

**SUPREME COURT OF INDIA**

**ADMN. MATERIALS (M)**

F. No.33/Movers & Packers/2023/SCI(AM)

**Dated : 22nd December, 2023**

**NOTICE INVITING TENDER FOR AWARDING THE CONTRACT FOR A PERIOD OF THREE YEARS (03) FOR SHIFTING THE HOUSEHOLD GOODS, OFFICE FURNITURE ETC. FROM ONE BUNGALOW TO ANOTHER BUNGALOW SITUATED WITHIN RADIUS OF 05 KMS OF HON'BLE JUDGES OF THE SUPREME COURT OF INDIA.**

1. Online bids are invited from reputed Movers & Packers (**having an office located in Delhi-NCR**) for awarding the contract for shifting the household goods, office furniture etc. which include packing/unpacking, loading/unloading and transporting the household goods, office furniture and other goods etc. from one residential Bungalow to another residential Bungalow of Hon'ble Judges of the Supreme Court of India, **situated within radius of 5 kms in Delhi/New Delhi and shifting at new location in Delhi/New Delhi or within city. The approx. number of Bungalows are 35 to 40 and shifting will be done as and when required as per the requirements. The average shifting of Bungalows is 5 to 6 Bungalows in a year and the same may vary from year to year. Manual bids shall not be accepted. However, EMD is to be submitted in physical mode as per clause 9.**

**Document Download:** Tender documents may be downloaded from Supreme Court of India web site <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.

**2. TENDER CRITICAL DATE SHEET:-**

<b>Published Date</b>	22.12.2023 at 16:00 hrs.
<b>Bid Document Download / Sale Start Date</b>	22.12.2023 at 16:15 hrs.
<b>Clarification Start Date</b>	23.12.2023 at 10:00 hrs.
<b>Clarification End Date</b>	04.01.2024 at 17:00 hrs.
<b>Bid Submission Start Date</b>	07.01.2024 at 11:00 hrs.
<b>Bid Submission End Date</b>	12.01.2024 at 15:00 hrs.
<b>Bid Opening Date</b>	16.01.2024 at 15:00 hrs.

**Note: It may be mentioned that the Registry of The Supreme Court of India will be closed for "Winter Vacation" w.e.f. 26.12.2023 to 01.01.2024**

### **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: <https://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.**

4. The tenderers 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 tenderer's risk and 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.

5. Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

6. Tenderer who has downloaded the tender from the Supreme Court of India web site <https://main.sci.gov.in/tender> and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in> **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.

7. Intending bidders are **advised to visit again** Supreme Court of India web site <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. No individual responses shall be communicated.

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

8. The tenderers are required to quote their lowest rate per Bungalow for **shifting the household goods, office furniture etc. which include packing/unpacking, loading/unloading and transporting the household goods, office furniture and other goods etc. of the residential Bungalow allotted to Hon'ble Judges of the Supreme Court of India in New Delhi and shifting them at new location in New Delhi** mentioning rates for all inclusive and the rates should be valid for a minimum period of one year from the award of the contract. The tenderer shall not be entitled during the contractual period of one year to revoke or change the quoted rate or to vary the terms & conditions of tender or any terms thereof.

9. The tenderers are required to provide **Demand Draft drawn in favour of "The Registrar (Admn), Supreme Court of India"** towards Earnest Money Deposit of Rs. 6,000/- for shifting of household goods etc. **obtained from any Nationalized/ scheduled Bank valid for 90 days with their application/downloaded tenders as the cost of tender forms/ documents. The original EMD (DD) must be submitted in a sealed envelope superscribing the title of this NIT, at the Reception Counter No. 17 (R & I), Supreme Court of India, New Delhi-110001 well before the due date and time of bid submission.** Tender not accompanied with EMD is liable to be rejected.

10. The tenderers seeking exemption from submitting EMD (**Earnest Money Deposit**) must enclose valid documents for seeking such exemption.

11. Bids will be opened as per date/time as mentioned in the **Tender Critical Date Sheet**. After online opening of Technical-Bid the results of their qualification as well Price-Bid opening will be intimated later.

12. The Registry, in its discretion, reserves the right to reject or accept any or all tenders, partly or completely, at any time without assigning any reason thereof.

13. Each tenderer has to certify that all the terms and conditions are acceptable to him.

### **Submission of Tender**

14. The tender shall be submitted online in Two parts, viz., technical bid and price bid.

15. 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.

16. The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

### **17. 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 proof for payment of Earnest Money Deposit.
- ii) Signed and Scanned copy of Annexure 'A'
- iii) Signed and Scanned copy Certificates like PAN No, GST Registration
- iv) Signed and Scanned copy of Annexure 'D' - Tender Acceptance Letter.

**18. PRICE BID**

(a) Price bid undertaking.

(b) Schedule of price bid in the form of "BOQ\_MOVER AND PACKERS.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, Annexure 'B'.

Yours faithfully

Signature of the bidder

**C. TERMS & CONDITIONS OF THE SUCCESSFUL TENDERER**

**19.** The successful tenderer shall have to deposit **Performance Security @ 10% of the total amount of the contract or Rs.30,000/- whichever is higher** by way of Bank Guarantee drawn in favour of "The Registrar (Admn), Supreme Court of India, New Delhi." The Bank Guarantee will be released after two months of successful completion of the contract period or payment of the last bill, whichever occurs later.

**20.** The shifting of household goods, office furniture and other goods etc. of the residential Bungalow allotted to Hon'ble Judges of the Supreme Court of India in New Delhi and shifting them in New Delhi at new locations shall be made within a week or as per the directions of Hon'ble Judges on receipt of the Order. **The tenderer will be required to shift the goods even at odd hours and also on Sundays/holidays.**

**21.** Even after awarding the Rate Contract, the Registry reserves the right to terminate the same at any time, if the services of the tenderer are not found satisfactory.

22. The successful tenderer will have to abide by the terms and conditions as may be fixed from time to time by the Registry.

23. The payment will be made only after the completion of the shifting etc. of Bungalow of Hon'ble Judges and as per the satisfaction of P.S. to Hon'ble Judges.

#### **D. PENALTIES**

24. In case shifting of household goods etc. is not made within the stipulated time/period and the Registry is required to take the services from outside by hiring any other agency to meet the urgent demand, the tenderer will be liable to make the loss, if any, sustained by the Registry due to difference which the Registry may directly deduct from Bill/Security Deposit. Non-availability of man power, vehicle etc. shall not be accepted as a ground for delay in shifting etc and shall equally be penalized.

25. Irrespective of the fact as to whether or not the Registry makes shifting work from outside, the Registry may impose penalty up to **1% per day subject to maximum of 10%** of total cost of delayed shifting (in every case), or of forfeiting the performance security if the delay in services is due to willful laches or negligence on the part of the tenderer irrespective of inconvenience caused to the Registry.

26. The Security Deposit shall stand forfeited in case of breach of any of the conditions mentioned herein or if the service is found unsatisfactory/not as per specifications.

#### **E. INVITATION OF TENDER**

27. The Supreme Court of India hereby invites bids from intending bidders through CPPP site <https://eprocure.gov.in/eprocure/app> for awarding the contract for a period of three years for shifting the household goods, office furniture etc. from one bungalow to another bungalow situated within radius of 05 Kms of Hon'ble judges of the Supreme Court of India.

28. Only those bidders who have deposited prescribed EMD will be eligible to submit bid for the respective properties.

29. For details bidders may visit Supreme Court of India web site <https://main.sci.gov.in/tender> (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> and/or may contact Branch Officer, Admn. Materials (Maintenance) Branch at Telephone No. 011-23115864 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).

30. 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.

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

**Encl : 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.**

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

**ANNEXURE-'A'**

**NOTICE INVITING TENDER FOR AWARDING OF RATE CONTRACT  
FOR SHIFTING OF HOUSEHOLD GOODS ETC. OF THE BUNGALOWS/  
ACCOMODATION ALLOTTED TO HON'BLE JUDGES  
FOR A PERIOD OF THREE YEARS**

(Proforma to be filled by the Tenderer)

1. Name of the Tenderer: \_\_\_\_\_  
**(having an office located in Delhi-NCR)**
2. Name of the Contact Person  
with Telephone/Mobile No./  
Fax No./E-Mail ID : \_\_\_\_\_
3. PAN No. : \_\_\_\_\_ (Attach Proof)
4. GST Registration No. : \_\_\_\_\_ (Attach Proof)
5. Whether all the terms & conditions  
of NIT are acceptable: Yes/No : \_\_\_\_\_
6. Delivery Schedule : \_\_\_\_\_
7. Name & address of the Govt. Offices etc.  
of which the tenderer is having the contract  
with name of contact person and  
his telephone/mobile number: \_\_\_\_\_
8. Details of previous experience  
in the field & infrastructure of the Company: \_\_\_\_\_
9. Whether EMD is submitted or  
Certificate for its exemption is enclosed: \_\_\_\_\_

Dated:  
Place:

Signature  
(Name of firm with stamp)



**ANNEXURE-'B'**

**NOTICE INVITING TENDER FOR AWARDING OF RATE CONTRACT  
FOR SHIFTING OF HOUSEHOLD GOODS ETC. OF THE BUNGALOWS/  
ACCOMODATION ALLOTTED TO HON'BLE JUDGES  
FOR A PERIOD OF THREE YEARS**

**Financial Bid**

**SCHEDULE OF PRICE BID IN THE FORM OF CPPP "BOQ MOVER AND PACKERS.xls**

The below mentioned Financial Proposal/Commercial bid format is provided as "BOQ\_MOVER AND PACKERS.xls" along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this "BOQ\_MOVER AND PACKERS.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.

Sl.	Item Description	Price per bungalow exclusive of GST (in Rs.)	GST in % on Col. A	Insurance charges in % on declared freight value	Escalation rates in % in 02nd Year over Col. A	Total Escalation rates in Rs. in 02nd Year (Exclusive of GST)	Escalation rates in % in 03rd Year over Col. D	Total Escalation rates in Rs. in 03rd Year (Exclusive of GST)	Total Amount with taxes (Net price/ bungalow) in Rs.	Total Amount in Words
		(A)	(B)	(C)	(D)	(E)	(F)			
	Rates for shifting of household goods etc. of the bungalows/ accommodation allotted to Hon'ble Judges in New Delhi to other new locations in New Delhi or within city movement.									
	Total in figures									
	Quoted rate in words									

**NOTICE INVITING TENDER FOR AWARDING OF RATE CONTRACT  
FOR SHIFTING OF HOUSEHOLD GOODS ETC. OF THE BUNGALOWS/  
ACCOMODATION ALLOTTED TO HON'BLE JUDGES  
FOR A PERIOD OF THREE YEARS**

**Instructions for Online Bid Submission**

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

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

**REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

**SEARCHING FOR TENDER DOCUMENTS**

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

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

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

## **PREPARATION OF BIDS**

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

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

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

4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

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

## **SUBMISSION OF BIDS**

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

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

3) Bidder has to select the payment option as "offline" to pay the 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.

Annexure-D

**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.33/Movers & Packers/2023/SCI(AM)**

Name of Tender: **NOTICE INVITING TENDER (NIT) FOR AWARDING OF RATE CONTRACT FOR SHIFTING OF HOUSEHOLD GOODS ETC. OF THE BUNGALOWS/ACCOMODATION ALLOTTED TO HON'BLE JUDGES FOR A PERIOD OF THREE YEARS.**

Dear Sir,

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

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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. 1 to 14 (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 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)**