

SUPREME COURT OF INDIA
ADMN. MATERIALS (MAINTENANCE)

F.No. 123/ST/26/SCI(AM)
New Delhi, dated the 21.11.2025

Last date/time for Submission of Tender: **05.12.2025 (11:00 a.m.)**

NOTICE INVITING TENDER (LIMITED) FOR AWARDING OF RATE CONTRACT
FOR PURCHASE OF DIFFERENT TYPES OF 4-WHEELER IRON/STEEL TROLLEYS
FOR A PERIOD OF TWO YEARS

1. 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 purchase of different types of 4-wheeler iron/steel trolleys, as per the following descriptions, for a period of two years to be supplied in the Registry:

S.No.	Particulars	Specifications
1.	Box Type Trolley	Box Size: 30"L x 20"W x 20"H
2.	Heavy Duty Trolley	Box Size: 36"L x 24"W x 12"H
3.	Wheel Barrow	Box Size: 32" L x 17"W

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 Tender document may be downloaded from CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule given in Critical Date Sheet as under:

CRITICAL DATE SHEET

Published Date & Bid Document Download	21.11.2025 (12:00 noon)
Clarification Start Date	21.11.2025 (2:00 p.m.)
Clarification End Date	25.11.2025 (11:00 a.m.)
Bid Submission Start Date	28.11.2025 (11:00 a.m.)
Bid Submission End Date	05.12.2025 (11:00 a.m.)
Bid Opening Date	06.12.2025 (11:30 a.m.)

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 in the presence*

of such tenderers who wish to remain present.

2.2 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.

2.3 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 doing business with the Registry for a specified period as deemed fit.

2.4 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.

2.5 The tenderers are required to quote their competitive rate as per details given at **Annexure - 'B'** through online BoQ only. Tenders once submitted will not be allowed to be withdrawn.

(A) BID SUBMISSION

3. Bids shall be submitted online on CPP portal only in two parts, i.e., Technical Bid and Price Bid.

3.1 **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 of Certificates like PAN No, GST Registration - **Annex.-'A'**
- ii. Signed and Scanned copy of **Annex.-'C'** - Tender Acceptance Letter
- iii. Price Bid undertaking - **Annex.-'D'**
- iv. Price Fall Clause Certificate - **Annex.-'E'**

3.2 **Price Bid:-** Schedule of price bid in the form of BoQ_Trolley2026.xls - **Annex.-'B'**

4. 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.

5. The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

Every page must be signed and stamped by the authorized official of the bidder/tenderer firm, failing which, it is liable to be rejected.

Bid documents may be scanned with **100 dpi with black and white option** which helps in reducing size of the scanned document.

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.

(B) SCHEDULE OF PRICE BID IN THE FORM OF CPPP BoQ Trolley2026.xls

6. The Financial Proposal/Commercial bid format at Annexure - 'B' is provided as BoQ_Trolley2026 along with this tender document at the websites. Bidders are advised to download this BoQ_Trolley2026 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.
7. 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.

(C) GENERAL TERMS AND CONDITIONS

8. The Tenderers are required to quote their competitive 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.
9. The tenderers are advised to follow the instructions "Instructions to Bidder for Online Bid Submission" provided in the **Annexure 'F'** for online submission of bids.
10. 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.
11. 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.
12. Bids will be opened as per date/time mentioned in the "Critical Date Sheet" in the presence of willing bidders
13. 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.
14. 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.

15. 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.

(D) TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER

16. 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. Rates quoted shall include costs of cartage and no separate transportation/delivery charges shall be admissible.
17. The Contract shall be valid for Two (02) years from the date of awarding of Rate Contract order.
18. The successful bidder is required to supply the trolley(s), at the premises of Supreme Court of India, within one week after receipt of work order which may be sent by post or email and the trolleys have to meet the exact specifications as mentioned in **Annexure-B**.
19. The successful bidder shall provide a warranty for a period of 6 months from the date of delivery of the trolleys. The bidder shall repair or replace any defective goods/equipment at no additional cost to the Registry during the warranty period.
20. There is no assurance regarding the number of trolleys to be supplied each time and the number of trolleys required at a time may vary from time to time. The successful bidder shall accept the entrustment even if the number of trolleys is considerably low.
21. The trolley(s) supplied by the successful bidder will be inspected by the Members of the Inspection Committee and in case the supply is not found strictly in conformity with the approved specifications, the same will be liable to be rejected and shall have to be replaced immediately with the quality exactly commensurate with the approved specifications at its own cost.
22. 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.
23. The successful bidder will have to abide by the terms and conditions as may be fixed from time to time by the Registry.
24. The tenderer shall give an Undertaking (as per **Annexure-‘C’**) on firm/Company’s letterhead.

(E) PAYMENT TERMS

25. 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.

26. Penalty, if any, shall be deducted from any of the outstanding payment due to the tenderer.
27. Statutory deductions shall be made as per applicable rules.

(F) PRICE FALL CLAUSE CERTIFICATE

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

(G) PENALTIES / LIQUIDATED DAMAGES

29. If the trolleys are not supplied within the specified period as mentioned in the Purchase Order and if Registry is required to purchase the same from other dealers, the bidder will be liable for loss in case of higher payments as compared to approved rates.
30. Irrespective of the fact as to whether or not the Registry acquired trolleys from outside, the Registry may impose penalty upto 1% per week subject to maximum penalty of 10% of the total cost for delayed delivery, if the delay is due to willful laches or negligence of the tenderer and it causes financial loss or inconvenience to the Registry.
31. 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.

(H) TRANSFER & SUB-LETTING

32. 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.

(I) RELATIONSHIP OF PARTIES

33. 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.

(J) CONFIDENTIALITY OF CONTRACT

34. 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.

(K) JURISDICTION

35. 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.

(L) ARBITRATION

36. 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.
37. 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.

(M) FORCE MAJEURE

38. 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.
39. In case of any doubt / clarification, the parties may contact Branch Officer, Admn. Material (Purchase & Stores) at Telephone No. 011-23115941 or vide email at 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 Pass Approving Officer – Shri Ravish Kumar, Branch Officer (AM), and only two (02) representative(s) will be allowed for each firm.

sd/-
(Padma Sundar)
Deputy Registrar (AM)
21.11.2025

Encls.: Annexures – ‘A’ to ‘F’

**NOTICE INVITING TENDER (LIMITED) FOR PURCHASE OF DIFFERENT TYPES OF 4-
WHEELER IRON/STEEL TROLLEYS FOR A PERIOD OF TWO YEARS**

<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.	
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 (MAINTENANCE)

F.No. 123/ST/26/SCI(AM)
 New Delhi, dated the 21.11.2025

FINANCIAL / PRICE BID

Schedule of price bid (as given below) in the form of BoQ_Trolley2026.xls enclosed at the end of this bid document.

S.No.	Particulars / Photos	Specifications	Basic Price (in Rs.)	Govt. Levies (GST, etc.)	Total Price (in Rs.)
1.	  <p>Box Type Trolley</p>	<p>Box Size: 30”L x 20”W x 20”H</p> <p>Good quality wheel: 6” diameter</p> <p>Heavy clamp with 6” in diameter and gauge</p>			
2.	Heavy Duty Trolley	<p>Box Size: 36”L x 24”W x 12”H</p> <p>Good quality wheel: 6” diameter</p> <p>Heavy clamp with 6” in diameter and gauge</p>			

S.No.	Particulars / Photos	Specifications	Basic Price (in Rs.)	Govt. Levies (GST, etc.)	Total Price (in Rs.)
3.	  Wheel Barrow	Box Size: 32" L x 17"W Good quality wheel: 6" diameter Heavy clamp with 6" in diameter			

Note: *For reference only. Not to be enclosed with Technical Bid.*

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.

(6) I offer to work at the rates as indicated in the price Bid, for a period of two years.

Dated:

Place:

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_Trolley2026.xls.

Yours faithfully,

Signature of Authorized Representative

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. dt. 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

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) 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.

- 4) 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.
- 5) 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.
- 6) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) 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.
- 8) 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.