

**SUPREME COURT OF INDIA**  
**Tilak Marg, New Delhi – 110001**  
**ADMN. MATERIALS (P&S)**

F. No. 121/SE/2024/SCI(AM)

Dated: 05.04.2024

**Last Date for submission of Tender: 27.04.2024 by 5.00 p.m.**  
**Date and Time of Opening of Tenders : 29.04.2024 at 12.00 p.m**

**NOTICE INVITING TENDER FOR SUPPLY OF SERVICE ENVELOPES**

1. Online bids are invited on single stage **three bid system (EMD, Samples and Financial Bid)** for Supply of well-pasted and well-finished good quality brown colour Service Envelopes of the following sizes, to be prepared from minimum 80 GSM Craft Paper of 'Star' brand with high quality printing "SUPREME COURT OF INDIA, NEW DELHI-110001" on left bottom corner of each envelope, for use in the Registry as per the attached proforma at **Annexure 'B'** :

<b><u>S. No.</u></b>	<b><u>Description of the Envelope with and without Window option (as per requirement)</u></b>	<b><u>Approx. quantities required</u></b>
1.	Service Envelope S.E.-5 (9"x4")	70000 Nos.
2.	Service Envelope S.E.-6 (11"x5")	200000 Nos.
3.	Service Envelope 7-A (12"x10") Pasted with jaconet cloth having warp and weft (Taana & Baana) of 36x36 in per square inch.	50000 Nos.
4.	Service Envelope 8-A (16"x12") Pasted with jaconet cloth having warp and weft (Taana & Baana) of 36x36 in per square inch.	230000 Nos.

**EMD and Samples are to be submitted in physical mode as per Clauses 11 and 21. The tenderers are required to quote their lowest rates as per the list attached herewith as Annexure- 'B'. **Manual bids shall not be accepted.****

2. Document Download: Tender document may be downloaded from Supreme Court of India website <http://main.sci.gov.in/tender> (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in Critical Date Sheet as under:

**CRITICAL DATE SHEET**

Published Date : 5<sup>th</sup> April, 2024 (11.30 AM)  
Bid Document Download / Sale Start Date : 5<sup>th</sup> April, 2024 (12.00 PM)  
Clarification Start Date : 5<sup>th</sup> April, 2024 (1.00 PM)



Clarification End Date	: 13 <sup>th</sup> April, 2024 (05.00 PM)
Assessment /Inspection of samples	: From 15 <sup>th</sup> April, 2024 (10.30 AM) to 19 <sup>th</sup> April, 2024 (4.00 PM)
Bid Submission Start Date	: 20 <sup>th</sup> April, 2024 (10.00 AM)
Submission of Original documents in respect of EMD in the form of D.D. and Samples of each category of envelope	: From 20 <sup>th</sup> April, 2024 (10.00 AM) to 27 <sup>th</sup> April, 2024 (12.00 PM)
Bid Submission End Date	: 27 <sup>th</sup> April, 2024 (by 05.00 PM)
Bid Opening Date	: 29 <sup>th</sup> April, 2024 (at 12.00 PM)

3. **Bid Submission** :

**Bidders are advised to visit CPPP site <https://eprocure.gov.in/eprocure/app> regularly to keep themselves updated as any change / modification in the tender will be intimated through this website only. Bids shall be submitted online only at CPPP website.**

The Tenderers/Contractors are required to quote their lowest/best rates and are advised to follow the instructions "Instructions to Bidder for Online Bid Submission" provided in the Annexure "C" for online submission of bids.

**A. TENDER**

- The Tenderers are required to quote their lowest rates as per the enclosed Proforma (Annexure 'B'), along with sample of service envelopes of each category preferably with printing. Tenders once submitted shall not be allowed to be withdrawn till finalization of the matter.
- The tenderers are expected to examine all the instructions online, terms & conditions and specifications in the tender documents. 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.
- Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstances 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.





8. Tenderer who has downloaded the tender from the Supreme Court of India website <https://main.sci.gov.in/tender> and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app> shall not tamper/modify the tender form including 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.
9. Intending tenderers are advised to visit Supreme Court of India website <https://main.sci.gov.in/tender> and CPPP website <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum / addendum / amendment.

### **B. TERMS AND CONDITIONS OF TENDER**

10. The Tenderer is required to quote its lowest rate, percentage of GST as per BoQ. The rates should be valid for a minimum period of 90 days from the date of opening of tenders. The tenderers shall not be entitled during the said period to revoke or cancel its tender or to vary the tender or any terms thereof.
11. The tenderers are required to submit original Demand Draft of **Rs. 24,000/- ( Rupees Twenty Four Thousand only)** drawn in favour of "The Registrar, Supreme Court of India", as Earnest Money Deposit (EMD) in a sealed envelope superscribing the title of this NIT, at Reception Counter No. 2 (R&I), Main Building, Supreme Court of India addressed to Additional Registrar (AM), well before the due date and time of bid (as mentioned on the Critical Date Sheet at Page No. 1 of this NIT) by writing the name of the firm, telephone number and name of the item on reverse side of the Demand Draft. No interest will be payable on EMD. Only those bidders who have deposited prescribed EMD will be eligible to submit the bid for the respective items. However, if EMD is exempted, Certificate to this effect has to be submitted along with the tender document
12. Earnest Money Deposit of tenderers would be returned by way of RTGS/NEFT or cheque after the contract has been finally awarded to the successful tenderer. A copy of canceled cheque is required to facilitate refund of EMD amount.
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.
14. Tenderers who quote lowest price in aggregate in all four categories will be considered as L-1.

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15. Bids will be opened as per date/time as mentioned in the Tender Critical Date Sheet. Price bids will be opened only after evaluation/approval of sample.
16. The Registry will deal with the tenderer directly and no middle-men/agents/commission agents etc. should be asked by the tenderers to represent their cause and they shall not be entertained by the Registry. The tender form are not transferable and agency shall not be permitted to transfer their rights and obligations to any other person/ organization or otherwise.
17. 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.
18. 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.
19. The Performance Security shall stand forfeited in case of breach of any of the conditions mentioned herein and if the supply is found unsatisfactory.
20. The time is the essence of the tender. The supply of the item as per the required specifications shall require to be delivered strictly as per the schedule given by the successful tenderer and agreed upon by the Registry.
21. Before submitting the financial bid for the supply of service envelopes as detailed at Annexure-'B', the proposed tenderer may visit the Registry of Supreme Court physically for accessing the samples of those items, since before the opening of the financial bids, the proposed **tenderer have to submit the sample as per date and time mentioned in Critical Date Sheet** in conformity with the work of supply of service envelope work as mentioned at Annexure 'B' and the samples which are to be submitted by the proposed vendors will be evaluated by the Committee consisting of the Officers of the Registry. **The Financial Bid of only those tenderers will be opened whose samples were found in conformity with the Registry's requirement of service envelopes.**
22. **Samples of each category of envelopes (preferably with printing matter) should be submitted** at Reception Counter No. 2 (R&I), Main Building Supreme Court of India in sealed envelope addressed to the **"Additional Registrar, Admn. Materials (P&S), Supreme Court of India. For accessing the samples,** the proposed vendors may visit physically as per date and time mentioned in Critical Date Sheet at Page 1 of this NIT in Admn. Materials Branch, Room No. 415 A Block, Additional Building Complex, Gate No. 1, Supreme Court of India, New Delhi, Telephone No. 23115941.





### **C. SUBMISSION OF TENDER**

23. The tender shall be submitted online in three parts, viz., Samples, EMD and financial/price bid in the form of BoQ.
24. 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.
25. The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

26. **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 **Earnest Money Deposit or Exemption Certificate.**
- ii) Signed and Scanned copy of Certificates like registration certificate, GST No., Pan No., Financial details like proof of Annual Turnover (along with Annexure 'A')
- iii) Signed and Scanned copy of similar works/supply carried out in the last three financial years (along with Annexure 'A')
- iv) Signed and Scanned copy of Annexure 'D' - Tender Acceptance Letter.
- v) **Letter of Authorization** to submit bid, if bid is being submitted on behalf of company.  
[the tenderer can merge all above documents into single pdf file]

27. **Price Bid**

- Price bid undertaking
- Schedule of price bid in the form of BOQ\_SERVICE ENVELOPES .xls



**D. PRICE BID UNDERTAKING**

From: (Full name and address of the Bidder)

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To,  
Dear Sir/Madam,

1. I submit the Price Bid for \_\_\_\_\_  
and related activities 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 work at the rates as indicated in the price Bid, '**BoQ**' 'exclusive' of all applicable taxes.

Yours Faithfully,

Signature of authorized Representative





### **E. SCHEDULE OF PRICE BID IN THE FORM OF CPPP BOQ SERVICE ENVELOPES.xls**

The Financial Proposal/Commercial bid format at “**Annexure-B**” is provided as BOQ\_SERVICE ENVELOPES.xls along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BOQ\_SERVICE ENVELOPES.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 tempered/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.

1. The rates shall be quoted in Indian Rupee only.
  2. In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
  3. The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.
  4. 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.
28. For details bidders may visit Supreme Court of India website <https://main.sci.gov.in/tender> (for reference only) and CPPP website <https://eprocure.gov.in/eprocure/app> and/or may contact Branch Officer, Admn. Materials (P&S) Branch at Telephone No. 011-23115941 or personally visit the Reception Counter established at Gate No. 1 of Additional Building Complex, Supreme Court of India for any query/clarification **as per dates mentioned in the Critical Date Sheet.**

### **F. TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER**

29. The successful tenderer shall have to **deposit performance security @ 10% of the purchase order** within one week from the receipt of Purchase Order by way of Bank Guarantee/ Demand Draft drawn in favour of “The Registrar(Admn.), Supreme Court of India, New Delhi”. The performance security will be released after 60 days from the date of final bill payment and after satisfactory supply of the material, whichever is later.



30. The time is the essence of the tender. The supply of the item as per the required specifications/samples shall be required to be made **within 30 days** in the Registry (F.O.R. Destination in Basement-3 Godown) on receipt of the Purchase Order, otherwise the Security Deposit may be forfeited along with any other action as may be deemed appropriate by the Registry. Non-availability of raw material shall not be accepted as a ground for delay in supply and shall equally be penalised. It is for the information that height of the vehicle used for supply of material, should not be more than 2 mtr and driver and labour must carry their Aadhar Card/ Photo ID Cards issued by Govt. of India for identification.
31. The items supplied will be inspected by an Inspection Committee comprising of Senior Officers of the Registry and in case the supply is not found strictly in conformity with the approved sample/ specifications (including proper Gumming/Pasting) on defective envelopes, in addition to the cost of corrected envelopes, 50 (Fifty) paise for each defective envelope will be deducted from the bill and such envelopes will not be returned, and/or the entire supply will have to be replaced with the quality exactly commensurate with the approved sample at the cost of the tenderer. The decision of the Inspection Committee in this regard shall be final.
32. The supply of required number of envelopes of each specifications as mentioned in the NIT may require to be made either in one single lot or at different intervals of the time during the period of one year by placing supply orders each time as per the requirement and the payment will be made only after the full supply is received as mentioned in that particular supply order and accepted as per approved sample/specifications.
33. The successful tenderer will have to abide by the terms and conditions as may be fixed from time to time by the Registry.
34. The tenderer shall give a Tender Acceptance Letter (**as per Annexure-'D'**) on firm/ Company's Letter Head.
35. Rates quoted shall include costs of commuting, delivery and no separate traveling charges shall be admissible.

#### **G. PENALTIES**

36. If delivery is not made within the specified date and time and the Registry is required to get the work done from other dealer and in case of higher payments as compared to approved rates the difference will be deducted from the performance security deposited by the tenderer. The registry reserves the right to recover damages upto the amount of performance security in case the service envelopes quality is low or in case of deficiency of service.


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37. Irrespective of the fact as to whether or not the Registry gets work done from outside, the Registry may impose penalty upto 1% per week subject to maximum penalty of 10% of the total cost for delayed delivery, if the delay is due to willful laches or negligence of the tenderer and it causes financial loss or inconvenience to the Registry.
38. In case the services of the successful tenderer is not found satisfactory the Registry reserves the right to cancel the Contract immediately and impose any penalty as may deem fit by the Registry in addition to forfeiture of security deposit.

#### **H. INVITATION OF TENDER**

The Supreme Court of India hereby invites bids from intending bidders through CPPP site <https://eprocure.gov.in/eprocure/app> for supply of Service Envelopes **on or before 27.04.2024 upto 5:00 p.m. which will be opened on 29.04.2024 at 12:00 p.m.** by a Committee of Officers constituted for the purpose before the tenderers or their authorized representatives who may wish to remain present. The tenders received after due date and/or time and/or without Earnest Money and/or samples will not be entertained. In the first instance, envelopes containing Earnest Money and thereafter the envelopes containing samples and tender documents will be opened.

  
(Anil Kumar Sharma)  
Additional Registrar(AM)  
05.04.2024

**Encls.: Annexures 'A' to 'D'**

**CHECKLIST OF DOCUMENTS TO BE SUBMITTED**  
**BID CHECKLIST**

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

S.No.	Item Description	Yes/No	Bid Reference
1.	Earnest Money/MSME Certificate Enclosed alongwith Bid Checklist		
2.	General Proforma- Annexure 'A'		
3.	Tender Acceptance Letter - Annexure 'D'		

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

F.No. 121/SE/2024/SCI(AM)  
Dated the 05.04.2024

Last date for submission of Tender  
is 27.04.2024 upto 05:00 p.m.

PROFORMA

TO BE FILLED BY THE TENDERER WITH REFERENCE TO THE  
NOTICE INVITING TENDER FOR SUPPLY OF SERVICE ENVELOPES

1. Name of the Tenderer :  
with Address
2. Name of the Contact Person :  
with Telephone/Mobile No./e-mail ID
3. GST Registration Number :  
(Copy to be attached)
4. Whether all the terms & conditions of  
NIT are acceptable:

(Signature of the Bidder, with Official Seal)



**ANNEXURE- 'B'**

**NOTICE INVITING TENDER FOR THE SUPPLY OF SERVICE ENVELOPES**

**Financial Bid**

SCHEDULE OF PRICE BID IN THE FORM OF CPPP\_BOQ\_SERVICE ENVELOPES.xls. The below mentioned Financial Proposal/Commercial bid format is provided as CPPP\_BOQ\_SERVICE ENVELOPES.xls along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this CPPP\_BOQ\_SERVICE ENVELOPES.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 Supreme Court of India.

<b><u>S. No.</u></b>	<b><u>Description of the Envelope (as per requirement)</u></b>	<b><u>Approx. quantities required</u></b>
1.	Service Envelope S.E.-5 (9"x4")	70000 Nos.
2.	Service Envelope S.E.-6 (11"x5")	200000 Nos.
3.	Service Envelope 7-A (12"x10") Pasted with jaconet cloth having warp and weft (Taana & Baana) of 36x36 in per square inch.	50000 Nos.
4.	Service Envelope 8-A (16"x12") Pasted with jaconet cloth having warp and weft (Taana & Baana) of 36x36 in per square inch.	230000 Nos.



Instructions for Online Bid Submission

(Department User may attach this Document as an Annexure in their Tender Document which provides complete Instructions for on line Bid submission for Bidders)

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

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

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrollment” on the CPP Portal which is free of charge.
- 2) As part of the enrollment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
- 3) Bidders are advised to register their valid e-mail 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 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.

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- 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 / e-mail 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.



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

**Date:**

**To**  
**The Registrar (Admn.),**  
**Supreme Court of India,**  
**New Delhi**

**Sub: Acceptance of Terms & Conditions of Tender.**

**Tender Reference No: F.No. 121/SE/2024/SCI(AM)**

**NAME OF TENDER : - NOTICE INVITING TENDER FOR SUPPLY OF SERVICE ENVELOPES**

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned ‘Tender/ Work’ from the web site(s) namely:

\_\_\_\_\_ 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 from Page No. \_\_\_\_\_ to \_\_\_\_\_ (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 is 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,

Date:

Place:

**(Signature of the Bidder, with Official Seal)**

