

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

F.No: 002/Empanelment/2023-SCI(AM)  
Dated : 15-09-2023

**Last date for Submission of Tenders: 09.10.2023 upto 3:00 P.M. at Counter No. 17(R&I)**

**Date & time of opening of Tender: 10.10.2023 at 3:00 P.M.**

**NOTICE INVITING TENDER/APPLICATIONS**  
**FOR**  
**EMPANELMENT OF DEALERS**

Sealed applications are invited (**on the Prescribed Application Form attached herewith as Annexure-'A'**) from the manufacturing firms, authorized distributors and reputed suppliers who wish to register themselves with this Registry **for a period of 3 years** i.e. 2023-24 to 2025-26 for empanelment of suppliers/contractors/service providers for inviting limited tenders from them for the purchase of various items such as stationery, computer, electric and electronic items, livery, binding and printing, toiletry and other miscellaneous articles and outsourcing of services including maintenance contracts, etc. as per details given at "**Annexure-A**". The said empanelled suppliers/contractors/service providers shall be reviewed every three (03) years.

Interested parties, if they so desire, may contact the Branch Officer, Admn. Materials Branch telephonically at 011-23115864 and 011-23115941 or personally visit at Reception Counter, Gate 1, Additional Building Complex, Supreme Court of India for any clarification on any working day between 10.30 A.M. and 4.00 P.M. except Saturdays, Sundays & Holidays.

**TERMS AND CONDITIONS**

1. The applicants interested in empanelment with the Registry of the Supreme Court of India may send their applications in prescribed Application form (**Annexure-'A'**) attached herewith along with the following documents mentioning that they possess necessary capacity, experience, infrastructure and facilities for supply of the specific item/ items for which they seek empanelment etc:

**Documents/ Certificates to be submitted for Empanelment**

Applicants are required to submit the photocopies of following documents, failing which their applications will be summarily/ out-rightly rejected and will not be considered any further:-

- Registration certificate as per existing norms.

- Copy of GST Registration Certificates.
- Copy of PAN
- Certified Copies of Income Tax Return filed for the last 3 years.
- Copy of address Proof of Office/premises from where business is being operated.

#### **Other Documents/ Certificates to be submitted**

- Proof of experience in supplying to Govt. / Public Department, if any.
  - Authorization Certificate from the manufacturing firm for supplying the items, if any.
2. The application may be sent by post sufficiently early so as to reach the Registry within time, or may be delivered at Counter No.17 (R&I). If tender is sent through Messenger, an authority letter from the tenderer with proof of identity should also be given to the said Messenger.
  3. The applicants are expected to examine all the instructions, Proforma's terms & conditions and specifications in the tender documents. Failing to furnish all information required by the tender document in any respect will be at the tenderer's risk and may result in rejection of the tender.
  4. The application must be received not later than the due date & time specified for submitting the same. In case, the last date for submitting the tender is declared as a holiday then the next working day will be treated as due date for submission of tender upto 3:00 p.m. and consequently the tenders shall be opened on the next working day at 3:00 p.m.
  5. **The applicants should specifically mention the items for which they require empanelment and the turnover/infrastructure of the said items and must actually and regularly be doing the business of that item/items for which he seeks as empanelment, and not a mere trader of those item/items.** In future, whenever, there is requirement for purchase of stores or for maintenance or for providing any service, the Notice Inviting Tender may be sent to the empanelled vendors.
  6. **After empanelment, if repeated failure to supply the items or any deficiency in services is noticed, for which the vendors are empanelled, the vendors may be blacklisted on account of poor performance.**
  7. **The applicants are required to send their application along with Demand Draft of Rs. 5000/- (net) (Rupees Five Thousand only) in favour of “The Registrar (Admn.), Supreme Court of India” payable at New Delhi as Earnest Money,** by writing the name of the firm, telephone number of the firm on the reverse side of the Demand Draft. No interest will be payable on EMD. If the firm is exempted from depositing the EMD, a certificate to this effect has to be submitted along with the tender document.

8. Earnest Money Deposit of the unsuccessful applicants would be returned by way of RTGS/ NEFT or cheque after the contract has been finally awarded to the successful tenderer. A copy of cancelled cheque is required to facilitate refund of EMD amount.
9. The successful empanelled vendors shall be required to submit their Tenders as per the terms and conditions laid down in the particular Notice Inviting Tenders for supply of good or services.
10. The Registry reserves the right to empanel any vendor and to cancel the empanelment of any vendor at any time, without giving any notice and without giving any reasons, thereof.
11. Submission of the application does not confer any right on any applicant for empanelment with this Registry.
12. The decision of this Registry on all the matters connected with or incidental to empanelment shall be final and binding on all and shall not be called in question on any ground.
13. Empanelment will not *ipso facto* confer any right on any vendor to receive Notice Inviting Tender from the Registry.
14. The Registry reserves right to call for any information and record and inspect the premises of any applicant before as well as during empanelment.
15. The participants shall give an undertaking (as per **Annexure -'B'**) that the Firm/Partners/Director/Proprietor has not been blacklisted and their business dealings with Central/State Government/Public Sector Units/Autonomous Bodies have not been banned/terminated on the account of poor performance.
16. The envelopes containing the tenders must be properly sealed and should not be in a torn condition.
17. The tenderers are required to clearly mention the subject, NIT number and date in capital letters, apart from the contents of the envelopes such as Earnest Money Deposit (EMD), on the top of the envelopes or at appropriate place.
18. Those applicants or their authorised representatives who wish to attend the Tender Opening Process, should request Admn. Materials Branch at least two (2) hours before the due time of opening of the Tenders.
19. Notice Inviting Tenders will be available for download from the official website of the Supreme Court of India i.e. [sci.gov.in](http://sci.gov.in) after 12:00 noon on 15.09.2023.

### **E. INVITATION OF APPLICATION**

Eligible parties may submit their application in an envelope superscribing 'Application for Empanelment of Dealers/suppliers/contractors/service providers for inviting limited tenders' addressed by name to the undersigned at Registry's R & I Counter No. 17 on or before **09.10.2023 upto 3.00 P.M.** The application received after due date and/or time shall not be entertained. Final decision on Empanelment of the firm will be declared only after verification of information as submitted by the tenderers.

The Registry reserves the right to reject or accept the application of any party without assigning any reason and also to cancel the Empanelment of the firms.

**Encl : Application Form**

Sd/-  
(ANIL KUMAR SHARMA)  
ADDITIONAL REGISTRAR (AM)  
15-09-2023

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

**ANNEXURE-'A'**

**Due Date: 09-10-2023 upto 3:00 p.m.**

F.No: 002/Empanelment/2023-SCI(AM)

Dated : 15-09-2023

**APPLICATION FORM FOR EMPANELMENT**

1) Name of the Applicant/Firm: \_\_\_\_\_

2) Address: \_\_\_\_\_  
**(Attach documentary proof)**

3) Constitution of the Applicant: \_\_\_\_\_  
Proprietorship/Partnership/Company  
**(Attach documentary proof)**

4) Name & Address of  
Proprietor/Partner/Directors  
of the applicant **(Attach documentary proof)**

---

---

5) Telephone Nos. Off. \_\_\_\_\_ Res \_\_\_\_\_ Fax : \_\_\_\_\_

E-mail:- \_\_\_\_\_ Mobile \_\_\_\_\_

Websites (If any) : \_\_\_\_\_

**Mandatory Documents To Be Attached:****Document attached**   **Page No.**

- 6) Registration Certificate : Yes/No
- 7) GST No. (with copy) : Yes/No
- 8) Permanent Account Number : Yes/No  
(PAN) (with copy)
- 9) Certified copies of Income Tax Return : Yes/No  
filed during last three years
- 10) Copy of address proof of office premises: Yes/No

**Other Documents To Be Attached:****Document attached**   **Page No.**

- 11) Proof of experience in supplying to Govt./ : Yes/No  
Public Dept., if any.
- 12) Attach document proof of Authorization Certificate from the manufacturing firm for supplying the items, if any. Yes/No
- 13) Audited balance sheet or Profit & loss account for last three years; if any: Yes/No  
**(Attach documentary proof)**
- 14) Annual turnover certificate for last three years duly certified by a CA firms;if any: Yes/No  
**(Attach documentary proof)**

S.No.	Turnover for the 2020-2021	Turnover for the 2021-2022	Turnover for the 2022-2023
01			

- 15) List of clients with the name of contact person and Telephone No :

S.No.	Name of the Regular Client	Name of the Contact Person	Telephone No.
1			
2			

S.No.	Name of the Regular Client	Name of the Contact Person	Telephone No.
3			
4			
5			
6			
7			

16) Mention about the category for which empanelment is required :

S.No.	NAME OF THE ITEMS	Please Mention Yes or No
<b>A</b>	<b>SUPPLY AND AMC OF VARIOUS ITEMS</b>	
01	Supply of Various Stationary items	
02	Supply of Toiletry Items and Other Misc. Items	
03	Printing/Binding of Books & Library Items	
04	Electronic Items	
05	Various IT Items	
06	Electric Items	
07	Furniture Items and other miscellaneous items	
08	Supply of Livery Items	
09	Maintenance/ Rate Contract Items	

17) Specifically mention about the items for which empanelment is required under particular head :

**A. SUPPLY AND AMCs OF VARIOUS ITEMS**

**(1) STATIONERY ITEMS:**

Name of Item/ Services	Specifications	Please Mention Yes or No
All misc. stationery items (approx.50 items)	Pens, pencils, ink, staples, staple pins, all pins, marker, scissors, stamp pads, glue sticks, peon books, Green Tags, Post it Prompt, Binder clips, Calculators etc.,	
Printing and Purchase of File Covers	Machine made, Handmade, Judicial, White File Cover, Administrative, Solo File Covers, Cobra File Covers, File Boards etc., Purchase of transparency sheets and PVC covers	
Pad & Papers	White Note Sheet Pad, Azreulaid Paper (Green Sheets), Creamwove Paper/ Maplitho, Judgement Paper, Blotting Paper, Paper used for taking oath by the Hon'ble CJI, A-3 size, A-4 size photocopier paper, Cutting of Papers i.e. A3, Cartridge Paper and Preparation of Book Marks, Purchase of Fax Papers, carbon paper, White Cartridge Big Size	
Printing and preparation of Registers	Printed registers (Medical reimbursement Register), Alphabet Registers, Cash Book A/c, GFR Register, Budget Registers, Contingent Register, Consignment Register, Stationery Stock Registers, Consumable Registers, Individual Account Register, Library Register, all types of ruled registers, Refill engagement pads, Desk Calender Refill , supply of Diaries	
Other misc. items	Purchase of Cotton Tape, Purchase of Service Envelopes, Khadi Duster, magnifying glass, Sutli Jute, Sutli Plastic, Punching Machines, Sports Items, Cotton Rope, National Flags, Car Flags, Table Flags, Corrugated box, Weighing machine, HDPE Tirpal,	
Acrylic Stands	All types of calendar stand, Desk Calender, Penstands, Pencil tray,	
All kind of cells	Battery Cells, Medium Cells, Pencil Cells	



**(2) TOILETRY AND OTHER MISCELLANEOUS ITEMS :**

Name of Item/ Services	Specifications	Please Mention Yes or No
Toiletry	Vim Powder, Floor Swabs, Finit, Phenol, Tat, Odonil, Brasso, Brooms, Plastic Water Pipe, Napthelene Balls, Finit Pumps, Harpic, Colin, Phool Jharoo, Dustbin, Plastic Buckets and Mugs, Toilet Paper Rolls, Tissue Papers, Cotton Gloves, all types of soaps, Bamboo sticks, Broomsticks, sanitisers	
Crockery	Purchase of all types of Crockery Items, Cutlery items	
Other Misc. items	Face Masks, Kerosene Oil, Bread Box, Plastic Jugs, Markin Cloth, Mayur Jug, Washing Soda, Tumblers, Tumbler Covers, Napkins and Table Cloth, Torch, Needles, Wiper, Spider Brushes, Gunny bags, Packing Papers, Plastic Bottles, Trays, Hangers, Plastic Mats, All Out Machine and All Out refills, Room Refreshners and Air Freshner Refill, Car Perfumes, Agarbati, Agarbati Stand/ Plate, Match Boxes, Candle Sticks, AMC of Sanitary Vending Machine, Plastic Identity cards  Face Shield, Chemical Sodium, Plastic Bottles, Spray bottles, Foot Operated Sanitizing Stand	
Sanitary vending Machines & Incinerators	Any Reputed Brand.	

**(3) PRINTING/ BINDING OF BOOKS & LIBRARY ITEMS:**

Name of Item/ Services	Specifications	Please Mention Yes or No
Letter Head	Letter Head - German D.O/Cream D.O/Cream Galgo/ White Galgo with Leaf Printing and screen Printing size of 210 mm x 297 mm per Pad (containing 100 sheet) size of 180 mm x 220 mm per Pad (containing 100 sheet)	
White/Cream Envelopes with leaf Printing and Screen Printing	Maplitho SW Century Paper, 80 GSM and flap in the size of 1.75" with good quality <b>self gumming/without gumming</b> in the following sizes 1. 6.5"x 3.75" (Back shape) 2. 9" x 4.15" (American size) 3. 10" x 4.50" (American size) 4. 11" x 5" (American size)	

Name of Item/ Services	Specifications	Please Mention Yes or No
Visiting Card with leaf and screen printing	Good quality card in Ivory, Plastic, Galgo and Handmade in white and cream colour with box (per 100) Medical cards as per specification of visiting cards	
Invitation Card with leaf and screen printing	Good quality Ivory card in 300 GSM in the size ( 7" x 5") with matching envelope 300 GSM Cream Galgo Imported Sheet (env.+card) [size -11 x 10] two folded Leather Grains cream sheet : 300-400 GSM	
Printing	Ordinary Printing (per thousand), Raised Printing (per hundred), Special Raised Printing (per hundred), Die Printing & Leaf Printing of Emblem (Golden Colour & any other colour)	
Screen Printing	(i) First hundred with charges of negative (ii) Second hundred onwards (iii) Bottom printing	
Reports & Journals	Brochure and pamphlet, Journals : Annual Report, Supreme Court Reports, Court News Letter, Supreme Court Rules, Reports on different topics, SCR Digest, Leading Case Judgement	
Other items	*Coloured Flags as per sample Paper : Pulp Board 11 kg approx. of size 1" x 3.5" *Jacket/envs: Size 12.5" x 9" and 7.5" x 10.5" of 300 GSM Brand of Paper : Cream / White Galgo *Envelopes: GSM 120 Cream Galgo Imported Sheet (with printing) A-4 Size and A-6 size *Yellow laminated envelope Size : 10" x 12" and "16 x 12" *Certificate : black Printing and Multi coloured printing (ivory and Art card) Size : 8.5" x 11" and 21 - 23 x 30 -33 (approximately) of 300 GSM	
Misc. items	Wall Calendar, Desk and Pocket Calendar, Table Calendar, Minute Book and Note Book, Booklet (full court reference), Library Book Binding, Greeting Cards, Parking Stickers, Red wafers, Visitor Photo Entry Passes, Holograms, Spiral slip Pads, Gift Wrapping paper and ribbon, Telephone Directory, Diary category II, Planner, Pensioners' card (Plastic Card), stickers, Library Stationary.	

**(4) SUPPLY & AMC OF VARIOUS ELECTRONIC ITEMS:**

<b>Name of Item/ Services</b>	<b>Please Mention Yes or No</b>
Cordless Telephones	
Phones (Mobile, Ordinary), Walkie-Talkie, 1+1 Buzzer System	
EPABX system	
Airpods & other similar devices	
Dongles (All service providers)	
Telephone wires (2 pair, 4 pair, 10 pair)	
Telephone Accessories (Rozette Box, Line cord wire)	

**(5) SUPPLY & AMC OF VARIOUS IT ITEMS:**

<b>Name of Item/ Services</b>	<b>Specifications</b>	<b>Please Mention Yes or No</b>
Computers	Desktops (Tower, AIO, Compact), WACOMs, Small Form Factor Desktops, etc.	
Printers	Inkjet, Laserjet, Black & White, Colour, etc.	
Cartridges & Toners, Drum Unit & Developers	HP, RICOH/MIONSHA, Panasonic, Canon, other leading OEMs, Xerox	
Multi Function Printers (Print, Copy, Scan, Fax, etc.)		
Scanners (for Barcode, Quick-Response Code, Book Eye etc.)		
Laptops	Apple, Dell, Microsoft, HP, other leading OEMs.	
iPads/Tabs of various brands	Apple, Samsung, other leading OEMs.	
Franking Machines and its cartridges		
Display Boards / Panels and related accessories, TV Stands	LED panels, LED TV, LFDs	
Computer Softwares	Windows, MS Office, Antivirus, Pagemaker, Dragon Software etc.	

Videoconferencing Equipments	Camera, Speaker, etc.	
Storage Items	Pendrives, CDS/DVDs, Hard Disk Drives, NAS, SAN etc.	
Fax, UPS Batteries, Servers, Photocopiers		
Digital Signature Certificates/USB Tokens		
Networking Items (for LAN, etc.)	Active, Passive components	
Information Kiosks		
Other Miscellaneous IT Items of Common Office Use		
Biometric Attendance System		
GPS system in vehicles		
Security Related Equipments	CCTV, Access Control, Anti-sabotage equipments	
Disposal of old/scrap IT items	like Computers, Printers, UPS, Toners, Cartridges, Drum unit of Printer and Photocopiers etc.	
Artificial Intelligence (AI)	Tools	

**(6) SUPPLY & AMC OF VARIOUS ELECTRIC ITEMS:**

<b>Name of Item/ Services</b>	<b>Specifications</b>	<b>Please Mention Yes or No</b>
Supply & AMC of Air Conditioner	Window ( 1.5 ton & 2.0 ton), Split ( 1.5 ton & 2.0 ton) All Weather ( 1.5 ton & 2.0 ton) ,Split Inverter ( 1.5 ton & 2.0 ton)	
Stabilizers	4 KVA & 5 KVA	
Top plug, Extension board	5 amp /15 amp	
Bells	Buzzer, Remote, Door	

Purchase & AMC of Inverters & Batteries of Inverters & Inverter Trolley	650 VA , 850 VA, 1KVA Online UPS, 1.5 KVA, 3 KVA Online UPS, 3.5 KVA, 10 KVA and any other UPS of capacity as per requirement of Registry.	
Water Dispensers	Three taps and refrigeration facility (normal, hot, cold and refrigerator)	
Cooler	Desert (Normal) , Heavy Duty outdoor Desert	
Purchase & AMC of Air Purifier	Dyson (pure cool) / Dyson (pure hot + cool)	
Mechanical items	Purchase & Repair of Paper Cutting Machine, Spiral Binding Machine (Manual) & Spiral Binding Machine (Electric), Paper Shredder	
Electric Items	Table Lamp, Double Rod Heater, Heat Converter, Oil Based Heaters (11 Fins and 13 Fins)	
Other Misc. items	Fly Trapper/ Insect Killer, Pedestal Fans, Electronic Cash Register	
Cleaning items	Hand sanitizing machines touch free, Fogging/ fumigation machines, Hand Dryer, Vacuum Cleaner	
Other items	Mixer Grinder, Mini Fridge, Microwave Oven, Tea/Coffee Vending Machine, Deep Freezer, Dish Washer, Hot cases , Electric Kettle , Tea Flask	
Cooler, Refrigerator, Geyser etc.	Purchase & AMC of Water Coolers, Aquaguard, Purchase & Repair of Refrigerator, Purchase & AMC of Water Purification Plant, Washing Machine, Geysers	

**(7) SUPPLY & AMC OF FUNITURE ITEMS AND MISCELLANEOUS ITEMS:**

<b>Name of Item/ Services</b>	<b>Specifications</b>	<b>Please Mention Yes or No</b>
Almirah and Wardrobes	Steel (Branded & Customized make)	
Tables	Computer (Size 2'x2'7" and 4,6"x2'6"), Garden, Plastic, Semi-circle, Office (Wooden - 4'x2'6"), Officer (Wooden - 5'x2'6")	
Center Table	Houston form Usha Shriram Enterprises Pvt. Ltd. and another of size 4'x2' with glass top	
Chairs	Cane, Computer, Executive, Garden, Tub, Visitor, Plastic, Godrej Chair	

Chest of Drawers, Coat Stands	Wooden	
Back Rests	Amron	
Bed Sheets & Blankets	Bombay Dyeing or similar	
Electronic Safety Box	Godrej 'Taurus' or any other from Godrej	
Filing Cabinets & Fire Resistant Record Cabinet	2 drawers (Non branded) and 4 drawers (Godrej)	
Aluminum Ladder	Single / Double Platform with customised heights	
Locks	Brass A-1 Harisson 30mm, 50mm, 65mm	
Looking Mirror	2'x1'6"	
Mattresses	Sleepwell / Non-branded (Foam) / Cotton Mattresses	
Peon Benches	Iron and Steel	
Paper Tray	Plastic	
Recliners	Godrej / Other reputed brands also	
Side Screen	Wooden with Curtain screen / Fabric screen	
Slanting Desks	Wooden with brass rod and glass	
Sofa Sets	Single / Two / Three Seater, Nagfani model or Usha Shriram's Mayfair model	
Racks & Stationery Rack	Wooden & Steel	
Book Cases	Steel / Wooden	
Dustbins	Steel / Wooden	
Stools	Different Specifications	
Towels	Export Quality / Bombay Dyeing	
Coccyx Cushion	Tynor / Amron	
Trolleys	Two wheeler Foldable Hand Trolley	
Other Misc. items	Table Cloth, Side Runners, Sliding Drawer Unit, Pillows & Pillow covers, Flower Vases, Foot Rest, Compactors, Curtains, Divan, Double Beds, Door Mats, Carpet, Notice Board	
Repair and Maintenance of Misc Furniture Items	like revolving chairs, tables, Steel pipe cane chairs, almirahs, table drawers, garden chairs, Iron trolleys, change of upholstery of Sofa sets, Divans, Visitor Chairs, Revolving chairs, Court Room Chairs, wooden benches etc.	

Painting/ Polishing / Letter-writing of Misc. Furniture Items.		
Providing and Fixing of different types of Carpets.		
Drycleaning of Misc. Furnishing items.		
Washing services of different items	Towels, bedsheets, seat covers of Vehicle, blanket covers etc.	
Re-Canning of Steel Pipe Cane Chair		

**(8) LIVERY ITEMS:**

<b>Name of Item/ Services</b>	<b>Please Mention Yes or No</b>
Green colour Canvas Bag	
Carry Bags and Brief case, Trolley Bag, Suitcase, Backpack waterproof	
<b>Fabric</b> - Terrywool/ Terrycot, Cotton cloth, Malmal cloth, Spun Fabric for Salwar Kameez, chiffon Dupattas, Sarees, rubia (Blouse) cloth, Woolen serge cloth for over coat/Jacket, all kind of Raymond fabric.	
Socks, Peak Caps, Rain coat, Umbrellas/ Garden Umbrella/ Canopy type umbrella	
Chef Coats/ Aprons	

**(9) MISC. ITEMS AND MAINTENANCE/ RATE CONTRACT ITEMS:**

<b>Name of Item/ Services</b>	<b>Please Mention Yes or No</b>
Repair and Maintenance of Compactors.	
Supply of different types of Table Glasses.	
Supply of different types of steel trolleys	
Supply of Acrylic sheets.	

Supply and Maintainance of Misc. GYM equipments.	
Preparation of Rubber Stamps, Brass Engraved Plate, Brass Letter Plate, Plastic Plate and Plastic Boards,	
Supply of Packaged Drinking Water in 20 ltrs. Jars--Bisleri / Kinley etc.	
Supply of Natural Mineral Water--Himalayan/Veen etc. in glass bottles	
Vehicles like Scooty, E-Rickshaws	
Supply of Locks, etc.	
Preparation of Souvenir items- Customized Silver plaques/mementos	
Lifting of Damaged Brittle Books	
Maintenance of Swimming Pool	
Providing of First Aid Box (as per requirement)	
Locking chains	

SIGNATURE \_\_\_\_\_  
(AUTHORISED SIGNATORY)

NAME \_\_\_\_\_

DESIGNATION \_\_\_\_\_

STAMP OF THE APPLICANT \_\_\_\_\_



**UNDERTAKING**

I/We undertake that (Firm/Partner/Director/Proprietor) has not been blacklisted/banned by any Government Department/Public Sector undertaking/Autonomous Body.

Signature of the authorised  
signatory of the firm/ company/  
organisation/ Official Stamp/Seal.

Date:  
Place: