

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

F. No. 840/PC/24/SCI(AM)

Dated: 13.02.2024

**Last Date for submission of Tender: 05.03.2024**

**Date and Time of Opening of Tenders : 06.03.2024 at 12.00 p.m**

**NOTICE INVITING TENDER FOR AWARDING RATE CONTRACT OF VARIOUS PRINTING WORK FOR A PERIOD OF TWO YEARS (EXTENDABLE FOR ONE YEAR)**

1. Online bids are invited on single stage **three bid system (EMD, Samples and Financial Bid) from Delhi & NCR based dealers**, for awarding rate contract of various Printing Works viz. Printing of Letterheads (as per samples of the Registry), envelopes, visiting and invitation cards along with misc. printing works **related to Hon'ble Judges and Sr. Officers of the Registry**, for a period of **two years (02) (extendable for one year)**, as per the attached proforma at **Annexure 'B'**.

**EMD and Samples are to be submitted in physical mode** as per Clauses 11 and 22. The tenderers are required to quote their lowest rates as per the list attached herewith as **Annexure- 'B'**. **Manual bids shall not be accepted.** The Contract may be extended for a further period of one year if the work of the successful tenderer is found to be satisfactory during the contractual period.

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	: 13 February, 2024 (11.30 AM)
Bid Document Download / Sale Start Date	: 13 February, 2024 (12.00 PM)
Clarification Start Date	: 13 February, 2024 (1.00 PM)
Clarification End Date	: 19 February, 2024 (05.00 PM)
Assessment /Inspection of samples	: From 19 February, 2024 (10.30 AM) to 23 February, 2024 (4.00 PM)
Bid Submission Start Date	: 24 February, 2024 (10.00 AM)
Submission of Original documents in respect of EMD in the form of DD and Samples	: From 24 February, 2024 (10.00 AM) to 05 March, 2024 (12.00 PM)
Bid Submission End Date	: 05 March, 2024 (12.00 PM)
Bid Opening Date	: 06 March, 2024 (12.00 PM)

3. **Bid Submission** :

**Bidders are advised to visit this website 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:**

**<http://eprocure.gov.in/eprocure/app>**

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**

4. The Tenderers are required to quote their lowest rates as per the enclosed Proforma (Annexure ‘A’) mentioning discount, if any, percentage of GST, along with sample of ordinary printing, Screen printing, Raised printing and Special Raised Printing. Tenders once submitted shall not be allowed to be withdrawn till finalization of the matter.
5. 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.
6. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
7. 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 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.
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 2 years from the date of awarding the Contract. 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. 18,000/- ( Rupees Eighteen 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. 17 (R&I), Supreme Court of India, 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. If EMD is exempted, Certificate to this effect has to be submitted along with the tender document. Only those bidders who have deposited prescribed EMD will be eligible to submit the bid for the respective properties.
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. Bids will be opened as per date/time as mentioned in the Tender Critical DateSheet. Price bids will be opened only after evaluation/approval of sample.
14. 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.
15. 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.
16. 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.
17. The tenderer should be capable of printing and should have 3 years’ experience and expertise for quality printing and should have requisite infrastructure including latest technology and adequate binding arrangements etc. to carry out the job to the satisfaction of the Registry, within the requisite time as stipulated by the Registry. **Delivery of printed material within the agreed time limit will be an integral and essential part of the contract. In case of emergency, the work will have to be done on the same day.**

18. In case, paper is supplied by the Registry, spoilage @ 2% will be allowed of the paper. Market price of the paper shall be recovered from the printer in case he fails to return unutilized paper to the Registry.
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. During the subsistence of contract, in case of breach of any condition or deficiency in service, 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 tenderer.
22. Before submitting the financial bid for the various printing works as detailed at Annexure 'B' as at page nos. 11-13. 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 existing printing 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 printing work.**

**Sample should be submitted** at Reception Counter No. 17 (R&I), 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.

#### **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 Contractor 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\_AC\_AMC .xls

### PRICE BID UNDERTAKING

From: (Full name and address of the Bidder)

\_\_\_\_\_  
\_\_\_\_\_

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

## **SCHEDULE OF PRICE BID IN THE FORM OF CPPP\_BOQ\_AC\_AMC.xls**

The Financial Proposal/Commercial bid format at “Annexure-B“ is provided as BOQ\_AC\_AMC.xls along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BOQ\_AC\_AMC.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 on any working day between 10.30 a.m. and 4.00 p.m. (except on Saturdays, Sundays and Holidays).

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

29. The successful tenderer shall have to **deposit performance security @3% 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. Specimen of letter heads, envelopes etc (as per Annexure ‘B’) will have to be collected from the Registry and proof for approval of the same will be required to be delivered in the Registry. After final printing, the letter heads, envelopes etc as aforesaid are to be delivered in the Registry by the tenderer.

31. The quantity of letter head pads etc. required to be printed at a time varies from one pad to five pads as per requirement.
32. Execution of the work is to be done very expeditiously but not later than six days and in emergency the work is to be executed on the same day.
33. The payment will be made after full supply is received and accepted as per approved sample/specification.
34. The printing work would be inspected by the senior officers of the Registry and in case the printing is not found strictly in conformity as per the required quality / sample, the entire supply will have to be replaced with the quality exactly commensurate with the approved specification/sample at the cost of the tenderer. The decision of the Inspection Committee in this regard shall be final.
35. The successful tenderer will have to abide by the terms and conditions as may be fixed from time to time by the Registry. Even after awarding the contract, the Registry reserves the right to terminate the same at any time, if the services of the tenderer are not found satisfactory.
36. The tenderer shall give a Tender Acceptance Letter (as per Annexure-D) on firm/ Company's Letter Head.
37. Rates quoted shall include costs of commuting, delivery and no separate travelling charges shall be admissible.

#### **D. PENALTIES**

38. 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 printing quality is low or in case of deficiency of service.
39. 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.
40. 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.

## **E. INVITATION OF TENDER**

The Supreme Court of India hereby invites bids from intending bidders through CPPP site <https://eprocure.gov.in/eprocure/app> for awarding rate contract for various printing work for a period of two years on or before 05.03.2024 upto 12:00 p.m. which will be opened on 06.03.2024 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.

**Sd/-**  
(Anil Kumar Sharma)  
Additional Registrar(AM)  
13.02.2024

**Encls.: Annexures 'A', 'B', 'C' & '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.**

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

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

**PROFORMA TO BE FILLED BY THE TENDERER  
FOR THE RATE CONTRACT OF PRINTING**

1. Name of the tenderer :  
with Address :
  
  2. Name of the Contact Person :  
with Telephone/Mobile No. :
    - (a) Type of organisation (Proprietor/  
Partnership/Registered/ Pvt. Ltd.) :
  
    - (b) PAN No(s) (Photocopy to be enclosed) :
    - (c) GST No. (Photocopy to be enclosed) :
    - (d) E-mail Id :
    - (e) Website, (if any) :
  
  3. Information regarding E-Payment :
    - (i) Bank Name & A/C No. :
    - (ii) IFSC No. :
    - (iii) MICR No. :
  
  4. Delivery Schedule :
    - (a) Time to be taken for giving 1<sup>st</sup> proof :
  
    - (b) Time to be taken for subsequent proofs :
  
    - (c) Time to be taken for final supply  
after approval of final proof. :
  
  5. Whether, in case of emergency, the work  
will be done on the same day :
  
  6. Additional information, in any :
- Signature :  
Name of the Firm :  
Dated :

Signature of the Tenderer  
with stamp

**NOTICE INVITING TENDER FOR AWARDING RATE CONTRACT OF VARIOUS PRINTING WORK FOR A PERIOD OF TWO YEARS (EXTENDABLE FOR ONE YEAR)**

**Financial Bid**

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

S.No.	Name of items	Specifications	Rates
01	Letter Head (as per sample of the Registry)	<ul style="list-style-type: none"> <li>• Letter Head - German D.O. in the size of 210 mm x 297 mm per Pad (containing 100 sheet)</li> <li>• Letter Head - German D.O. in the size of 180 mm x 220 mm per Pad (containing 100 sheet)</li> <li>• Letter Head – Cream (D.O.) in the size of 210 mm x 297 mm per Pad (containing 100 sheet)</li> <li>• Letter Head – Cream (D.O.) in the size of 180mm x 220 mm per Pad (containing 100 sheet)</li> <li>• Letter Head – Galgo Cream in the size of 210 mm x 297 mm per Pad (containing 100 sheet)</li> <li>• Letter Head – Galgo Cream in the size of 180mm x 220 mm per Pad (containing 100 sheet)</li> <li>• Letter Head – Galgo White in the size of 210 mm x 297 mm per Pad (containing 100 sheet)</li> <li>• Letter Head – Galgo White in the size of 180mm x 220 mm per Pad (containing 100 sheet)</li> </ul>	
02	White Envelope	Maplitho SW Century Paper, 100 GSM and flap in the size of 1.75" with good quality <b>self gumming and without Gumming</b> in the following sizes <ul style="list-style-type: none"> <li>• 6.5"x3.75" (Back shape)</li> <li>• 9" x4" (American size)</li> <li>• 10" x4.50" (American size)</li> </ul>	

S.No.	Name of items	Specifications	Rates
3	Cream Envelope	100 GSM paper with matching colour of Galgo Cream Letter Head in good <b>self gumming and without gumming</b> quality paper in the following sizes <ul style="list-style-type: none"> <li>• 6.5" x 3.75" (Back shape)</li> <li>• 9" x 4" (American size)</li> <li>• 10" x 4.50" (American size)</li> </ul>	
04	Visiting Card (with printing) (complete in all respect)	<ul style="list-style-type: none"> <li>• Good quality card in Ivory, Plastic, Galgo and Handmade in white and cream colour with box</li> </ul>	
05	Invitation Card	<ul style="list-style-type: none"> <li>• Good quality Ivory card in 300 GSM in the size ( 7" x 5") with matching envelope</li> <li>• GSM 300 Cream Galgo Card Imported Sheet with envelope (11" x 10") (two folded)</li> </ul>	
06	Misc. Printing	<ul style="list-style-type: none"> <li>• <b>Coloured Flags</b> as per sample (with printing as per sample) <ul style="list-style-type: none"> <li>• Paper : Pulp Board 11 kg approx.</li> <li>• size : 1" x 3.5"</li> </ul> </li> <li>• <b>file folder</b> (as per sample) <ul style="list-style-type: none"> <li>• Size : 12.5" x 9" and 7.5" x 10.5"</li> <li>• GSM : 300 GSM</li> <li>• Brand of Paper : Cream / White Galgo</li> </ul> </li> <li>• <b>Certificate</b> : (with black Printing) <ul style="list-style-type: none"> <li>• Size : 8.5" x 11"</li> <li>• Paper : Art Card</li> <li>• GSM : 300 GSM</li> </ul> </li> </ul> <p>Certificate : Coloured Printing (multi Colured)</p> <ul style="list-style-type: none"> <li>• Size : 21 - 23 x 30 -33 (approximately)</li> <li>• Paper : Art Card</li> <li>• GSM : 300 GSM</li> </ul> <ul style="list-style-type: none"> <li>• <b>Application for Photo Entry Pass</b> (rate including paper and printing)</li> </ul>	
07	Other items	<ul style="list-style-type: none"> <li>• Envelopes : GSM 120 Cream Galgo Imported Sheet <ul style="list-style-type: none"> <li>• A-4 Size</li> <li>• A-6 Size</li> </ul> </li> </ul>	
08	Yellow		

S.No.	Name of items	Specifications	Rates
	Laminated Envelope	<ul style="list-style-type: none"> <li>• 10"x12"</li> <li>• 16"x12"</li> </ul>	

**Type of Printing**

**Rate(Rs.) (GST/Tax)**

1. Ordinary Printing (per hundred)  
(along with such printing sample)
2. A) Raised Printing (per hundred)  
(along with such printing sample)  
  
B) Special Raised Printing (per hundred)  
(along with such printing sample)
3. Screen Printing (per hundred)  
(along with such printing sample)  
  
First hundred with  
charges of negative  
  
Second hundred onwards
4. Die Printing of Emblem (per hundred)  
(along with such printing sample)  
  
For Golden Colour  
  
For any other colour
5. Leaf Printing of Emblem (per hundred)  
(along with such printing sample)  
  
For Golden Colour  
For any other colour
6. Pad making charges  
(Per pad of hundred letter heads)  
Legal Size  
Pad of 1/4 size  
Pad of 1/5 size  
Pad of 1/6 size  
Pad of 1/8 size

**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.

- 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.1161/AC AMC/2024/SCI(AM)**

**NAME OF TENDER: - NOTICE INVITING TENDER FOR AWARDING RATE CONTRACT OF VARIOUS PRINTING WORK FOR A PERIOD OF TWO YEARS (EXTENDABLE FOR ONE YEAR)**

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)**