

SUPREME COURT OF INDIA
ADMN. MATERIAL(M)

F.No.: AM-P/14(26)/4/2023-SC(AM-M)

Dated : 08.04.2026

Last date for Submission of Tender: 29th April, 2026 upto 17:00 P.M.

BID NOTICE
FOR AWARDING OF RATE CONTRACT FOR SUPPLY OF HIMALAYAN STILL
WATER IN 300ml and 750ml BOTTLES FOR A PERIOD OF TWO YEARS

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/authorised dealers/distributors of Himalayan Still Water as per the Proforma attached herewith at Annexure 'A', for awarding rate contract for supply of packaged Himalayan Still Water in 300ml and 750ml bottles, for a period of Two (02) years, in the Registry of Supreme Court of India as and when required (including Sundays, Public/Gazetted holidays). The average yearly consumption of Himalayan Still water is expected to be 11,000 bottles (5500 bottles each in 300ml and 750ml) approximately. The exact requirement during the contract period may increase/decrease depending upon its demand.

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 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	08.04.2026	16:30 Hrs.
Bid/ Tender Document Download Start Date & Time	08.04.2026	16:45 Hrs.
Bid/ Tender Submission Start Date & Time	08.04.2026	16:45 Hrs.
Bid/ Tender Submission End Date & Time	29.04.2026	17:00 Hrs.
Bid/ Tender Opening Date & Time	02.05.2026	11:30 Hrs.

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

2.2 Tender documents are also available on Supreme Court of India website <https://www.sci.gov.in/notice-category/tenders/> (for reference only).

2.3 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 by corrigendum / addendum/ amendment. **No individual correspondence shall be entertained in this regard.**

2.4 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.

2.5 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 EMD would be forfeited and tenderer will also be liable to be banned from doing business with the Registry for a specified period as deemed fit.

2.6 The tenderers are required to quote the competitive (per unit) rates online for Himalayan Still water in 300ml and 750ml each as per BOQ on CPP Portal as per their guidelines. The rates shall be valid for a period of Two years from the date of awarding of the contract.

3. ELIGIBILITY CRITERIA

3.1 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 have Manufacturer's Authorization Form (**MAF**) for supply of Himalayan Still water in 300ml and 750ml bottles.
- b) The tenderer must comply with latest ISO, BIS, FSSAI standards, as amended from time to time.
- c) The tenderer should have an average annual turnover of the last three (03) years ending March, 2025 of ₹25 lakhs or above and proof of the same should be enclosed. However, this would not be applicable to the firms/Service Provider who are holding valid **Udyam Registration** or holding valid Startup Recognition Certificate, which is to be uploaded while bidding online.
- d) Bidder must have valid GST Registration Certificate. A copy of the same should be enclosed with the Technical-Bid.
- e) Bidder must possess valid PAN Card. A copy of the same should be enclosed with the Technical-Bid.
- f) The Bidder must have an office in Delhi/NCR, to support the services.

- g) The bidders should have experience in providing services of supplying packaged water and should have been in existence for the last 3 years.
- h) The Bidder should provide two (02) Work Orders/Contracts (if any) from Government organisations, PSU or Autonomous bodies.

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

4. BID SUBMISSION

4.1 The bidders/ tenderers are required to submit **Earnest Money Deposit (EMD) of Rs. 14,000/- (Rupees Fourteen Thousand Only)** 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). The sealed envelope/cover containing EMD shall be addressed to **Additional 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.

4.2 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. Under MSE category, only manufacturers for goods and service providers for services are eligible for exemption from EMD. **Traders are excluded from purview of this policy.**

4.3 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.

5. Technical Bid (PART –I)

5.1 Technical bid shall contain the following documents to be uploaded. All the documents must be sequentially numbered and uploaded in the below mentioned chronological order.

- i. Tender document signed and stamped
(This complete document including Terms & Conditions and Other Instructions etc.)
- ii. Signed/ Stamped Scanned copy of EMD/ Exemption Certificate, as the case may be.
- iii. Signed and stamped copy of duly filled **Technical Bid Proforma** as per format **at Annexure ‘A’**
- iv. Signed and stamped copy of **Undertaking/ Declaration** as per format **at Annexure ‘B’** on the letter head of the bidding firm.
- v. Signed and stamped copy of **(MAF)** as per format **at Annexure ‘C’** of this document on

the letter head of the bidding firm, issued by OEM

- vi. Signed and stamped copy of **(Price fall certificate)** as per format **at Annexure 'D'**
- vii. Signed/ Stamped proof of their domicile in Delhi/NCR along with address of the office
- viii. Signed/ Stamped copy of Registration/ Incorporation Certificate of the bidding firm (should have been 3 or more years old)
- ix. Signed/ Stamped copy of PAN Number
- x. Signed/ Stamped copy of GST Registration
- xi. Signed/ Stamped copy of Audited Accounts Statement of annual turnover for last three financial years (i.e., 2022-23, 2023-24, 2024-25)
- xii. Signed/ Stamped copies of two (02) satisfactory work certificate/work order from Government organisations, PSU or Autonomous bodies (if any).

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

6. Financial Bid (PART –II)

6.1 Price Bid should contain 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.

Schedule of Price bid in the form of **V3_BOQ_ItemRate_Template.xls** [Format laid out in **Annexure E**]

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, 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 Supreme Court of India.

6.2 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.

7. QUALITY OF WATER

7.1 The water should be potable drinking quality water complying with latest ISO, BIS, FSSAI standards, as amended from time to time.

7.2 Water should be clear, potable, totally hygienic, odourless, complying with requisite international standards for drinking.

7.3 Any liability arising out of unsafe water supplied will be borne by the bidder.

7.4 The bidder shall submit the test report of water on monthly basis, or as and when required by the Registry. The water should pass drinking water parameters specially in regard to TDS level, or any such yardsticks prescribed by ISO, BIS, FSSAI, etc. and the expenses of tests would be borne by the supplier only.

8. GENERAL TERMS & CONDITIONS

8.1 The bidders/ tenderer must read all the instructions, 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.

8.2 The rates quoted online should be inclusive of all Govt. levies etc. and no additional charges (transport/ carry charges or any other charges) will be paid by the Supreme Court Registry.

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

8.4 Those Technical bids which are found to be in order i.e. satisfying all the stipulated conditions for Packaged Water shall be short-listed and financial bids of only such short-listed bidders will be opened as per CPP guidelines. The bidder not fulfilling eligibility conditions of the tender will not be considered under any circumstances.

8.5 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 will not be entertained by the Registry.

8.6 In case of more than one L1 bid emerging, the bidder with highest average turnover in the last 3 financial years as given under Clause 5.1 of technical bid will be decided as L1. When more than one L1 emerges even at this stage, highest turnover in the latest financial year, i.e., 2024-25 shall be considered to decide L1.

8.7 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.

8.8 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.

8.9 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.

8.10 In case the successful bidder fails to undertake the work within 7 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.

8.11 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.

8.12 The bidders/ tenderers shall give an undertaking (**as per Annexure -'B'**) 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.

8.13 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.

8.14 Tenderers have to submit Certificate/documents for being authorised manufacturer/distributors/agency/suppliers of Himalayan Still water in 300ml and 750ml bottles.

8.15 The Registry reserves the right to seek clarification or verification of any information supplied by the bidder.

8.16 The vendor will take the signature of Caretaking/Admn. J Branch officials as and when the supply is made and the same need to be attached with the relevant bill.

8.17 The Registry shall not be responsible for any wear and tear of water bottles, while they are being delivered in the premises.

8.18 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.

8.19 The Contract shall be valid for Two (02) years from the date of awarding of contract/work order, which may be extended for a further period of One (01) year at the same rate, terms and conditions, at the sole discretion of the Registry, subject to satisfactory performance of contractor.

8.20 Access to the office premises shall be restricted solely to the authorized representatives of the Service Provider. Personnel shall refrain from engaging in any private work within the premises outside their designated duties.

8.21 The bidder shall be responsible for safeguarding its own material during delivery of bottles in the premises, 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.

8.22 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.

8.23 The rates so quoted shall remain effective for two years in the first instance from the date of commencement of the contract. For any breach committed during this period appropriate action shall be taken by the Registry, whose decision shall be final and binding on the party.

8.24 The contractor shall maintain the quality and purity of water throughout the contract period. The quality of bottles used for packaging of drinking water should be as per approved applicable standard norms. The bottles should be of original brand, not damaged, clean & with untampered seal.

8.25 All costs associated with materials, equipment, labor, and transportation shall be the exclusive responsibility of the Service Provider.

8.26 In case the supplies are not found in conformity with the approved specifications and any complaint is received about its quality 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.

8.27 The Registry shall have the discretion to withdraw the contract at any time without any notice and without assigning any reason thereof.

9. PAYMENT TERMS

9.1 The payment will be made on monthly basis against the full supply made during the calendar month, is received and accepted as per approved specifications satisfactorily. No part payment or advance payment will be made on receipt of pre-receipted bill/invoice from the successful bidder.

9.2 The payment of the bills will be made subject to receiving satisfactory reports from user Branch (Caretaking/Admn. J), as referred to under Clause 8.16 above.

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

9.4 Statutory deductions shall be made as per applicable rules.

10. PERFORMANCE SECURITY DEPOSIT

10.1 The successful tenderer will also have to deposit performance security deposit equivalent to 3% of the contract value prior to execution of the contract/agreement by way of Bank Guarantee. This security deposit will be liable to be forfeited in the event of the tenderer's failure to perform as

per contract/agreement and if they are not able to provide satisfactory service in time. This deposit towards performance shall be retained for a period of 14 months from the date of contract/agreement or 60 days after the final payment of the contract is made whichever is later. The Performance Security period would have to be extended appropriately in case of extension of Contract.

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

11. PRICE FALL CLAUSE CERTIFICATE

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

12. PENALTIES / LIQUIDATED DAMAGES

12.1 If services are not made in time and the Registry is forced to procure services from open market at higher rates, the loss so sustained will be deducted from the Performance Security of the tenderer.

12.2 In the event that any employee of the Service Provider is found liable for theft, loss, or damage to office property, the Service Provider shall be held accountable for any resulting compensation claims.

12.3 Irrespective of the fact whether the Registry gets the job done from the outside, a penalty of 1% of total cost of delayed job per hour subject to 10% of maximum will be deducted from the bill in respect of the jobs which are not done within the stipulated period. The same will not be charged if the standby arrangement is made during the prolonged repair period.

12.4 In case of breach of any conditions or unsatisfactory service during the currency of contract, the Registry shall have a right to terminate the contract and to entrust the work to another contractor. The loss, if any, sustained by the Registry on that account will be recovered from the Performance Security of the tenderer.

12.5 Any loss/damage sustained to the Registry will be recovered from the successful tenderer.

13. TRANSFER & SUB-LETTING

13.1 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.

14. RELATIONSHIP OF PARTIES

14.1 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.

15. INTELLECTUAL PROPERTY RIGHTS

15.1 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.

16. CONFIDENTIALITY OF CONTRACT

16.1 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.

17. JURISDICTION

17.1 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.

18. ARBITRATION

18.1 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.

18.2 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.

19. FORCE MAJEURE

19.1 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.

19.2 In case of any doubt/clarification, the parties may contact Branch Officer, Admn. Materials (Maintenance) at Telephone no. 011-23115864 before quoting the rates. For entry pass preparation, if required the visitor may login to Suswagatam Portal at <http://suswagatam.sci.gov.in/public/Index.aspx> for making photo entry passes before visiting to the Registry. Name of the Officer – Shri Kapil Arora, Branch Officer (AM), and only two (02) representative(s) will be allowed for each firm.

Sd/-

(Vinod Lakhina)

Additional Registrar (AM)

Encls: Annexures – ‘A’, ‘B’, ‘C’, ‘D’, ‘E’, ‘Instructions for bid submission’

Annexure-A

F.No.: AM-P/14(26)/4/2023-SC(AM-M)

Dated : 08.04.2026

Last date for Submission of Tender: 29th April, 2026 upto 17:00 P.M.

BID NOTICE
FOR AWARDING OF RATE CONTRACT FOR SUPPLY OF HIMALAYAN STILL
WATER IN 300ml and 750ml BOTTLES FOR A PERIOD OF TWO YEARS

(To be filled in by the tenderer with reference to Notice Inviting Tender for awarding of contract for two years for supply of Himalayan Still water in 300ml and 750ml bottles)

<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 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 with this form)	
	(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:	Bank Name: Branch Name: Account No. IFSC :			
10.	Name & address of the Govt. Offices etc. (Any Two) with which the bidder/ tenderer had contract with details of contact person and the telephone/mobile number etc. with Government organisation, PSU or Autonomous Bodies.				
	Sr. No.	Name and Address of the Organization		Value of Contract (Rs.)	Duration of Contract
					From
					To
					dd/mm/yyyy
					dd/mm/yyyy
(1)					
(2)					
11.	Details of Statement depicting Annual Turnover During Last 3 (three) Years				
	Sr. No.	Financial Year	Income (in Rs.)		
	(1)	2022-2023			
	(2)	2023-2024			
	(3)	2024-2025			
12.	Whether all the terms & conditions of NIT are acceptable :	Yes / No			

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

(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) complies with all the Labour Laws relating to Minimum Wages Act, PF/ESI Act/Statutory obligations, etc.
- (7) I/We undertake that (Name of the Bidder/ Tenderer Firm) have not been under prosecution, Court reservship or any other similar action and been declared bankrupt.

Date :

Place :

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

(On the Letter Head of the OEM)

To,

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

Subject: **Authorization letter for supply of Himalayan Still Water**

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: _____

Email ID: _____

Mobile/Phone No.: _____

Designation (if available)

Annexure-D

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

SUPREME COURT OF INDIA**ADMN. MATERIALS**

F.No.: AM-P/14(26)/4/2023-SC(AM-M)

FINANCIAL BID

The below mentioned format of Financial Proposal/Commercial bid is provided as "V3_BOQ_ItemRate_Template.xls" along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download the said file 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 the respective tenderer will be liable to be banned from doing business with the Registry of Supreme Court of India, in future.

(A) FORMAT FOR QUOTING RATES (IN RUPEES)

Sl. No.	Weight of Himalayan Still Water jars	Qty.	Per Bottle NET RATE In Figures To be entered by the Bidder in Rs. P (inclusive of all Taxes)	TOTAL AMOUNT With Taxes in Rs. P	TOTAL AMOUNT In Words
1.	Himalayan Still Water Bottles in 300 ML	1			
2.	Himalayan Still Water Bottles in 750 ML	1			

***This sheet is for reference only. Tenderers are required to fill online BOQ to submit their financial bid.**

INSTRUCTIONS TO BIDDER 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 enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document.

- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been

provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

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

SUBMISSION OF BIDS

1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.

4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the

BoQ file is found to be modified by the bidder, the bid will be rejected.

6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

9) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a 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 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.