak wood having Wooden Frame of 2' x 1.25', Seat in size of 19" x 20", legs of atleast 1" thickness, Seat Cushion (Polyurethane foam, moulded with density 40 mm) of atleast 3" thickness, having spring washer with bolt for fixing arm partition with wooden frame in virtually invisible manner & heavy duty L-shape strip at all joints.	150	13500
2	Chest of Drawer	Size : Top 38"x19" with Moulding Height 42", Drawer : 5" height panel 2 drawers, drawer Height 8", 02 Wooden doors height : 24", oriental legs 4" teak wood, made with ¾" board covered with 4mm. Teak ply, designing of moulding ¾" teak wood, drawers site pannel ¾" board with telescopic channel, bottom 6mm ply providing 01 lock with melamine polish, teak board door of chest of drawer. One lock at the centre of middle shelf may be provided. One more catcher at the bottom (left side) may be provided. Removable shelf inside the shelf may be filled with putty and be polished properly. Handle of the shelves should be of brass.	05	1000
3	Stool 12"x15"x15"	Iron Legs comprising the stool height of 12" and Wooden Top of laminated board of 1" thickness in the size of 15" x 15"	26	500
4	Stool 18"x15"x15"	Iron Legs comprising the stool height of 18" and Wooden Top of laminated board of 1" thickness in the size of 15" x	75	1200

<b><u>S. No</u></b>	<b><u>Name of the Items</u></b>	<b><u>Specifications</u></b>	<b><u>Quantity required (approx.)</u></b>	<b><u>Amount of EMD required (in Rs.)</u></b>
		15"		
5	Stool 24"x15"x15"	Iron Legs comprising the stool height of 24" and Wooden Top of laminated board of 1" thickness in the size of 15" x 15"	75	1300

**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) I submit the Price Bid for\_\_\_\_\_
- \_\_\_\_\_
- and related activities as envisaged in the Bid document.
- (4) 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.
- (5) 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.
- (6) 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.
- (7) I offer to work at the % percentage of discount and rates as indicated in the price Bid, for a period of two years.

Date :

Place :

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



**Instructions for Online Bid Submission**

**(Department User may attach this Document as an Annexure in their Tender Document which provides complete Instructions for on line 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) 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 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 bidsummary 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.

**Price Fall Clause Certificate**

**( To be submitted in the bidder's company letter head)**

I/We undertake that we have not offered to supply / supplied / are not supplying same or similar products / systems or sub systems at a price lower than that offered against the *Tender No.....dtd.....* in respect of any Organization/Ministry/Department of the Govt. of India or its Subsidiaries or other PSU or any other private organization during the currency of the contract and if it is found at any stage that same or similar product/systems or sub systems was supplied by the bidder to any Organization/Ministry/Department of the Govt. of India or its Subsidiaries or other PSU or any other private organization at a lower price during the currency of the contract, then that very price will be applicable to the present case and the difference in the cost would be refunded by the bidder to the Registry, if the contract has already been concluded.

**I/We also accept that:**

1. I/We have to submit a copy of the last (latest) purchase order for the similar/ordered item(s) received from any Organization/Ministry/Department of the Govt. of India or its Subsidiaries or other PSU or any other private organization.
2. We will inform the purchaser of offer to supply/supply of the similar/ordered item(s) at a lower rate to any Organization/Ministry/Department of the Govt. of India or its Subsidiaries or other PSU or any other private organization during the currency of the contract.

Date:

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

**BID CHECKLIST**

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

S.No.	Item Description	Yes/ No	Bid Reference	Remarks
1.	Earnest Money in Original Enclosed alongwith Bid Checklist		259/VFI/2025/SCI(AM)	---
2.	Name of the items(s) for which EMD has been submitted.	---	259/VFI/2025/SCI(AM)	
3.	General Proforma- <b>Annexure 'A'</b>		259/VFI/2025/SCI(AM)	---
4.	Undertaking - <b>Annexure 'C'</b>		259/VFI/2025/SCI(AM)	---
5.	Price Fall Clause Certificate – <b>Annexure 'E'</b>		259/VFI/2025/SCI(AM)	---