

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

Last Date/Time for Bid Submission: **27 April, 2026 / 11:00 a.m.**

**NOTICE INVITING TENDER FOR AWARDING OF RATE CONTRACT FOR
RENOVATION AND REPAIR OF DIFFERENT TYPES OF SOFAS, DIVANS,
EXECUTIVE CHAIRS, WOODEN VISITORS' CHAIRS, GARDEN CHAIRS, ETC.
(WITH POLISHING AND LABOUR CHARGES) FOR A PERIOD OF 2 (TWO) YEARS
(EXTENDABLE BY 1 YEAR)**

1. INSTRUCTIONS TO THE BIDDERS

1.1 Supreme Court of India, an apex judicial body under the Constitution of India intends to invite online bids/ tenders through CPP portal **from Delhi/NCR** based reputed firms/ dealers/ distributors, as per the proforma attached herewith at Annexure 'A' to 'H', for entering into rate contract for renovation and repair of different types of sofas, divans, executive chairs, wooden visitors' chairs, garden chairs, etc. (with polishing and labour charges) for a period of two (2) years (extendable by 1 year) in the Registry and at the Residential Offices of Hon'ble the Chief Justice of India/ Hon'ble Judges and at the Supreme Court Guest Houses. The Residential Offices of Hon'ble Judges / Guest House, etc. are located within a radius of 3-4 km. from the Supreme Court premises and the work will be executed there itself, as and when required.

NOTE: 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 the following Critical Date Sheet. Tender documents are also available in Supreme Court of India website under the tab "Notices" (for reference only).

CRITICAL DATE SHEET

Published Date & Bid Document Download	6 April, 2026 (4:00 p.m.)
Clarification Start Date	6 April, 2026 (4:00 p.m.)
Clarification End Date	11 April, 2026 (11:00 a.m.)
Bid Submission Start Date	15 April , 2026 (11:00 a.m.)
* Submission of Original Documents in respect of EMD/EMD Exemption Certificate in the form of DD and Samples as per Annexure - 'G'	15 April, 2026 (11:00 a.m.) to 23 April, 2026 (12:00 noon)
Bid Submission End Date	27 April, 2026 (11:00 a.m.)
Bid Opening Date	28 April, 2026 (12:00 noon)

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 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.

3. EARNEST MONEY DEPOSIT

3.1 Two separate sealed envelopes should be used for submitting (i) Earnest Money and (ii) Samples as listed in Annexure - 'G', superscribing (a) "Earnest Money for rate contract for renovation and repair of different types of sofas, divans, executive chairs, wooden visitors' chairs, garden chairs, etc. (with polishing and labour charges)" and (b) "Samples for rate contract for renovation and repair of different types of sofas, divans, executive chairs, wooden visitors' chairs, garden chairs, etc. (with polishing and labour charges)" on the cover of the respective envelopes. The same, addressed to Addl. Registrar (AM), Supreme Court of India, New Delhi, may be sent by post sufficiently early so as to reach the Registry within time as mentioned in critical date sheet, or may be delivered at the Reception Counter No. 25 (R&I), Supreme Court of India Main Building on or before the date and time mentioned in the critical dates.

3.2 The bidders are required to submit Earnest Money in the form of **Demand Draft of Rs. 25,000/- (Rupees Twenty Five Thousand only)** drawn in favour of **"The Registrar (Admn.), Supreme Court of India, New Delhi"**. **The original EMD (DD) (to be prepared on or after publication date of this tender) and Samples (as listed in Annexure - 'G') must be submitted in a sealed envelope addressed to Addl. Registrar (Admn. Materials), superscribing the title of this tender, at the Reception Counter No. 25 (R&I), Supreme Court of India well before the due date and time as mentioned in the critical date sheet.** All applicable bank charges shall be borne by the bidder and he/she shall not have any claim whatsoever on this account on the Registry. **Tender not accompanied with the EMD/Valid Certificate of Exemption and Samples is liable to be rejected.**

3.3 Earnest Money Deposit of unsuccessful bidders would be returned by way of RTGS/NEFT or cheque after the contract has been finally awarded to the successful bidder. A copy of cancelled cheque is required to facilitate refund of EMD amount.

3.4 No Earnest Money shall be required from the Bidders whose names are included in NSIC/MSME list or registered in NSIC/MSME/Small Scale Industrial Unit, but the bidder is required to upload and submit the photocopy of valid certificate alongwith the tender in lieu of earnest money.

3.5 The Tender not accompanied with the EMD is liable to be rejected. However, the bidders seeking EMD exemption must submit the valid supporting document for the relevant category as per relevant guidelines as referred to under Para 3.4 above. **Under MSE category, only manufacturers for goods and service providers for services are eligible for exemption from EMD. Trades are excluded from purview of this policy.**

4. BID SUBMISSION

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

4.2 **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’**
- v. Signed and Scanned copy of proof for payment of EMD/Exemption Certificate
- vi. Samples as mentioned in **Annex-‘G’**
- vii. Proof of similar work done (last three years) / Experience Certificate

4.3 Financial Bid:

4.3.1 Price Bid should contain the following:

The Price Bid shall contain only schedule of rates duly filled in. 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.

4.3.2 Schedule of price bid in the form of BoQ_RSD2026.xls **[Format laid out in Annex.-‘B’ is for reference only]**

4.3.3 Tenderers are advised to download it as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. Tenderers shall not tamper/modify downloaded price bid template in any manner. In case, 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 Supreme Court of India.

4.3.4 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.

5. GENERAL TERMS AND CONDITIONS

- 5.1 The tenderers are expected to read all the instructions, terms & conditions and specifications in the tender documents carefully . Failing to furnish all information required by the tender document in every respect will be at the tenderer’s risk and may result in the rejection of the tender.
- 5.2 The tenderers are advised to follow the instructions provided in the **Annexure ‘F’** “Instructions to Bidder for Online Bid Submission” for online submission of bids.
- 5.3 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.
- 5.4 Bids will be opened as per date/time mentioned in the “Critical Date Sheet” in the presence of willing bidders or their representative(s).
- 5.5 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 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.
- 5.6 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.
- 5.7 Tenderer shall not tamper / modify the tender form in any manner. In case if the same is found to be tampered / modified in any manner, tender will be summarily rejected and tenderer is liable to be banned from doing business with the Registry for a specified period as deemed fit.
- 5.8 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.
- 5.9 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.
- 5.10 The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.
- 5.11 The rate contract for renovation and repair of different types of sofas, divans, executive chairs, wooden visitors' chairs, garden chairs, etc. may be further extendable for a period of one year on the same terms & conditions and on the basis of satisfactory work.

- 5.12 In case of more than one L-1 bid emerging, the tenderer with highest average turnover in the last 3 financial years will be decided as L-1. When more than one L-1 emerges even at this stage, highest turnover in the latest financial years, i.e., 2024-2025, shall be considered to decide L-1.
- 5.13 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.
- 5.14 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.
- 5.15 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.
- 5.16 The tenderer shall give an Undertaking (as per **Annexure - 'H'**) on firm/Company's letterhead.

6. TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER

- 6.1 The successful bidder shall have to deposit **Performance Security amount of Rs.61,000/- (Rupees Sixty One Thousand only)** in the form of bank guarantee, insurance surety bonds, fixed deposit receipt (FDR) from a commercial bank or online payment in an acceptable form valid for a period of 26 months in favour of **"The Registrar (Admn.), Supreme Court of India, New Delhi"** and the same will be released after 60 days from the date of the successful completion of the contractual period or payment of the last bill, whichever occurs later, on written request of the bidder. If the successful bidder abandons the contract prematurely, or fails to perform his part of contract, the security deposit or any part thereof will be liable to be forfeited.
- 6.2 The rates so quoted should be valid for a period of two years from the date of awarding of contract, as the renovation work of furniture items will be required to be done at different intervals during the contractual period as and when required. Rates quoted shall include costs of commuting and no separate travelling charges shall be admissible.
- 6.3 The successful bidder to whom contract is awarded will be required to attend the job, howsoever, small it may be within 24 hours either on call basis, e-mail or after the receipt of work order whichever is communicated earlier. The person attending the work should be available in the Registry or at the point of location of actual work at short notice.
- 6.4 The cloth/fabric will be supplied by the Registry. For this purpose, the contractor will have to come within 24 hours of being called, for inspection of the furniture item that has to be renovated and after inspection, the quantity of cloth required will have to be intimated in writing to the Branch Officer (Admn. Materials) on the same day. After purchase of required cloth/fabric, the contractor will be called again for collecting the cloth from the Branch Officer (Admn. Materials) and after

receipt of cloth, the contractor will initiate to renovate the furniture item in the presence of AR-cum-PS/PA to Hon'ble Judge or any authorised Officer, as the case may be.

6.5 There is no assurance regarding the minimum number of furniture items to be entrusted at each time and the number of items entrusted at a time may vary from time to time. The successful bidder shall accept the entrustment even if the number of furniture items entrusted is considerably low.

6.6 If the renovation/repair work is not possible in the premises of the Registry, Residential Offices of Hon'ble Judges, Guest Houses, etc., the same may be collected from the respective location, done by the successful bidder at their workshop and returned back by the bidder for which no extra charges (cartage, etc.) will, however, be payable on this account.

6.7 The successful bidder shall ensure that the personnel so deployed should maintain due decorum as well as prohibit its personnel on duty from smoking or lighting fire within the premises, etc.

6.8 The successful bidder shall undertake/ensure that the character and antecedents of each individual employee deployed by them have been verified by the Police Authorities and record be maintained to this effect and further shall be verified from time to time so far.

6.9 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.

6.10 The firm shall be responsible for any injury or accident to the person deployed by them for performing the job.

7. PAYMENT TERMS

7.1 Payment of the work done shall be made on bill basis generally within 15 days from the date of presentation of proper bill with satisfactory report of the concerned officer. No part payment or advance payment will be made on receipt of pre-receipted bill invoice from the successful bidder.

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

7.3 Statutory deductions shall be made as per applicable rules.

8. PRICE FALL CLAUSE CERTIFICATE

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

9. PENALTIES / LIQUIDATED DAMAGES

9.1 Irrespective of the fact as to whether or not the Registry gets the job done from open market, 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.

9.2 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.

10. TRANSFER & SUB-LETTING

10.1 The firm / bidder has no right to give, bargain, sell, transfer, 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.

11. RELATIONSHIP OF PARTIES

11.1 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.

12. CONFIDENTIALITY OF CONTRACT

12.1 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.

13. JURISDICTION

13.1 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.

14. ARBITRATION

14.1 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.

14.2 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.

15. FORCE MAJEURE

15.1 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.

15.2 In case of any doubt / clarification, the parties may contact Branch Officer, Admn. Materials (Purchase & Stores) at Telephone No. 011-23115941 or vide email at boamsupremecourt.sc@nic.in 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/-
(Vinod Lakhina)
Additional Registrar (AM)
06.04.2026

Encls.: Annexures – ‘A’ to ‘H’

Annexure – ‘A’

NOTICE INVITING TENDER FOR AWARDING OF RATE CONTRACT FOR RENOVATION AND REPAIR OF DIFFERENT TYPES OF SOFAS, DIVANS, EXECUTIVE CHAIRS, WOODEN VISITORS' CHAIRS, GARDEN CHAIRS, ETC. (WITH POLISHING AND LABOUR CHARGES) FOR A PERIOD OF 2 (TWO) YEARS (EXTENDABLE BY 1 YEAR)

<u>PROFORMA TO BE FILLED BY THE BIDDER/ TENDERER FIRM</u>		
1.	Name of the Bidding Company/ Firm	
2.	Name of Owner(s)/ Partner(s)/ Director(s)/ Proprietor(s) (as applicable)	
3.	Full Particulars of Office	
	(a) Complete Official Address	
	(b) Telephone/ Mobile No.	
	(c) Fax No.	
	(d) Official Email Address	
5.	Name of the Contact Person with Telephone/Mobile No./E-Mail ID	
6.	Registration Details: (Signed and Stamped Copy to be uploaded with this form)	
	(a) PAN No.	
	(b) GST Registration No.	
7.	Whether all the Terms & Conditions of NIT are acceptable:	Yes / No
8.	Details of past experiences (last 3 years) in the field (attach supporting documents, if any):	

Dated:

Signature with Date and
Rubber Stamp of the Tenderer

Annexure – ‘B’

**SUPREME COURT OF INDIA
ADMN. MATERIALS (MAINTENANCE)**

FINANCIAL / PRICE BID (FOR REFERENCES ONLY)

Schedule of price bid (as given below) in the form of BoQ_RSD2026.xls enclosed at the end of this bid document. ***Rates to be filled only in the BoQ Excel file.***

S.No.	JOB DESCRIPTION	Qty.	Rate (Rs.) (in figure & words)
A.	<u>COMPLETE RENOVATION OF SOFAS, DIVANS, & CHAIRS, ETC. (WITH POLISHING AND LABOUR CHARGES) (Inclusive of rubber seat double plate pencil hole (ISI mark) (4” height), U-Foam (feather make) 23 mm (40 density) (ISI mark), adhesive, markin, tat, niwar, canvas, nails, shoe, etc. whatever required for respective furniture item)</u>		
1	FIVE-SEATER SOFA	Each	xxxxxx
2	FOUR-SEATER SOFA	Each	xxxxxx
3	THREE-SEATER SOFA	Each	xxxxxx
4	TWO-SEATER SOFA	Each	xxxxxx
5	SINGLE-SEATER SOFA	Each	xxxxxx
6	HOUSTON SOFA SET (3+1+1)	Each	xxxxxx
7	HOUSTON SOFA (3 Seater)	Each	xxxxxx
8	HOUSTON SOFA (Single Seater)	Each	xxxxxx
9	NAGFANI SOFA SET (3+1+1)	Each	xxxxxx
10	DIVAN [With cushion of feather make 36”x72”x3” (32 Density)]	Each	xxxxxx
11	DIVAN [With cushion of feather make 36”x72”x4” (40 Density)]	Each	xxxxxx
12	HIGH BACK EXECUTIVE CHAIRS	Each	xxxxxx
13	REVOLVING/COMPUTER CHAIRS	Each	xxxxxx
14	WOODEN VISITOR CHAIRS/TUB CHAIRS	Each	xxxxxx
15	WOODEN HIGH BACK VISITOR CHAIR	Each	xxxxxx
16	DINING CHAIRS	Each	xxxxxx
17	SQUARE PIPE CUSHIONED CHAIR (Without handrest)	Each	xxxxxx
18	GARDEN CHAIRS	Each	xxxxxx

	(With 50 mm thick-rubber foam for seat cushions, 50 mm 'U' Foam for back & over rubber cushions)		
19	RECLINER CHAIR	Each	XXXXXX
20	WOODEN FOOTRESTS (Size: 18"x13"x4") (Inclusive of black/brown rexine, foam, etc.)	Each	XXXXXX
21	BACK CUSHIONS FOR SOFA (Size: 16"x16") (Inclusive of labour charges for stitching of covers)	Each	XXXXXX
B.	MISC. ITEMS / WORKS, if required (Inclusive of Labour Charges)		
22	Fixing of fancy tape (DORI)	Per Running Ft.	XXXXXX
23	Stitching of loose covers for sofas	Per Seat	XXXXXX
24	Stitching of white half loose covers for sofas	Per Seat	XXXXXX
25	Stitching of loose covers for divans	Per Divan	XXXXXX
26	Stitching of loose covers for executive revolving chair	Each	XXXXXX
27	Stitching of cushion cover	Each	XXXXXX
28	Alteration/stitching of curtains	Each	XXXXXX
29	Providing & fixing of legs of sofas (Wooden)	Per Leg	XXXXXX
30	Providing & fixing of legs of sofas (Stainless steel)	Per Leg	XXXXXX
31	Providing & fixing of legs of footrests	Per Leg	XXXXXX
32	Providing & fixing of back round ply of 0.4" ISI mark in visitor chairs, etc.	Each	XXXXXX
33	Labour charges for change of fabric only (executive revolving chair) (Inclusive of markin, nails, minor repairs)	Each	XXXXXX
34	Labour charges for change of fabric only (revolving chair/computer chair) (Inclusive of markin, nails, minor repairs)	Each	XXXXXX
35	Labour charges for change of fabric only (wooden visitor chair/tub chair) (Inclusive of markin, nails, minor repairs)	Each	XXXXXX
*GST extra as applicable			

Annexure – ‘C’

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date: _____

To,

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

Sub.: **Tender for awarding of rate contract for a period of two (2) years for renovation and repair of different types of sofas, divans, executive chairs, wooden visitors' chairs, garden chairs, etc. (With Polishing and Labour Charges) for a period of 2 (two) years (Extendable by one year)**

Tender Reference No: 125/RSD/26/SCI(AM)

Dear Sir,

- 1) I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the website(s), viz., <https://eprocure.gov.in/eprocure/app>, as per your advertisement, given in the above mentioned website(s).
- 2) I / We hereby certify that I / we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
- 3) The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.
- 4) I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
- 5) I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
- 6) I / We certify that all information furnished by the our Firm are true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

Annexure – ‘D’

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_RSD2026.xls.

Yours faithfully,

Signature of Authorized Representative

Annexure – ‘E’

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

Annexure – ‘F’

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.

ANNEXURE –‘G’

SUPREME COURT OF INDIA
ADMN. MATERIALS (MAINTENANCE)

SAMPLES TO BE SUBMITTED

S.No.	Name of Sample [Label the name of all the items on its respective samples (with firm's name)]	Whether Sample Enclosed or Not
1.	Rubber Seat Double Plate Pencil Hole & (ISI Mark) in the Size of 21”x22”x4” or 12”12”x4” (as sample)	
2.	U-Foam of 23 mm (ISI Mark) (40 Density) (Feather Make)	
3.	Markin	
4.	Niwar	
5.	Tat	
6.	Canvas	

Note: All the items must have tags/stickers duly signed/stamped by the tenderer with the description of each item.

Dated:

Signature with Date and
Rubber Stamp of the Tenderer

ANNEXURE –‘H’

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