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

(Tilak Marg, New Delhi-110001)

F.No. 125/RSD/24/SCI(AM) **Dated: 14.03.2024**

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 2 YEARS)

- 1. Online bids are invited from Delhi-NCR based reputed firms/ partners/ directors/ proprietors for entering into 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) (extendable by 2 years) in the Registry and at the Residential Offices of Hon'ble the Chief Justice of India/ Hon'ble Judges and at the 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.
- 2. Interested bidders, if so desire, may contact Branch Officer, Admn. Materials (P&S) at Telephone No. 011-23115941 or personally visit Pass Counter No. 1, Additional Building Complex, Supreme Court of India along with copy of proof of ID on any working day between 10:30 a.m. and 4:00 p.m. (except Saturday, Sunday and Holiday).

Document Download: Tender documents may be downloaded from Supreme Court of India website https://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. Bids received by offline mode are not acceptable.

3. TENDER CRITICAL DATE SHEET:-

Published Date & Bid Document Download	15 March, 2024 (3:00 p.m.)
Clarification Start Date	15 March, 2024 (3:00 p.m.)
Clarification End Date	20 March, 2024 (12:00 noon)
Bid Submission Start Date	1 April, 2024 (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 - 'D'	From 1 April, 2024 (11:00 a.m.) to 8 April, 2024 (12:00 noon)
Bid Submission End Date	13 April, 2024 (11:00 a.m.)
Bid Opening Date	15 April, 2024 (12:00 noon)

* The Registry will remain closed from 25.03.2024 to 30.03.2024 on account of 'Holi Holidays and Good Friday.'

4. BID SUBMISSION:-

Bidders are advised to visit this website regularly to keep themselves updated as any change/modification in the tender/date of sale will be intimated through this website only.

Bids shall be submitted online only at CPPP website: https://eprocure.gov.in/eprocure/app.

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

5. The bidders are expected to examine all the instructions online, terms and conditions and specifications in the tender documents. Failing to furnish all information required by the tender document in every respect will be at the bidder's risk and critical date sheet, or may result in 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.

- 6. Bidder 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 tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and bidder is liable to be banned from doing business with Supreme Court of India.
- 7. Intending bidders 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

- 8. The bidders are required to quote their lowest rates, GST (with percentage), discounts and details (inclusive of labour and cartage charges) for renovation & repair of the furniture items as mentioned in the BoQ_RSD.xls file.
- 9. Two separate sealed envelopes should be used for submitting (i) Earnest Money and (ii) Samples as listed in Annexure 'D', 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 envelope. The same 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 Counter No. 17 (R&I), Supreme Court of India Main Building on or before the date and time mentioned in the critical dates.
- The bidders are required to submit Demand Draft of Rs. 13,000/- (Rupees Thirteen Thousand only) drawn in favour of "The Registrar (Admn.), Supreme Court of India, New Delhi" as Earnest Money which will be refunded to the unsuccessful bidder on their written request with respect thereto. Name of the firm, telephone number and name of the job may be indicated on the reverse side of the Demand Draft. The original EMD (DD) (to be prepared on or after publication date of this tender) and Samples (as listed in Annexure 'D') must be submitted in a sealed envelope addressed to Addl. Registrar (Admn. Materials), superscribing the title of this tender, at the Reception Counter No. 17 (R&I), Supreme Court of India well before the due date and time as mentioned in the critical date sheet. The 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.
- 11. 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.
- 12. Bids will be opened as per date/time as mentioned in the Tender Critical Date Sheet.

 After online opening of Technical-Bid including Samples/Exemption Certificate, etc.,
 the results of their qualification as well as Price-Bid opening will be intimated later.
- 13. No Earnest Money shall be required from the Bidders whose names are included in NSIC/MSME list or registered in NSIC/MSME/Small Scale Industral Unit, but the bidder is required to upload and submit the photocopy of valid certificate alongwith the tender in place of earnest money.
- 14. Each bidder has to certify that all the terms and conditions are acceptable to them.
- 15. The rates should be valid for a minimum period of 90 days from the date of opening of the bids. The bidder shall not be entitled, during the said period of 90 days, to revoke or cancel its bids or to vary the rates or any terms thereof.
- 16. Rates quoted in the tender will remain unchanged during the contractual period. Under no circumstances, rate revision will be allowed.
- 17. The Registry will deal with the bidders directly and no middlemen/agents/commission agents, etc. should be asked by the bidders to represent their cause and they will not be entertained by the Registry. The bids once made is not transferable and the agency shall not be permitted to transfer its rights and obligations to any other person/ organisation or otherwise.

- 18. The Earnest Money / Security deposit shall stand forfeited in case of breach of any of the conditions mentioned herein.
- 19. The bidder should submit proof of his/her domicile in Delhi-NCR alongwith address of the office.
- 20. During subsistence of contract, in case of breach of any conditions or deficiency in service, the Registry has the 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 bidder.
- 21. 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 two years on the same terms & conditions and on the basis of satisfactory work.

SUBMISSION OF TENDER

- 22. The bid shall be submitted online in two (2) parts, viz., technical bid and price bid.
- 23. 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 and the bidder will submit Tender Acceptance Letter as annexed at Annexure C.
- 24. The offers submitted by Fax/Email shall not be considered. No correspondence will be entertained in this matter.

25. **TECHNICAL BID:**-

The following documents are to be furnished by the Bidder along with <u>Technical Bid</u> as per the tender document:

- i) Signed and Scanned copy of proof for payment of EMD/Exemption Certificate
- ii) Signed and Scanned copy Certificates like PAN No, GST Registration
- iii) Signed and Scanned copy of Annexure 'C' Tender Acceptance Letter
- iv) Samples as mentioned in Annexure 'D'
- v) Proof of similar work done

26. **PRICE BID:**-

Schedule of price bid in the form of BoQ_RSD.xls enclosed at the end of this bid document.

The below mentioned Financial Proposal/Commercial bid format is provided as BoQ_RSD.xls along with this tender document at https://eprocure.gov.in/eprocure/app. Bidders are advised to download this BoQ_RSD.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 bidder is liable to be banned from doing business with Supreme Court of India.

C. TERMS & CONDITIONS OF THE SUCCESSFUL BIDDER

- 27. The successful bidder shall have to deposit Performance Security amount of Rs.65,000/-(Rupees Sixty Five Thousand Only) by way of Guarantee/Demand Draft, drawn in favour of "The Registrar (Admn.), Supreme Court of India, New Delhi." The Bank Guarantee/ Demand Draft 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.
- 28. 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.
- 29. 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.
- 30. 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.
- 31. 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.
- 32. 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.

- 33. 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.
- 34. 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.
- 35. 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.
- 36. 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.
- 37. The firm shall be responsible for any injury or accident to the person deployed by them for performing the job.

D. PENALTIES

- 38. Conditional bid shall not be entertained. If the bid is withdrawn by the concerned party at any time after it is provisionally accepted, the entire money deposited by him shall stand forfeited.
- 39. In case of default of any conditions by the successful bidder during the period of their engagement, the Performance Security in whole or part shall stand forfeited without any further notice of opportunity.

E. INVITATION OF TENDER

- 40. The Registry of the Supreme Court of India hereby invites bids from intending bidders through CPPP site https://eprocure.gov.in/eprocure/app 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 2 years).
- 41. Only those bidders who have deposited prescribed EMD/EMD Exemption Certificate will be eligible to submit bid for the respective properties.
- website Court of India Supreme visit details, bidders may 42. For **CPPP** site only) and (for reference https://main.sci.gov.in/tender https://eprocure.gov.in/eprocure/app and/or may contact Branch Officer, Admn. Materials (Maintenance) 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 on any day between 10:30 a.m. and 4:00 p.m. (except on Saturdays, Sundays and Holidays). However, any queries relating to the process of online submission of bids/sale relating to CPP portal in general may be



directed to CPP portals 24 x 7 Help Desk Number 0120-4200462, 0120-4001002 & 0120-4001005.

43. The Registry of 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 the Registry of the Supreme Court of India shall be final.

(Anil Kumar Sharma) Additional Registrar (AM) 14.03.2024

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

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

F.No. 179/AM/24/SCI(AM) Dated: 14.03.2024

FINANCIAL / PRICE BID

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

A.	COMPLETE RENOVATION OF SOFAS, DIVANS, & CHAIRS, ETC. (WITH POLISHIN 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, niwa canvas, nails, shoe, etc. whatever required for respective furniture item)			
S.No.	JOB DESCRIPTION	Qty.	Rate (Rs.) (in figure & words)	
1	FIVE-SEATER SOFA	Each		
2	FOUR-SEATER SOFA	Each		
3	THREE-SEATER SOFA	Each		
4	TWO-SEATER SOFA	Each		
5	SINGLE-SEATER SOFA	Each		
6	HOUSTON SOFA SET (3+1+1)	Each		
7	HOUSTON SOFA (3 Seater)	Each		
8	HOUSTON SOFA (Single Seater)	Each		
9	NAGFANI SOFA SET (3+1+1)	Each		
10	DIVAN [With cushion of feather make 36"x72"x3" (32 Density)]	Each		
11	DIVAN [With cushion of feather make 36"x72"x4" (40 Density)]	Each		
12	HIGH BACK EXECUTIVE CHAIRS	Each		
13	REVOLVING/COMPUTER CHAIRS	Each		
14	WOODEN VISITOR CHAIRS/TUB CHAIRS	Each		
15	WOODEN HIGH BACK VISITOR CHAIR	Each		
16	DINING CHAIRS	Each		
17	SQUARE PIPE CUSHIONED CHAIR (Without handrest)	Each		
18	GARDEN CHAIRS	Each	\	

20 (Siz (Inc. Siz (Inc. Cover) B. MIS S.No. 1 Fixin 2 Stite 3 Stite 4 Stite 5 Stite 7 Alter 7 Prov 8 Prov 8 Prov 10 Prov 11 Labor 11 Labor 11 Labor	ECLINER CHAIR //OODEN FOOTRESTS Size: 18"x13"x4") nclusive of black/brown rexine, foam, etc.) ACK CUSHIONS FOR SOFA Size: 16"x16") nclusive of labour charges for stitching of overs) // ISC. ITEMS / WORKS, if required (Inclusive of fancy tape (DORI) itching of loose covers for sofas itching of loose covers for divans	Each Each Each Oty. Per Running Ft. Per Seat Per Seat	harges) Rate (Rs.) (in figure & words)
20 (Siz (Inc. 21 Siz (Inc. 21 Siz (Inc. 22 Stitc 3 Stitc 4 Stitc 5 Stitc 7 Alter 7 Prov 8 Prov 8 Prov 10 Prov 11 Labo 11 Labo 11 Labo	Size: 18"x13"x4") Inclusive of black/brown rexine, foam, etc.) ACK CUSHIONS FOR SOFA Size: 16"x16") Inclusive of labour charges for stitching of overs) IISC. ITEMS / WORKS, if required (Inclusive of fancy tape (DORI) itching of loose covers for sofas itching of white half loose covers for sofas	Each sive of Labour C Qty. Per Running Ft. Per Seat	_
21 (Size (Incicove B. MIS) S.No.	size: 16"x16") Inclusive of labour charges for stitching of overs) IISC. ITEMS / WORKS, if required (Incluing JOB DESCRIPTION) Exing of fancy tape (DORI) Itching of loose covers for sofas Itching of white half loose covers for sofas	Qty. Per Running Ft. Per Seat	_
S.No. 1 Fixing 2 Stite 3 Stite 4 Stite 5 Stite 7 Alter 7 Prov 8 Prov 8 Prov 9 Prov 10 Prov 11 Labor 11 (exec	JOB DESCRIPTION xing of fancy tape (DORI) itching of loose covers for sofas itching of white half loose covers for sofas	Oty. Per Running Ft. Per Seat	_
1 Fixin 2 Stite 3 Stite 4 Stite 5 Stite 7 Alter 7 Prov 8 Prov 8 Prov 10 Prov 11 Labo 11 (exec	xing of fancy tape (DORI) itching of loose covers for sofas itching of white half loose covers for sofas	Per Running Ft. Per Seat	Rate (Rs.) (in figure & words)
2 Stite 3 Stite 4 Stite 5 Stite 7 Alter 7 Prov 8 Prov 8 Prov 10 Prov 11 Labo 11 (exec	itching of loose covers for sofas	Per Seat	
3 Stite 4 Stite 5 Stite revol 6 Stite 7 Alter 7 Prov 8 Prov 8 Prov 10 Prov 11 Labo 11 (exec	itching of white half loose covers for sofas		
4 Stite 5 Stite 7 Alter 7 Prov 8 Prov 9 Prov 10 Prov Labo 11 (exec		Per Seat	
5 Stitc revol 6 Stitc 7 Alter 7 Prov 8 Prov 9 Prov 10 Prov Labo 11 (exec	itching of loose covers for divans		
6 Stite 7 Alter 7 Prov 8 Prov 9 Prov 10 Prov Labo 11 (exec		Per Divan	
7 Alter 7 Prov 8 Prov 9 Prov 10 Prov ISI n Labo	itching of loose covers for executive volving chair	Each	
7 Prov 8 Prov 9 Prov 10 Prov ISI n Labo	itching of cushion cover	Each	
8 Prov steel 9 Prov 10 Prov ISI n Labo	teration/stitching of curtains	Each	
9 Prov 10 Prov ISI n Labo	oviding & fixing of legs of sofas (Wooden)	Per Leg	
10 Prov ISI n Labo	oviding & fixing of legs of sofas (Stainless	Per Leg	
ISI n Labo	oviding & fixing of legs of footrests	Per Leg	
11 (exec	oviding & fixing of back round ply of 0.4" I mark in visitor chairs, etc.	Each	
	bour charges for change of fabric only kecutive revolving chair) (Inclusive of arkin, nails, minor repairs)	Each	
12 (revo		Each	•
13 (woo	bour charges for change of fabric only evolving chair/computer chair) aclusive of markin, nails, minor repairs)		
*GST extra as	volving chair/computer chair)	Each	

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.
- 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.
- 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

- 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.
- 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.

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PREPARATION OF BIDS

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

<u>Note</u>: 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.
- 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.

- 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.
- 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)

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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 2 years)

Tender Reference No: 125/RSD/24/SCI(AM)

Dear Sir,

- 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).
- I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page Nos. 1 to 13 (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.
- 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)

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

F.No. 179/AM/24/SCI(AM) Dated: 14.03.2024

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	

