

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

F.No.1/Electrical RC/2025/SCI(AM)  
New Delhi, dated the 29.10.2025

Last date for Submission of Tender : **19.11.2025 upto 12:00 PM**

**NOTICE INVITING TENDER**

**RATE CONTRACT FOR PURCHASE OF VARIOUS ELECTRICAL 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, in respect of following items to be provided at the Residential offices of the Hon'ble the Chief Justice of India and other Hon'ble Judges as and when required, for a period of two years. The tenderers are, therefore, required to quote their competitive rates for items as per the list attached herewith as Annexure-'B'. **Online Bids through CPPP** are, therefore, invited from the Delhi based **reputed firms/ manufacturers/ retailers/ authorised dealers**.

<b>S. No.</b>	<b>Item</b>	<b>Specifications</b>	<b>Make/ Brand (asked for)</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
1	Water Cooler	Capacity 150/150 with Stainless Steel Body	(Voltas make)
2	Water Dispenser	With Three Taps and refrigerator facility	(Voltas make)
3	Mini Fridge/ Refrigerator	90 to 110 Ltrs Capacity approx.	(White Westinghouse make)
4	Refrigerator	190 Ltrs (approximate)	(LG make)
5	Microwave Oven	Convention type, upto 30 Ltrs Capacity (Approximate)	(Morphy Richards make)

S. No.	Item	Specifications	Make/ Brand (asked for)
6	Oil Based Heater	11 Fins	Usha
			Bajaj
			Morphy Richard
			Havells
		13 Fins	Usha
			Bajaj
			Morphy Richard
			Havells
7	Double Rod Heater	---	Usha
		---	Bajaj
8	Heat Convector/ Blower	---	Usha
		---	Bajaj
9	Desert Cooler	-Size: 26x26x34 -Tank Capacity – 40Ltrs - Make of Fan: BIS/ISI mark - Pump – Submersible - 22 Gauge sheet to be used for making tank and body	---
10	Pedestal Fan	400 mm with Heavy Base <b>without remote</b>	---
		400 mm with Heavy Base <b>with remote</b>	---
11	Hot Case	Length 25”, Height 16” and Depth 12”	---
12	Geyser	10 Ltrs	---
		15 Ltrs	---
		25 Ltrs	---
13	Paper Shredder	-Shred Capacity 8-10 sheets -Shredding items: Paper CD etc -Shredding Type:Cross-cut  Heavy duty	---
14	Emergency Light	LED – 8-10 Watt	---
15	Table Lamp	LED based with long neck	---
16	Remote Bell	Anchor	

S. No.	Item	Specifications	Make/ Brand (asked for)
	Range: with maximum range and minimum 100 Mtrs	Phillips Havells Cona	---
17	Extension Board	5/6 AMP (with maximum sockets)  Heavy duty	---
		15/16 AMP (with maximum sockets)  Heavy duty	---
18	Electric Kettle	1.5L to 2.0L capacity	---
19	Fly Catcher /Trapper	-Double Tube (2 Ft.)	---
20	Hand Dryers (purpose : to dry the hands after hand washing)	Touch free	---
21	Inverter  <b>(with sine wave technology and smooth functioning)</b>	800/850/900/1000 VA approx. Approximate  (Single Battery System)	---
		1400/1500/1650/ 1700 VA approx.  (Double Battery System)	---
		3.5 KVA Approximate  (Four Battery System)	---
22	Inverter Batteries  <b>(compatible with sine wave technology inverters)</b>	150 AH  Heavy duty	---
23	Inverter Trolley	Single Battery	---

S. No.	Item	Specifications	Make/ Brand (asked for)
	(compatible with sine wave technology inverters)	Double Battery	---
24	Desert Cooler (big size)	<p>Evaporative desert coolers</p> <ul style="list-style-type: none"> <li>-Motor Type: Single Phase, 3 Speed</li> <li>-Motor Rotation: 950 RPM</li> <li>-Wattage: 490W</li> <li>-Fan Type: Axial Fan</li> <li>-Fan Noise: 68 db</li> <li>-Air Flow (M3 / H): 18000</li> <li>-Cooling Pad Size: 1100x100x1150 mm</li> <li>-Gross Weight” 49 Kgs or more</li> <li>-Product Dim: 1135 x600x 1535 mm</li> <li>-30 inch aluminum fan</li> <li>-Cools upto 2500 sq ft</li> <li>-90 ltrs tank</li> <li>-Maximum warranty period</li> </ul>	(Kapsun-ANTARCTICA make)
25	Pad of Desert Coolers (big size)	Cooling Pad Size: 1100x100x1150 mm	(Kapsun-ANTARCTICA make)
26	Flask	Thermosteel type litres 1.5	---
27	<b>Different types of Bells</b>		
a	Buzzer (small size)	Range: with maximum range	---
b	Door Bell (sound-penta ding dong)	Range: with maximum range	---

S. No.	Item	Specifications	Make/ Brand (asked for)
c	Cordless bell (Bell with wire and wireless remote)	Range: with maximum range	---
d	Buzzer (sound-beep)	Range: with maximum range	---
e	Remote bell wireless -Plug in type (pins at remote bell for placed inside socket and wireless remote)	Range: with maximum range	---

**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. DOCUMENTS DOWNLOAD

2.1 The bids/ tenders are to be submitted online on <https://eprocure.gov.in/eprocure/app> as per the schedule as given in Critical Date Sheet as under:

<b><u>CRITICAL DATE SHEET</u></b>		
<b><u>Stage</u></b>	<b><u>Date</u></b>	<b><u>Time</u></b>
Published Date	29.10.2025	03:00 PM
Bid Document Download Start Date	29.10.2025	03:30 PM
Clarification Start Date	29.10.2025	03:30 PM
Clarification End Date	02.11.2025	03:30 PM
Bid Submission Start Date	04.11.2025	10:00 AM
Bid Submission End Date	19.11.2025	12:00 PM
Bid Opening Date	20.11.2025	12:30 PM

**Note :** In case the date of Submission / Opening of tender is declared as a Public Holiday, the tenders will be opened on the next working day at the same time.

- 2.2 Tender documents are also available on Supreme Court of India website <https://main.sci.gov.in/tender> (for reference only)
- 2.3 Not more than one tender shall be submitted by one Bidder or Bidders having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e., when one or more partner(s)/director(s) are common) allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
- 2.4 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 EMD would be forfeited and tenderer is liable to be banned from doing business with the Registry for a specified period as deemed fit.
- 2.5 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. **No individual correspondence shall be entertained in this regard.**
- 2.6 The tenderers are required to quote their competitive rate on CPP Portal only as per details given at **Annexure-'B'** through online BoQ only. Tenders once submitted will not be allowed to be withdrawn.

#### **(A) ELIGIBILITY CRITERIA**

3. The eligibility criteria for the Prospective Tenderer which need to be complied with the technical bid and will form part of Technical Evaluation is as follows :
- a) The bidder should be authorised seller of the item and therefore, submit Original Manufacturers Authorization letter as per proforma at Annexure 'F' for supply of the requisite items in respect of branded items, as mentioned against each, wherever applicable.

- b) Bidders must have valid GST Registration Certificate. A copy of the same should be enclosed with the Technical Bid.
- c) Bidders must possess valid PAN Card. A copy of the same should be enclosed with the Technical Bid.
- d) The bidder must have an office in Delhi to support the supply/ after sales service to be rendered to the Hon'ble Judges as the same are generally required on urgent basis.
- e) The bidder should provide atleast one Work Order / Contract Order from prestigious institutions, Government organizations, PSU or Autonomouos Bodies which should be uploaded with the Bid.

Note : The Tenders will be evaluated based on meeting the tender criteria viz., Submission of EMD / experience / accepting the terms and conditions etc. and shall normally be awarded to the lowest evaluated quotationer whose bid would found to be responsive and who is eligible and qualified to perform the contract satisfactorily.

#### **(B) BID SUBMISSION**

4. Bids shall be submitted online on CPP portal only in two parts, i.e., Technical Bid (including scanned copy of EMD / MSME Certificate / Empanelment Letter/ Experience etc.) and **Price Bid in the form of online BoQ only.**

5. The bidders/ tenderers are required to submit Earnest Money Deposit (EMD), if applicable, as tabulated below in the form of Demand Draft (DD) drawn in favour of "The Registrar (Admn.), 'Supreme Court of India' payable at New Delhi", in a separate sealed envelope/ cover (superscribing the title of this NIT and EMD, if applicable). The sealed envelope/cover containing EMD, if applicable, shall be addressed to Deputy Registrar (AM), Supreme Court of India, New Delhi, so as to reach Registry's R&I Counter No. 25 or 26 at Main Building, Supreme Court of India, New Delhi-110001, on or before Bid Submission End Date, 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 **a signed/ stamped copy of the same has to be uploaded on CPP Portal.**

6. No other form of EMD, if applicable, 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 the tenderers which are received without earnest money/ Exemption Certificate will be rejected.

<b>S.No.</b>	<b>Regarding Rate Contract towards purchase of various electrical items</b>	<b>Amount of EMD</b>
	<b>No. of items</b>	
1.	If tenderer is quoting for upto 10 items out of the total items	Rs. 35,000/-
2.	If tenderer is quoting for upto 20 items out of the total items	Rs. 70,000/-
3.	If tenderer is quoting for more than 20 items	Rs. 1,10,000/-

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

7. Tenders not accompanied with the EMD/ exemption certificates is liable to be rejected.

8. 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 and no interest will be payable on EMD.

**PART –I: Technical Bid shall contain the following:**

<b>S. No.</b>	<b><u>Documents To Be Uploaded</u></b>
	(All the documents must be sequentially numbered and uploaded in the below mentioned chronological order)
1.	Tender document signed and stamped (This complete document including Terms & Conditions and Other Instructions etc. <b>Excluding financial/ price bid</b> )
2.	Signed and stamped copy of duly filled <b>Technical Bid Proforma</b> as per format <b>at Annexure ‘A’</b>

3.	Signed/ Stamped Scanned copy of EMD / Exemption Certificate, as the case may be
4.	Signed/ Stamped copy of PAN Number
5.	Signed/ Stamped copy of GST Registration
6.	Signed/ Stamped copy of Audited Accounts Statement of annual turnover for last three financial years (i.e., 2022-23, 2023-24, 2024-25)
7.	Signed/ Stamped Work Order/ Proof in support of proof of running/previous contract with Government organizations, PSU or Autonomous bodies
8.	Signed and stamped copy of <b><u>Undertaking/ Declaration</u></b> as per format <b>at Annexure 'C'</b> on the letter head of the bidding firm.
9.	Signed/ Stamped copy of duly filled Check List of Documents to be uploaded
10.	Signed and Scanned copy of <b>Annexure 'E'</b> – Price Fall Clause Certificate
11.	Signed and Scanned copy of <b>Annexure 'F'</b>
<p>Bid documents may be scanned with <b>100 dpi with black and white option</b> which helps in reducing size of the scanned document.</p> <p>Tenderer can merge all above documents into single pdf file. Financial bids only be submitted online in form of BoQ and no financial bid will be accepted in physical form.</p>	

**PART –II: Price Bid contain the following:**

- (i) The Price Bid shall contain only schedule of rates duly filled in as per BoQ. No stipulation, deviation, terms & conditions, presumptions etc. is permissible in price part of the bid. The Registry shall not take any cognizance of any such conditions and may at its discretion to reject such price bid.
- (ii) Bidders shall submit the tender online on CPPP on or before the due date and time of the bid submission. Tender submitted by any other form (fax / email / courier / post / hard copy) will be summarily rejected.

## **(D) GENERAL TERMS AND CONDITIONS**

9. Every page must be signed and stamped by the authorized official of the bidder/tenderer firm, failing which, it is liable to be rejected and shall not be considered further.

10. The tenderers are required to quote their competitive rates for Rate Contract towards purchase of various electrical items for a period of 2 years. Tenders once submitted will not be allowed to be withdrawn.

11. The tenderer shall not be entitled during the said period to revoke or cancel its tender or to vary the tender or any terms thereof.

12. 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.

13. Certified translated copy of supporting documents should be uploaded in English, in case of documents available in Regional / Vernacular language.

14. Those Technical bids which are found to be in order, i.e., satisfying all the stipulated conditions herein shall be short – listed and financial bids of only such short listed bidders will be opened. The bidder not fulfilling eligibility conditions of the tender will not be considered under any circumstances.

15. 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.

16. The Tenderer shall have registered firm /workshop in **Delhi region** only, for providing smooth services and avoiding inconvenience to Hon'ble Judges.

17. In case of more than one L-1 bid emerging, decision of Competent Authority in this respect shall be final.

18. The Registry is neither bound to accept the rates submitted by the tenderers or bidders nor does it undertake to assign any reason for its decision in this matter.
19. 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.
20. The decision of the Registry will be final and conclusive and binding on the bidder and the Registry takes no responsibility for any delay whatsoever for submission of tender after the last date and time given in the schedule.
21. 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.
22. The bidders / tenderers shall give an undertaking (**as per Annexure 'C'**) that the Firm / Partners / Director / Proprietor has not been blacklisted and their business dealings with Central / State Government / Public Sector Units / Autonomous Bodies have not been banned / terminated on the account of poor performance.
23. Each tenderer has to certify that all the terms and conditions are acceptable to him. The Earnest Money Deposit shall stand forfeited in case of breach of any of the conditions mentioned herein.
24. The Registry reserves the right to seek clarification or verification of any information supplied by the bidder.
25. 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/ Hypothetical or conditional tenders, the tenderer may be debarred to participate in the tender process of the Supreme Court of India in future and shall not be considered.
26. Access to the office premises shall be restricted solely to the authorized personnel of the successful tenderer. Personnel shall refrain from engaging in any private work within the premises outside their designated duties.

27. All costs associated with materials, equipment, labour, and transportation shall be the exclusive responsibility of the successful tenderer.
28. The Registry shall have the discretion to withdraw the contract at any time without any notice and without assigning any reason thereof.
29. Bids will be opened online as per date / time mentioned in the “Critical Date Sheet”, in the presence of willing or interested parties.
30. Rates quoted in the tender will remain unchanged during the contractual period. Under no circumstances, rate revision will be allowed during the currency of the Rate Contract.
31. The tenderer should submit proof of domicile of Delhi state along with address of the office.
32. **Tenderers who quote lowest price in individual respective category of item as detailed in online BoQ will be considered as L-1.**
33. Tenderers are required to quote the rates only with respect to the items as mentioned in the Proforma. Tenders for any other specifications of items (if not asked by the Registry) 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.
34. 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 may be deemed to be a case of lack of competition. In this regard, decision of Registry shall be final.
35. The tender must be received not later than the date and time specified for submitting the same. In case the date of submitting the tender will be declared as holiday, then the next working day of the Registry will be treated as due date of the Tender.

36. During the subsistence of contract, in case of breach of any condition 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 shall be recovered from the tenderer.

37. The tenderer should have a **well established infrastructure** and possess experience including working with the Government Offices so that quality of services may be ascertained, if required.

38. The Registry shall have no liability, financial or otherwise, for any harm/damage/injury incurred to the personnel deployed by the successful tenderer in the course of performing the work of this Registry. Neither the Contractor nor his workers shall have any claim on this Registry for compensation or financial assistance on this account.

39. The successful tenderer will have to abide by the terms and conditions at all times as may be fixed from time to time by the Registry.

40. The rates quoted online shall be inclusive of GST and Govt. Levies, no additional cost on account of commuting, travelling charges etc shall be admissible.

41. Registry can extend present rate contract for a period of one year after completion of two years, based on satisfactory performance and approval of Competent Authority.

42. The OEM company may submit a bid either in its own name or through any of its authorized dealers competent to supply the requisite items to the Registry and in case bid submitted by authorized dealer without confirmation of the OEM company regarding authorization to sell the product shall not be considered further.

43. The response time during the warranty period would not exceed 2 hours from the breakdown is reported to the successful bidder.

44. In case the supply is not found in conformity with the approved specification and any complaint is received about its quality and performance during the course of their use then entire supply will have to be replaced with the good one/quality exactly commensurated with the approval specifications at the cost of tenderer. The decision of the Registry in this regard shall be final.

**(E) SCHEDULE OF PRICE BID IN THE FORM OF BOQ ElectricalRC.xls**

45. The Financial Proposal/Commercial bid format at “Annexure-B” is provided as BOQ\_ElectricalRC.xls along with this tender document at the websites. Bidders are advised to download this BOQ\_ElectricalRC.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.

**(F) PAYMENT TERMS**

46. The payment will be made only after full supply is received and accepted as per approved specifications. No part payment or advance payment will be made on receipt of pre-receipted bill invoice from the successful bidder.

47. Penalty, if any, shall be deducted from any of the outstanding payment due to the tender.

48. Statutory deductions shall be made as per applicable rules.

**(G) PERFORMANCE SECURITY DEPOSIT**

49. The successful tenderer shall have to deposit performance security @ 3% of estimated contract value, valid for a period in excess of 2 months of expiry of contract period. 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 of the successful completion of the contractual period or payment of the last bill, whichever is later.

50. The performance security deposit shall stand forfeited in case of breach of any of the conditions mentioned therein.

### **(H) Price Fall Clause**

51. Tenderers are required to furnish the PFC (Price Fall Clause) Certificate as per the format given in Annexure 'E'.

### **(I) PENALTIES / LIQUIDATED DAMAGES**

52. 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 stipulated time** 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.

53. 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.

54. 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.

55. 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.

56. 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.

**(J) TRANSFER & SUB-LETTING**

57. The firm / bidder has no right to give, bargain, sell, assign or sublet or otherwise dispose of the contract or any part thereof, as well as to give or to let a third part take benefit or advance of the present Contract or any part thereof.

**(K) RELATIONSHIP OF PARTIES**

58. Since both the parties are independent entities, under no circumstance will the employees of the successful bidder / tenderer be deemed the employees of the Supreme court of India Registry. The contract shall, therefore, not grant any authority to the successful bidder / tenderer to act for Supreme Court of India Registry in any capacity on its behalf.

**(L) CONFIDENTIALITY OF CONTRACT**

59. The successful bidder/ tenderer shall ensure that the specific terms and conditions of the contract will also be treated as confidential information and that no disclosures will be made in any form without the prior written consent of the Supreme Court of India Registry, except (i) As required by applicable disclosure law; (ii) To accountants, Banks, Financing Sources, lawyers, etc., subject to a duty not to disclose to others or (iii) in connection with the enforcement of this contract.

**(M) JURISDICTION**

60. Since the contract shall be governed by and interpreted under, the laws of the Republic of India and Courts at Delhi shall have exclusive jurisdiction to try, entertain and decide the matters arising out of and in relation to the Contract. All disputes and differences are, however, subject to the jurisdiction of the courts situated in Delhi.

**(N) ARBITRATION**

61. In the event of any dispute or difference or disagreement between the parties in respect of any matter relating to or arising out of the Agreement/ Contract, the parties shall endeavor to resolve amicably any such disagreement or dispute by direct informal negotiation.

62. If the parties fail to resolve such a dispute or difference or disagreement by mutual consultation within twenty eight (28) days from the commencement of such consultation, either party may require that the dispute be referred for resolution to the Competent Authority.

**(O) FORCE MAJEURE**

63. In case the successful bidder/ tenderer is unable to fulfill the obligation under the contract owing to Force Majeure situation like war, fire, earthquake, floods, embargoes, act of terrorism etc., which are beyond the control of the parties, the successful bidder/ tenderer shall promptly notify Supreme Court Registry in writing of such condition and cause thereof. Unless otherwise directed by Supreme Court of India Registry in writing, the successful bidder/ tenderer shall continue to perform its obligations under the contract as far as it is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

64. In case of any doubt / clarification, the parties may contact Branch Officer, Admn. Materials (Purchase & Stores/Maintenance) at Telephone No. 011- 23115941/5864 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 the Registry. Name of the Officer – Shri Sanjeev Kumar Sinha, 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 'F'**

**NOTICE INVITING TENDER**

**RATE CONTRACT FOR PURCHASE OF VARIOUS ELECTRICAL ITEMS FOR A  
PERIOD OF TWO YEARS**

<b><u>PROFORMA TO BE FILLED BY THE BIDDER/ TENDERER</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.	Registration Details: <b>(Signed and Stamped Copy to be uploaded)</b>	
	(1) PAN No.	
	(2) GST Registration No.	
6.	*Details of Earnest Money Deposit (Issuing Bank & Dated)	DD No & Date: Issuing Bank Name: Branch Name: Amount: Valid upto:
7.	Bank details for refund of EMD, if applicable:	Bank Name: Branch Name: Account No.

		IFSC :			
8.	Details of Financial Statement, Profit and Loss Statement During Last 3 (three) Years				
	Sr. No.	Financial Year	Income (in Rs.)	Expenditure (in Rs.)	Net Profit/ Loss (in Rs.)
	(1)	2021-2022			
	(2)	2022-2023			
	(3)	2023-2024			
9.	Details of Past Experience of Work Executed, Satisfactory Certificate, Work Orders etc.				
10.	Whether all the terms & conditions of NIT are acceptable :			Yes / No	

\*If the firm is exempted from depositing the EMD, a certificate to this effect has to be submitted along with the tender document. Tenders not accompanied with the EMD/ exemption certificates is liable to be rejected.

(Signature of the Bidder, with Official Seal)

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

**Financial Bid**

**SCHEDULE OF PRICE BID IN THE FORM OF**  
**BOQ\_ElectricalRC .xls**

The below mentioned Financial Proposal/Commercial bid format is provided as BOQ\_ElectricalRC .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, which contains rates excluding GST basis, Details of Items :-

S. No.	Item	Specifications	Make/ Brand (asked for)	Unit price (excluding GST)	GST and Govt Levies	Total price Net basis [Col. 5+6]
1	2	3	4	5	6	7
1	Water Cooler	Capacity 150/150 with Stainless Steel Body	(Voltas make)			
2	Water Dispenser	With Three Taps and refrigerator facility	(Voltas make)			
3	Mini Fridge/ Refrigerator	90 to 110 Ltrs Capacity approx.	(White Westinghouse make)			
4	Refrigerator	190 Ltrs (approximate)	(LG make)			
5	Microwave Oven	Convention type, upto 30 Ltrs Capacity (Approximate)	(Morphy Richards make)			
6	Oil Based Heater	11 Fins	Usha			
			Bajaj			
			Morphy Richard			
			Havells			
		13 Fins	Usha			
			Bajaj			
			Morphy Richard			
			Havells			
7	Double Rod Heater	---	Usha			
		---	Bajaj			
8	Heat Convector/ Blower	---	Usha			
		---	Bajaj			
9	Desert Cooler	-Size: 26x26x34 -Tank Capacity – 40Ltrs - Make of Fan: BIS/ISI mark - Pump – Submersible - 22 Gauge sheet to be used for making tank and body	---			
10	Pedestal Fan	400 mm with Heavy Base <b>without remote</b>	---			
		400 mm with Heavy Base <b>with</b>	---			

		<b>remote</b>				
11	Hot Case	Length 25", Height 16" and Depth 12"	---			
12	Geyser	10 Ltrs	---			
		15 Ltrs	---			
		25 Ltrs	---			
13	Paper Shredder	-Shred Capacity 8-10 sheets -Shredding items: Paper CD etc -Shredding Type:Cross-cut  <b>Heavy duty</b>	---			
14	Emergency Light	LED – 8-10 Watt	---			
15	Table Lamp	LED based with long neck	---			
16	Remote Bell  Range: with maximum range and minimum 100 Mtrs	Anchor	---			
		Phillips				
		Havells				
		Cona				
17	Extension Board	5/6 AMP (with maximum sockets)  <b>Heavy duty</b>	---			
		15/16 AMP (with maximum sockets)  <b>Heavy duty</b>	---			
18	Electric Kettle	1.5L to 2.0L capacity	---			
19	Fly Catcher /Trapper	-Double Tube (2 Ft.)	---			
20	Hand Dryers (purpose : to dry the hands after hand washing)	Touch free  <b>Heavy duty</b>	---			
21	Inverter	800/850/900 /1000 VA	---			

	<b>(with sine wave technology and smooth functioning)</b>	approx. Approximate  (Single Battery System)				
		1400/1500/1650/ 1700 VA approx.  (Double Battery System)	---			
		3.5 KVA Approximate  (Four Battery System)	---			
22	Inverter Batteries  <b>(compatible with sine wave technology inverters)</b>	150 AH  <b>Heavy duty</b>	---			
23	Inverter Trolley  <b>(compatible with sine wave technology inverters)</b>	For Single Battery	---			
		For Double Battery	---			
24	Desert Cooler (big size)	Evaporative desert coolers  -Motor Type: Single Phase, 3 Speed -Motor Rotation: 950 RPM	(Kapsun-ANTARCTICA make)			

		-Wattage: 490W -Fan Type: Axial Fan -Fan Noise: 68 db -Air Flow (M3 / H): 18000 -Cooling Pad Size: 1100x100x1150 mm -Gross Weight: 49 Kgs or more -Product Dim: 1135 x600x 1535 mm -30 inch aluminum fan -Cools upto 2500 sq ft -90 ltrs tank -Maximum warranty period				
25	Pad of Desert Coolers (big size)	Cooling Pad Size: 1100x100x1150 mm	(Kapsun-ANTARCTICA make)			
26	Flask	Thermosteel type litres 1.5	---			
27	<b>Different types of Bells</b>					
a	Buzzer (small size)	Range: with maximum range	---			
b	Door Bell (sound-penta ding dong)	Range: with maximum range	---			
c	Cordless bell (Bell with wire and wireless remote)	Range: with maximum range	---			
d	Buzzer (sound-beep)	Range: with maximum range	---			
e	Remote bell wireless -Plug in type (pins at remote bell for placed inside socket and wireless remote)	Range: with maximum range	---			

**Note: all the rates as quoted above in BoQ uploaded in CPPP is excluding GST**

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 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 at Annexure ‘F’. 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

(On the Letter Head of the OEM)

To,  
The Registrar,  
Supreme Court of India,  
New Delhi – 110001

Subject: **RATE CONTRACT FOR PURCHASE OF VARIOUS ELECTRICAL ITEMS  
FOR A PERIOD OF TWO YEARS**

M/s. \_\_\_\_\_  
Reference: \_\_\_\_\_  
CPPP Bid No. \_\_\_\_\_

We M/s. \_\_\_\_\_ (name  
of manufacture) hereby authorize to M/s. \_\_\_\_\_  
(name and address of dealer/distributor) for participating in subject bid on CPPP. We hereby  
confirm that the item supplied by the said dealer/distributor will be authentic material  
manufactured by us and will meet the quality as per tender specifications. We hereby also  
confirm that we will extend our full support for the timely delivery of the material by the said  
dealer/distributor and above and warranty for the same.

Signature and stamp of authorized signatory of OEM \_\_\_\_\_  
Name: \_\_\_\_\_  
e-mail ID: \_\_\_\_\_  
Mobile/Phone No.: \_\_\_\_\_  
Designation (if available)

**BID CHECKLIST**

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

<b>S.No.</b>	<b>Item Description</b>	<b>Yes/No</b>	<b>Bid Reference</b>	<b>Remarks</b>
1.	Earnest Money in Original (if applicable)/ relevant certificate Enclosed alongwith Bid Checklist		<b>F.No.1/Electrical RC/2025/SCI(AM)</b>	---
2.	General Proforma- <b>Annexure 'A'</b>		<b>F.No.1/Electrical RC/2025/SCI(AM)</b>	---
3.	Undertaking - <b>Annexure 'C'</b>		<b>F.No.1/Electrical RC/2025/SCI(AM)</b>	---
4.	Price Fall Clause Certificate- <b>Annexure 'E'</b>		<b>F.No.1/Electrical RC/2025/SCI(AM)</b>	---
5.	Certificate- <b>Annexure 'F'</b>		<b>F.No.1/Electrical RC/2025/SCI(AM)</b>	---