

SUPREME COURT OF INDIA
ADMN. MATERIALS

Last date for Submission of Tender: 05th January, 2026 upto 11:00 A.M.

BID NOTICE FOR AWARDING OF RATE CONTRACT FOR SUPPLY OF HP AND/OR XEROX AND/OR KONICA MINOLTA TONERS CARTRIDGES TO THE REGISTRY FOR A PERIOD OF TWO YEARS

A. INSTRUCTIONS TO THE BIDDERS

1. Supreme Court of India, an apex Judicial Body under Constitution of India intends to invite online bids/ tenders through CPP portal from Delhi/NCR based reputed firms/manufacturers/authorized dealers/distributors, as per the Proforma attached herewith at Annexure 'A', for supply of **HP AND/OR XEROX AND/OR KONICA MINOLTA TONERS CARTRIDGES** for printers/photocopier used in the Registry, as and when required, during the period of two years.

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 on CPP Portal only.

2. **DOCUMENTS DOWNLOAD**

2.1 The bids/ tenders are to be submitted online on CPP Portal only in strict compliance to the schedule mentioned in the Critical Date Sheet given hereunder:

| <u>CRITICAL DATE SHEET</u> | | |
|---|-------------|-------------|
| Stage | Date | Time |
| Bid/ Tender Document Publishing Date & Time | 11.12.2025 | 16:00 Hrs. |
| Bid/ Tender Document Download Start Date & Time | 11.12.2025 | 16:30 Hrs. |
| Clarification Start Date | 11.12.2025 | 16:30 Hrs. |
| Clarification End Date | 16.12.2025 | 16:00 Hrs. |
| Bid/ Tender Submission Start Date & Time | 18.12.2025 | 10:00 Hrs. |
| Bid/ Tender Submission End Date & Time | 05.01.2026 | 11:00 Hrs. |
| Bid/ Tender Opening Date & Time | 06.01.2026 | 11:30 Hrs. |

Note: The Registry of Supreme Court of India will remain closed for Christmans & New Year vacations from 25.12.2025 to 01.01.2026, and the Counter No. 25 or 26 of e-Sewa Kendra will not be functional during this vacation.

2.2 Tender documents are also available on Supreme Court of India website <https://www.sci.gov.in/notice-category/tenders/> (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) be 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 The tenderer shall not tamper/modify the tender form including downloaded price bid template in any manner. In case the same is found to be tampered/modified in any manner, tender will be summarily rejected and tenderer will also be liable to be banned from doing business with the Registry for a specified period as deemed fit.

2.5 The tenderers are advised to regularly visit CPP Portal and official website of Supreme Court of India i.e. <https://www.sci.gov.in/notice-category/tenders> to keep themselves updated with any change/ modification in the tender which will be intimated through this website only through corrigendum / addendum/ amendment. **No individual correspondence shall be entertained in this regard.**

2.6 The tenderers are required to quote their competitive rates for the said HP and/or Xerox and/or Konica Minolta Toners Cartridges on CPP portal.

(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 the authorized seller of HP AND/OR XEROX AND/OR KONICA MINOLTA TONERS CARTRIDGES and therefore, should submit Original Manufacturer's Authorization Letter (as per proforma at Annexure 'D') for supply of HP and/or Xerox and/or Konica Minolta Toners Cartridges.
- b) Bidder must have valid GST Registration Certificate. A copy of the same should be enclosed with the Bid.
- c) Bidder must have PAN (Permanent Account Number) and a copy of the same should be enclosed with the Bid.
- d) The Bidder must have an office in Delhi/NCR, to support the after sale services and a copy of address proof must be submitted .
- e) The bidder must submit the Price Fall Clause Certificate (as per Annexure- 'E').
- f) 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.

*Note: The firm will be evaluated based on meeting the tender criteria viz.: submission & EMD/ accepting of terms & conditions etc. And shall normally be awarded to the **lowest evaluated item-wise quotation** and whose bid has been found to be responsive and who is eligible and qualified to perform the contract obligations satisfactorily.*

(B) BID SUBMISSION

4. 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, and a signed/ stamped copy of the same has to be uploaded on CPP Portal.

5. 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.

| S.No. | Item Description | Amount of EMD (in Rs.) |
|--------------|----------------------------------|-------------------------------|
| 1 | HP Toners Cartridges | Rs. 4,00,000/- (net) |
| 2 | XEROX Toners Cartridges | Rs. 2,00,000/- (net) |
| 3 | KONICA MINOLTA Toners Cartridges | Rs. 4,000/- (net) |

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.

6. The Tender not accompanied with the EMD, as applicable, is liable to be rejected. However, the bidders seeking EMD exemption, must submit the valid supporting document for the relevant category with the bid. As per the guidelines, under MSME category, only manufacturers for goods and service providers for requisite services are eligible for

exemption from EMD. Traders are excluded from the purview of this provision.

7. EMD of the unsuccessful bidders/ tenderers would be returned by way of RTGS/NEFT or cheque after the contract has been finally awarded to the successful bidder/ tenderer and no interest will be payable on EMD.

PART –I: Technical Bid shall contain the following:

| S. No. | <p style="text-align: center;"><u>Documents To Be Uploaded</u> (All the documents must be sequentially numbered and uploaded in the below mentioned chronological order)</p> |
|--------|---|
| 1. | Tender document signed and stamped (This complete document including Terms & Conditions and Other Instructions etc.) |
| 2. | Signed/ Stamped Scanned copy of EMD (if applicable)/ Exemption Certificate, as the case may be |
| 3. | Signed and stamped copy of duly filled <u>Technical Bid Proforma</u> as per format <u>at Annexure ‘A’</u> |
| 4. | Signed and stamped copy of <u>Undertaking/ Declaration</u> as per format <u>at Annexure ‘C’</u> on the letter head of the bidding firm. |
| 5. | Signed and stamped copy of <u>(MAF)</u> as per format <u>at Annexure ‘D’</u> of this document, issued by OEM. |
| 6. | Signed and stamped copy of <u>Price Fall Clause Certificate</u> as per format <u>at Annexure ‘E’</u> on the letter head of the bidding firm. |
| 7. | Signed/ Stamped proof of their domicile in Delhi/NCR along with address of the office |
| 8. | Signed/ Stamped copy of Registration/ Incorporation Certificate of the bidding firm (should have been 3 or more years old) |
| 9. | Signed/ Stamped copy of PAN Number |
| 10. | Signed/ Stamped copy of GST Registration |
| 11. | Signed/ Stamped copy of Audited Accounts Statement of annual turnover for last three financial years (i.e., 2022-23, 2023-24, 2024-25) |
| 12. | Signed/ Stamped copies of satisfactory work certificate/work order in support of Satisfactory Work completion from two (02) prestigious Organisations |
| 13. | Signed/ Stamped Work Order/ Proof in support of proof of one (01) running contract with Government organizations, PSU or Autonomous bodies |

| | |
|--|--|
| 14. | Signed/ Stamped copy of duly filled Check List of Documents to be uploaded, as per format. |
| Every page must be signed and stamped by the authorized official of the bidder/tenderer firm, failing which, it is liable to be rejected. | |

PART –II: Price Bid contain following:

(i) The Price Bid shall contain only schedule of rates duly filled in as per the BoQ appended herewith and uploaded on the CPP portal. 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 reject such price bid.

(ii) Bidders shall submit the tender online on CPP Portal on or before the due date and time of bid submission. Tender submitted by any other form (fax/email/courier/post/hard copy) will be summarily rejected.

(C) GENERAL TERMS AND CONDITIONS OF TENDER

8. The bidders/ tenderer must read all the instructions, Proformas' terms & conditions and specifications carefully and ensure compliance with the instructions herein. Failing to furnish all the information as required by the tender document in any respect will be at the bidders'/ tenderers' risk and may result in rejection of the bid/ tender.
9. The rates quoted online should be inclusive of GST, Govt. levies etc., as applicable, and no additional charges (transport/ carry charges or any other charges) will be paid by the Supreme Court Registry.
10. The OEM Company may submit a bid either in its own name or through any of the authorized dealers/distributors/agency/suppliers of HP and/or Xerox and/or Konica Minolta Toners Cartridges, competent to supply the requisite materials to the Registry of the Supreme Court of India. **The bid without confirmation of the original equipment manufacturing company regarding authorization to sell the product shall not be considered.**
11. Certified translated copy of supporting documents should be uploaded in English, in case of documents available in Regional/ vernacular language.

12. Those Technical bids which are found to be in order i.e. satisfying all the stipulated conditions shall be short-listed and financial bids of only such short-listed bidders will be opened in the presence of willing and wishing tenderers. The bidders not fulfilling eligibility conditions of the tender will not be considered under any circumstances.
13. The Registry will deal with the tenderer directly and no middle-men/agents/commission agents etc., should be asked by the tenderer to represent their cause and they will not be entertained by the Registry.
14. In case of more than one L1 bid emerging, the bidder with highest average turnover in the last 3 Financial Years as given under Part-1(11) of technical bid will be decided as L1 .When more than one L1 emerge even at this stage, highest turnover in the latest financial year i.e., 2024-25 shall be considered to decide L1.
15. Registry is not bound to accept the lowest bid/ tender and reserves the right to reject or accept any or all the bids/ tenders, partly or completely, at any time without assigning any reason thereof.
16. The Registry reserves the right to make any change, at any time, in the terms and conditions of the Notice Inviting Tender and accept or reject any or all tenders wholly or partly without assigning any reason thereof.
17. The decision of the Registry will be final, 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.
18. In case the successful bidder fails to supply the items within 15 days from the date of issue of work order, the Registry reserves the right to terminate the contract or at its discretion will forfeit the security deposit/EMD furnished by the bidder.
19. The material supplied will be inspected by the Inspection Committee comprising of Senior Officers of the Registry and in case the final supply is not found in conformity with approved specifications, 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 at the cost of the tenderer. The decision of the Committee in this regard shall be final.

20. The rates should be valid for a minimum period of 90 days from the date of opening of tenders. The bidder/ tenderer shall not be entitled during the said period of 90 days to revoke or cancel its bid/ tender or to vary the tender or any terms thereof.
21. 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.
22. 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.
23. The Registry reserves the right to seek clarification or verification of any information supplied by the bidder.
24. **The supply of items shall be required to be made within the stipulated period** on issuance of Purchase Order and in case supply is not made within the stipulated period and the Registry is forced to make short purchases to meet the emergent demand, the tenderer(s) shall be liable to make good, the loss due to difference, which the Registry may directly deduct from the outstanding Bills/Security Deposit, as deemed fit.
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, the tenderer may be debarred to participate in the tender process of the Supreme Court of India in future or any other action as deemed fit.
26. The Contract shall be valid for two (02) years from the date of awarding of contract/work order, at the sole discretion of the Registry, subject to satisfactory performance of contractor.

27. Access to the office premises shall be restricted solely to the authorised representatives of the Supplier. Personnel shall refrain from engaging in any private work within the premises outside their designated duties.
28. The bidder shall be responsible for safeguarding its own material during delivery at the premises of SCI Registry, at its own cost. Any damage/spoiling of lift/floor/caused during such act will have to be made good by the agency at its own cost.
29. The tenderer should provide the name and telephone/mobile number of person, who can be contacted at any time, even beyond office hours and on holidays. The tenderer should be capable to arrange the supply even at short notice.
30. The rates so quoted shall remain effective for 02 (two) years in the first instance from the date of commencement of the contract. For any breach committed during this period appropriate action including debarment, forfeiture of performance bank guarantee etc., shall be taken by the Registry, whose decision shall be final and binding on the party.
31. The contractor shall maintain the quality of the product throughout the contract period. The quality of the product should be as per the approved applicable specifications in brand new conditions etc.
32. All costs associated with materials, equipment, labor, and transportation shall be the exclusive responsibility of the successful tender.
33. In case the supplies are not found in conformity with the approved specifications and any complaint is received about its quality and performance during the course of their use/utilization, the entire supply will have to be replaced with the good one/quality exactly commensurate with the approved specifications at the cost of the tenderer. The decision of the Registry in this regard shall be final.
34. The Registry shall have the discretion to withdraw the contract at any time without any notice and without assigning any reason thereof.

(D) PAYMENT TERMS

35. The payment will be made only after full supply is received and accepted by the

Registry. No part payment or advance payment will be made on receipt of per-receipted bill invoice from the successful bidder.

36. The payment of the bills will be made subject to receiving satisfactory reports from the Inspection Committee in consonance with the approved specifications etc.

37. Penalty, if any, shall be deducted from any of the outstanding payment due to the tenderer.

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

(E) PERFORMANCE SECURITY DEPOSIT

39. The successful tenderer shall have to deposit **Performance Security**, as mentioned below by way of Bank Guarantee drawn in favor of "**The Registrar (Admn), Supreme Court of India, New Delhi**" at the rates mentioned for each item as given herein under, within one week from the date of order for a period of 26 months. The Bank Guarantee will be released after two months from the date of expiry of the contractual period or 02 months from the date of final bill payment and after satisfactory supply of the material, whichever is later.

| S.No. | Item Description | Amount of Performance Security to be submitted (in Rs.) |
|--------------|----------------------------------|--|
| 1. | HP Toners Cartridges | Rs. 6,00,000/- (net) |
| 2. | XEROX Toners Cartridges | Rs. 3,00,000/- (net) |
| 3. | KONICA MINOLTA Toners Cartridges | Rs. 6,000/- (net) |

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

(F) PRICE FALL CLAUSE CERTIFICATE

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

(G) PENALTIES/ LIQUIDATED DAMAGES

42. 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 15 days in the Registry (F.O.R. Destination) from the date of Purchase 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 penalized.

43. 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, the same will be recovered from the performance bank guarantee having been deposited by the tenderer. 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.

44. 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.

(H) TRANSFER & SUB-LETTING

45. 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 party take benefit or advance of the present Contract or any part thereof.

(I) INTELLECTUAL PROPERTY RIGHTS

46. Supreme Court of India Registry shall be solely entitled to any Intellectual Property Right (IPR) emanating or in any way related to this tender bid/ process. If any infringement to such IPR is observed during the currency of the contract or any time thereafter, suitable legal action may be initiated by the Supreme Court of India Registry.

(J) CONFIDENTIALITY OF CONTRACT

47. 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

48. 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

49. 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.

50. 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

51. 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.

52. In case of any doubt/clarification, the parties may contact Branch Officer, Admn. Materials (Maintenance) at Telephone no. 011-23115864 before quoting the rates. In case the bidders want to be present on the day of opening of the technical bid, i.e., on 06th January, 2026 they may login to Suswagatam Portal at <http://suswagatam.sci.gov.in/public/Index.aspx> for making photo

F.No. 2/HP Cartridge/2025/SCI(AM)

Dated: 11.12.2025

entry passes before visiting to 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’, ‘B’, ‘C’, ‘D’, ‘E’ and ‘F’

ANNEXURE-'A'**NOTICE INVITING TENDERS FOR AWARDING OF CONTRACT FOR SUPPLY OF HP AND/OR XEROX AND/OR KONICA MINOLTA TONERS CARTRIDGES TO THE REGISTRY FOR A PERIOD OF TWO YEARS**

| <u>PROFORMA TO BE FILLED BY THE BIDDER/ TENDERER</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 in Delhi/NCR | |
| | (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. | Year of Establishment of the Bidding Company/ Firm | |
| 6. | Status of Firm (Company/ Partnership Firm/ Proprietary Firm or a Government Department or a PSU) etc, | |
| 7. | Registration Details: (Signed and Stamped Copy to be uploaded) | |
| | (1) PAN No. | |
| | (2) GST Registration No. | |
| 8. | *Details of Earnest Money Deposit (Issuing Bank & Dated) | DD No & Date: Issuing Bank Name: Branch Name: Amount: Valid upto: |

| | | | | |
|-----|---|---|-----------------|----------------------|
| 9. | Bank details for refund of EMD, if applicable: | Bank Name: Branch Name: Account No. IFSC : | | |
| 10. | Details of Financial Statement, Profit and Loss Statement During Last 3 (three) Years | | | |
| | Sr. No. | Financial Year | Income (in Rs.) | Expenditure (in Rs.) |
| | (1) | 2022-23 | | |
| | (2) | 2023-24 | | |
| | (3) | 2024-25 | | |
| 11. | Details of Past Experience of Work Executed, Satisfactory Certificate, Work Orders etc. | | | |
| 12. | Whether OEM Certificate/ MAF is uploaded | | | Yes/No |
| 13. | Whether Price Fall Certificate is endorsed by OEM is uploaded | | | Yes/No |
| 14. | Whether all the terms & conditions of NIT are acceptable : | | | Yes /No |
| 15. | Whether quoting for HP and/or XEROX and/or KONICA MINOLTA. Please Specify. | | | |

*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.

Date:

Place:

(Signature of the Bidder, with Official Seal)

ANNEXURE-'B'**SCHEDULE OF PRICE BID IN THE FORM OF CPPP BOQ TONER CARTRIDGES.xls**

The below mentioned Financial Proposal/Commercial bid format is provided as CPPP_BOQ_TONER_CARTRIDGES.xls along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this CPPP_BOQ_TONER_CARTRIDGES.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. **Bidder shall not tamper/modify downloaded price bid template in any manner.** In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with the Registry.

| Sl. No. | DESCRIPTION | Firm Price (INR) (To be filled in by Bidder) |
|---------|--|---|
| i. | Per unit rate excluding GST / taxes | INR in figures..... INR in Words |
| ii. | GST percentage | in percentage |
| iii. | No. of pages to be Printed | in figures..... |

1. The rates shall be quoted in Indian Rupee only.
2. The rates will be **inclusive of all taxes**, fees, levies, etc.
3. In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
4. The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason excepting the Govt. levies, as applicable.
5. The Supreme Court of India has the absolute right to accept or reject any or all offers, adjourn, postpone or cancel the tender. In case a single bid is received for the tender, it will be deemed to be a case of lack of competition. In this regard, decision of Supreme Court of India shall be final.

| S. No. | Toner Cartridges Description | BASIC RATE In Figures To be entered by the Bidder (Per unit) (Exclusive GST) in the BoQ | GST (as applicable in Percentage) To be entered by the Bidder in the BoQ | No. of Pages to be Printed (per unit) To be entered by the Bidder in the BoQ | Total price |
|--------|--|---|--|--|-------------|
| 1 | HP 152A | | | | |
| 2 | HP 166A | | | | |
| 3 | HP 119A (Black) | | | | |
| 4 | HP 119A (Cyan) | | | | |
| 5 | HP 119A (Yellow) | | | | |
| 6 | HP 119A (Magenta) | | | | |
| 7 | HP 120A Imaging Drum | | | | |
| 8 | HP 215A (Black) | | | | |
| 9 | HP 215A (Cyan) | | | | |
| 10 | HP 215A (Yellow) | | | | |
| 11 | HP 215A (Magenta) | | | | |
| 12 | Xerox Toner 106R03396 | | | | |
| 13 | Xerox Toner 106R03396 | | | | |
| 14 | Konica Minolta Toner (Black) TN328K | | | | |
| 15 | Konica Minolta Toner (Yellow) TN328Y | | | | |
| 16 | Konica Minolta Toner (Cyan) TN328C | | | | |
| 17 | Konica Minolta Toner (Magenta) TN328M | | | | |
| 18 | Konica Minolta Drum Unit (Black) DR316K | | | | |
| 19 | Konica Minolta Drum Unit (Yellow) DR316 | | | | |
| 20 | Konica Minolta Drum Unit (Cyan) DR316 | | | | |
| 21 | Konica Minolta Drum Unit (Magenta) DR316 | | | | |

Date:

Place:

(Signature of the Bidder,
with Official Seal)

ANNEXURE-'C'

(On the Letter Head of the bidder)

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/We undertake that (Name of the Bidder/Tenderer Firm) has/have not been under liquidation, court receivership or any similar proceedings and has/have not been declared bankrupt.

Date :

Place :

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

ANNEXURE-D

(On the Letter Head of the OEM)

To,

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

Subject: Authorization letter for supply of HP AND/OR XEROX AND/OR KONICA MINOLTA TONERS CARTRIDGES.

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)

Annexure-E

Price Fall Clause Certificate

(To be submitted on 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/services 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/services 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 buyer, if the contract has already been concluded.

Date:

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

ANNEXURE- 'F'

**NOTICE INVITING TENDER (NIT) FOR FOR AWARDING OF RATE CONTRACT
FOR SUPPLY OF HP, XEROX, KONICA MINOLTA TONERS CARTRIDGES TO
THE REGISTRY FOR A PERIOD OF TWO YEARS**

Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrollment” on the CPP Portal which is free of charge.
- 2) As part of the enrollment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrollment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs into the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to

upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD, if applicable, 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 colored (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.

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9) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

10) The bid summary has to be printed and kept as an acknowledgment of the submission of the bid. This acknowledgment 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 Help desk.
