

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

F.No. 1/PP-Circular/2023/SCI(AM)  
September 01, 2023

**C I R C U L A R**

As approved by Hon'ble the Chief Justice of India vide Orders dated August 16, 2023, the Practice and Procedure under Part (A) in Chapter XIII of Manual of Office Procedure (Part-I) (Administrative Side) regarding procurement of goods and services, etc. has been revised as "Procurement Procedure, 2023", as under, for being followed strictly by all concerned.

**PART (A): Procurement of Goods and Services**

All procurement of goods and services for use in the Supreme Court of India shall be regulated as under:

1. Procurement of goods and services shall be made in most economical manner in accordance with definite requirements of the Supreme Court. The prior analysis should be done to avoid purchasing quantities in excess of requirement to avoid inventory carrying costs. Periodical indents shall be prepared and as many articles as possible procured by means of such indents. At the same time, care shall be taken not to purchase goods much in advance of actual requirements, if such purchase is likely to prove financially imprudent. In case where the purchase is of regular nature, then rate contract is to be considered for the purchase of articles and services, as per the requirement of the Registry.
2. Where scale of consumption or limits are prescribed by Hon'ble the Chief Justice of India, procurement of such goods and services shall be made as per the approved Purchase Procedure.
3. Orders for procurement of goods and services shall not be split-up to avoid the necessity of obtaining the sanction of Hon'ble the Chief Justice of India or the authorized Officer with reference to the total amount of the orders. Supplementary procurement of goods and services not exceeding 40% of the original procurement and up to ₹ 5,00,000/- (Rupees Five Lakhs) in terms of total value, in a financial year can be made with the approval of Registrar (HOO).
4. (a) Procurement of goods and services up to the value of ₹ 25,000/- (Rupees Twenty Five Thousand) on each occasion may be made by the Additional Registrar (in-charge of procurement).

Provided that total value of procurement not to exceed ₹ 1,00,000/- (Rupees One Lakh) in a month.

The Additional Registrar (in-charge of procurement) who shall make Procurement of goods and services up to the value of ₹ 25,000/- (Rupees Twenty Five Thousand) on each occasion, should ensure that Financial Sanction(s) shall not exceed 04 (Four) times per firm/vendor/dealer in a calendar month. However, in extraordinary circumstances wherein Financial Sanction(s) may have to exceed 04 (four) times in a calendar month per firm/vendor/dealer, then the same shall be placed before Registrar (in-charge of procurement) for approval.

(b) Procurement of goods and services between ₹ 25,001/- (Rupees Twenty Five Thousand and One) and ₹ 50,000/- (Rupees Fifty Thousand) may be made with the approval of Registrar (HOO) on the recommendation of the Registrar (in-charge of procurement).

Provided that total value of procurement not to exceed ₹ 3,00,000/- (Rupees Three Lakhs) in a month.

(c) Procurement of goods and services between ₹ 50,001/- (Rupees Fifty Thousand and One) and ₹ 1,00,000/- (Rupees One Lakh) may be made with the approval of Registrar (HOO) on the recommendation of at least two members of the Committee of Officers comprising Registrar (in-charge of procurement), one Registrar and one Additional Registrar, who shall be nominated by the Secretary General for such term as may be decided by him.

Provided that total value of procurement not to exceed ₹ 3,00,000/- (Rupees Three Lakhs) in a month.

(d) Procurement of goods and services between ₹ 1,00,001/- (Rupees One Lakhs and One) and ₹ 5,00,000/- (Rupees Five Lakhs) may be made with the approval of Hon'ble senior most Judge of the Finance Committee.

(e) Procurement of goods and services between ₹ 5,00,001/- (Rupees Five Lakhs and One) and ₹ 10,00,000/- (Rupees Ten Lakh) may be made with the approval of Hon'ble Judges of the Finance Committee.

(f) Procurement of goods and services above ₹ 10,00,000/- (Rupees Ten Lakhs) may be made with the approval of Hon'ble the Chief Justice of India on the recommendation of Hon'ble Judges of the Finance Committee.

(g)(i) Contingent procurement of consumables and services under directions of Hon'ble Judges up to the limit of ₹ 20,000/- (Rupees Twenty Thousand) for each quarter shall be permissible to be carried out by the Officers of each Residential Offices. Unused amount shall not be carried forward to the next quarter.

(ii) Statement of all such contingent expenditure shall be submitted on quarterly basis to Cash & Accounts Branch as follows:

- (a) I Quarter Statement: for the period 01<sup>st</sup> April to 30<sup>th</sup> June shall be submitted on or before 10<sup>th</sup> July.
- (b) II Quarter Statement: for the period 01<sup>st</sup> July to 30<sup>th</sup> September shall be submitted on or before 10<sup>th</sup> October.
- (c) III Quarter Statement: for the period 01<sup>st</sup> October to 31<sup>st</sup> December shall be submitted on or before 10<sup>th</sup> January.
- (d) IV Quarter Statement: for the period 01<sup>st</sup> January to 15<sup>th</sup> March shall be submitted on or before 20<sup>th</sup> March and no contingency procurement shall be made during 16<sup>th</sup> March to 31<sup>st</sup> March every year.
- (e) Officer in-charge at Residential Offices shall certify contingent expenditure as per below proforma on quarterly basis and submit the same to Cash & Accounts Branch:

<p><u>Proforma of Certificate to be given by Officer in-charge of the Residential Office</u></p> <p>I, _____ (Name &amp; Designation) posted at Residential Office of _____ (Name of Hon'ble Judge and address of the Residential Office) do hereby certify that item(s) shown in the enclosed cash memo(s) for Rupees _____ has/have actually been purchased on urgent basis by this Office as per directions received.</p> <p>For Quarter: _____</p> <p>Amount utilized till date in the current quarter: _____</p> <p style="text-align: right;">Officer (in-charge) Signature with date</p> <p>Remarks: The attached Cash Memo(s) is/are to be attested.</p>
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5. In case of urgent needs, procurement of goods and services up to the value of ₹ 25,000/- (Rupees Twenty Five Thousand) on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded by Registrar (in-charge of procurement) with the concurrence of Registrar (HOO) in the following format:

*“I, am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier/source.”*

6. If the response to any invitation to tender indicates that owing to inadequate publicity or some other reason adequate competition has not been resultant, fresh tenders shall be invited and measures taken to bring the demand to the notice of all prospective tenderers.

7. (i) Unless otherwise permitted by Hon'ble the Chief Justice of India, the minimum time for submitting the tender shall be three weeks' from the date of publication of the tender notice or availability of the tender document, whichever is later.

(ii) Two weeks' time shall be allowed for submission of Tender in Limited Tender Enquiry Cases, unless permitted otherwise by the Registrar (HOO) to give less time in case of urgent purchases.

8. Unless otherwise permitted by Hon'ble the Chief Justice of India, the following procedure for procurement of goods and services shall be followed:

a) Mode of procurement of goods and services up to the value of ₹ 25,000/- (Rupees Twenty Five Thousand):

(i) Direct online through GeM from any supplier (not necessarily L-1).

(ii) In case goods and services are not available on GeM, the same may be procured after inviting at least 3 (three) quotations (including the last supplier) on each occasion in a time bound manner through E-mail.

b) Mode of procurement of goods and services of the value of ₹ 25,001/- (Rupees Twenty Five Thousand and One) but not exceeding ₹ 5,00,000/- (Rupees Five Lakhs):

(i) Through GeM Tendering.

(ii) In case services and goods are not available on GeM, the procurement of the value of ₹ 25,001/- and up to ₹ 2,50,000/- on each occasion may be made through local market by calling minimum three quotations with the approval of the competent authority as defined in S. No. 4(b), 4(c) & 4(d) above.

(iii) In case services and goods are not available on GeM, the procurement of the value of ₹ 2,50,001/- and up to ₹ 5,00,000/-, Registry shall proceed for Limited Tender Process through Central Public Procurement Portal (CPPP) with the approval of the competent authority as defined in S. No. 4(d) above.

c) Mode of procurement of goods and services of the value above ₹ 5,00,001/- (Rupees Five Lakh and One):

(i) Through GeM Tendering/Central Public Procurement Portal (CPPP).

d) Mode of purchase of vehicles:

(i) Through GeM

(ii) In case not available on GeM, Limited Tenders shall be invited from the manufacturers, authorized distributors/dealers/partners based in Delhi and NCR and the last supplier, besides empaneled suppliers, if any.

e) Notwithstanding anything contained in the above clauses, invitation may be extended to one or more firms for procurement of goods and services as may be necessary, provided previous approval of Hon'ble the Chief Justice of India is obtained thereupon.

f) If the Registry is not satisfied with the delivery or services etc. of lowest tenderer (L-1) or if the L-1 fails to execute the contract or work order or is unable to adhere to the time lines, the services of L-2, L-3, etc. may be obtained provided they are willing to execute the said contract or work order at the approved rates, with the approval of the Registrar (HOO). This shall not preclude the Registry from taking other steps against L-1.

g) In cases where in the process more than one rate is received, the lowest among them will be considered (except for clause 8 (a) (i) above).

Explanation:-

(i) Mode of procurement of goods and services: The Registry may procure the goods and services either as per methods of procurement or through GeM as elucidated above. The Registrar (in-charge of procurement) shall approve the mode of procurement to be adopted in respect of procurement of goods and services above the value of ₹ 25,000/-

(Rupees Twenty Five Thousand Only) on each occasion. However, in cases of procurement of goods and services upto the value of ₹ 25,000/- (Rupees Twenty Five Thousand Only) on each occasion, the Additional Registrar (in-charge of procurement) shall decide the mode to be adopted. The aforementioned Officers, in-charge of procurement, shall arrive at such a decision after considering all the relevant facts and circumstances on each occasion to be recorded in writing and their decision in this regard shall be final.

(ii) In case of procurement directed to be made through GeM by the Registrar or the Additional Registrar (in-charge of procurement) (as the case may be), the matter shall be placed before the authority competent to make or approve the procurement for final approval.

(iii) (a) In event of urgency if the goods and services sought to be procured are not found to be available in the market for immediate procurement as per approved procedure then the deviation from prescribed procedure may be made with the approval of the authority competent to make or approve the procurement.

(b) In event of expediency and urgency, if the goods and services are already procured, such procurement may be regularized by seeking ex-post facto approval and sanction of the authority competent to make or approve the procurement.

(iv) For the purpose of this part L-1 means as follows;

(a) Lowest bid received through Tender Process shall be considered as Lowest Tenderer (L-1).

(b) Whenever the rates are called through quotations or proposals, firm quoting the lowest rate shall be considered as lowest quotationer (L-1).

(v) Contingent procurement as mentioned in Clause no. 4 (g)(i): procurement of goods and services may be made from suitable vendor.

9. The limited tender enquiry shall be sent by E-mail under acknowledgment to all empaneled suppliers and last supplier or last service provider, as the case may be. For issue of limited tenders, the Additional Registrar (in-charge of procurement) shall maintain a panel of reliable suppliers who are able to satisfy that they possess necessary equipment and facilities for supply of stores, which

they offer. The list shall be prepared with the approval of Hon'ble the Chief Justice of India, after publishing appropriate advertisement in a national daily published from Delhi and having wide circulation and on the website of the Supreme Court of India and Central Procurement Portal and after scrutiny by a Committee of Officers, to be appointed by the Secretary General. Hon'ble the Chief Justice of India can include or delete the name of any supplier in that list. A register containing the names and addresses of such suppliers shall be maintained and if any supplier is found not serving the Registry satisfactorily, that supplier shall be blacklisted as per the provisions of GFR and a note in this regard shall be given in the 'Register of Firms' and no dealing shall be made with that supplier.

If in the opinion of the Additional Registrar (in-charge of procurement), any vendor is not participating in the limited tender enquiry cases over a period of time, he may recommend deletion of the name of the said vendor from the list of empaneled dealers in order to avoid wastage of time and resources. If any vendor is empaneled in various item and it is not participating in any particular item(s) over a period of time, Additional Registrar (in-charge of procurement) may recommend for deletion of the firm's name for that particular item(s). The said panel of suppliers shall be reviewed every 3 years.

10. Procurement from a single source may be resorted to in the following circumstances:-

(i) It is in the knowledge of the Additional Registrar (in-charge of procurement) that only a particular firm is the manufacturer and there is no authorized dealer of the required goods and services.

(ii) In case of urgency, the required goods and services are necessarily to be purchased from a particular source. The reason for such decision shall be recorded and approval of the authority competent to make or approve the procurement shall be obtained.

iii) For standardization of machinery or spare parts to be compatible to the existing sets of equipment (on the advice of a competent technical expert and approved by the competent authority), the required item is to be purchased only from a selected supplier.

Proprietary Article Certificate in the following form shall be recorded by the Additional Registrar (in-charge of procurement), before procuring the goods and services from a single source:

(i) the indented goods and services are manufactured by  
M/s. \_\_\_\_\_

(ii) No other make or model is acceptable for the following reasons:

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

(iii) Approval of the competent authority vide: \_\_\_\_\_

(Signature with date of the Additional Registrar)  
(in-charge of procurement)

11. Unless otherwise permitted by the authority competent to make or approve procurement, negotiations shall not be made with the tenderers, except with the lowest tenderer, if rates quoted by the lowest tenderer is 20% higher than the last approved or procured rates.

12. It must be ensured that the articles purchased for the Supreme Court substantially conform to the specifications which may be prescribed by Hon'ble the Chief Justice of India. The appropriate specifications, if any, should be annexed to or quoted in the invitations to tenders and it should be stipulated in the conditions of contract that the article supplied will be subject to inspection and/or tests/Proof of Concept (PoC) prescribed in the specifications before acceptance.

Note:-

All the concerned requisitioner's/Branches shall submit detailed specification viz. make/model/size/dimensions/quantity/quality, etc. of the product they desire to procure for the first time or not a part of approved norms, along with an Administrative approval (wherever applicable) from Hon'ble the Chief Justice of India

13. All purchases of stores and stationery shall be under the charge of one Additional Registrar. One Officer not below the rank of Additional Registrar, designated by the Secretary General, shall have surprise check, at least once in three months.



14. Tenders can be invited for purchase of goods or the articles manufactured or sold by a particular firm / company if it is so permitted by the competent authority.

15. For computer related purchases and/or services, quotations may, wherever required, be also be invited from the panel of GeM/NICSI/Open Tender, wherever available for supply of the required article/service. No purchase from such vendors shall be made and no service shall be procured at a rate higher than that at which the article is supplied or service is rendered by them to GeM/NICSI.

16. Late tenders (i.e. tenders received after the specified time of opening), delayed tenders (i.e. tenders received before the time of opening but after due date and time) and post tender offers should not be considered.

17. (i) All the tenders shall be opened in the presence of majority of the members of a Committee of Officers to be called 'Tender Opening Committee' constituted by competent authority, and such of the tenderers or their authorized representatives who may wish to remain present, at the date, time and place specified in the tender.

(ii) Each member of the Tender Opening Committee shall countersign on each page of Financial as well as Technical Bids and requisite documents of the Tender submitted by each tenderer in the presence of tenderer, if present at the time of opening of tender.

(iii) Each member of the Tender Opening Committee present at the time of opening of the tender shall countersign on each sample, if so required to be submitted in terms of the NIT, furnished by each tenderer in the presence of tenderer at the time of opening the tenders, if present. If, in the opinion of Secretary General, it is not feasible or reasonably practicable to obtain samples, inspection of the articles shall be carried out by a Committee of Officers, constituted by the Secretary General, at the place of the tenderer.

(iv) The sample which in the opinion of the Tender Opening Committee does not substantially conform to the specifications prescribed in the tender, shall not be taken into consideration and the tender accompanied by such a sample shall be deemed to be invalid. In case of non-branded items, one representative of the user Branch authorized by the Controlling Officer may also be included in the Committee to assist the Committee for the purpose of selection/evaluation of the sample as per exact requirement/usage.

(v) If the samples are required to be given but they cannot be conveniently kept in an envelope, the envelopes containing earnest money, if required to be given by the tenderers, shall be opened in the presence of such tenderers who wish to remain present at that time. If, however, no earnest money is required to be deposited and the samples cannot be conveniently kept in an envelope but are required to be given and/or to be made available for inspection at the place of the tenderer, only a list containing the names of the tenderers shall be prepared on the date and time stipulated for this purpose and tenderers or their authorised representative who may wish to remain present will be informed of the same by taking their signatures on the said list prepared for the purpose and the tender documents of such of the tenderers whose samples(s) substantially conform to the prescribed specifications, shall be opened at a later date and time under intimation to the said tenderers, after inspection of the samples, either in the Registry or at the place of the tenderers, as the case may be.

(vi) If Tender Opening Committee finds that samples substantially conforming to the prescribed specifications have not been given, except in cases where samples are to be shown for inspection at the place of the tenderer, by at least two tenderers in case of limited tenders, it shall not open the envelopes containing tender document and will submit its report accordingly.

(vii) There shall also be an Inspection Committee which shall verify that supplied goods meet the prescribed specifications in terms of quality, specifications etc. and are as per the approved sample or specification, if any. Quantity of the supplied goods and services shall also be verified by the Inspection Committee.

(viii) The composition of the Tender Opening Committee and Inspection Committee shall consist of the same Officers.

(ix) Tender Opening Committee and Inspection Committee for the value of goods or services upto ₹ 1,00,000/- (Rupees One Lakh) shall be constituted by the Registrar (in-charge of procurement).

(x) Tender Opening Committee and Inspection Committee for the value of goods or services between ₹ 1,00,001/- (Rupees One Lakh and One) and ₹ 10,00,000/- (Rupees Ten Lakhs) shall be constituted by the Secretary General.

(xi) Tender Opening Committee and Inspection Committee for the value of goods or services exceeding ₹ 10,00,000/- (Rupees Ten Lakhs) shall be constituted by the Secretary General which shall ordinarily comprise of the Officers of the rank of Registrars or Additional Registrars.

18. Wherever feasible, stamps / stickers / mark / Bar Coding of Supreme Court of India shall be put on all the articles.

19. Repacked goods or the goods which do not bear the name and address of the manufacturer shall not be purchased unless permitted by the authority competent to make or approve the procurement.

20. The Provisions contained in General Financial Rules and instructions issued by the Government of India thereunder shall apply to all procurement of goods and services unless they are repugnant to the provisions contained in this Chapter or directions of Hon'ble the Chief Justice of India.

21. (i) No Earnest Money shall be required from the suppliers whose names are included in the Panel of Suppliers maintained by Additional Registrar (in-charge of procurement) and Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME)/Start ups.

(ii) Limited tenders shall only be invited from the firms which are included in the Panel of Suppliers maintained by Additional Registrar (in-charge of procurement) and the last supplier, unless otherwise directed by authority competent to make or approve the procurement.

(iii) Subject to the provisions contained in Clause nos. 24 & 25, Earnest Money Deposit (EMD) equivalent to 2% of the total cost of the goods or services shall be obtained from such suppliers along with tender if the total amount for procurement of goods or services order is estimated to be above ₹ 2,00,000/- (Rupees Two Lakhs). However, in case of purchase of vehicles, EMD shall be ₹ 5,000/- (Rupees Five Thousand Only) as a token money amount.

(iv) Earnest Money shall be refunded to unsuccessful tenderer at the earliest after finalization of the process of procurement of goods or services.

22. Performance Security equivalent to 3% of the total cost of the order in case of goods or services of reputed brands or the goods for which the manufacturer's warranty is available in Delhi and 10% of the total cost of goods or services in other cases excluding purchase of vehicles, shall be obtained from the successful tenderers after adjusting their Earnest Money, if any, lying with the Registry. The security shall remain valid for 60 days after the warranty period or payment of the final bill, whichever is later. There shall be no Performance Security in case of purchase of vehicles.

23. Nothing contained in this Procedure shall be construed so as to limit, abridge or otherwise affect the power of Hon'ble the Chief Justice of India to make any procurement of goods and services in any manner and from such source as he may deem appropriate.

24. (i) In case of limited tenders if only one or no valid tenders are received by the Registry, it shall be open to Registrar (in-charge of procurement) to invite sealed tender on the same terms and conditions except for depositing Earnest Money as required in terms of Clause no. 21, on which the Notice Inviting Tender was issued from the open market so as to have adequate competition and Registrar (in-charge of procurement) shall also direct to upload the Notice Inviting Tender (NIT) on the Official website of the Supreme Court of India and on the Central Public Procurement Portal (CPPP). But, it will be done without opening of the tenders received by the Registry and all the tenders shall then be opened in the presence of such of the tenderers or their authorised representative who may wish to remain present, at the date, time and place to be notified to them.

(ii) In case of limited tenders, if on opening the tenders, it is found that only one or no valid tenders have been received, the matter shall be placed before the authority competent to make or approve the procurement of the tendered item/service and further action shall be taken in terms of his/her orders.

(iii) In case of open tenders, at least two valid tenders are required and in case of urgency, even a single Tender can be accepted with the approval of Hon'ble The Chief Justice of India.

25. If limited tenders are invited and it is found that the rates offered to the Registry are at least 20% higher than the rates at which last purchase was made or services were procured, it shall be open to Registrar (in-charge of procurement) to invite sealed tender on the same terms and conditions on which the Notice Inviting Tender was issued from the vendor/contractor from whom last purchase of goods was made or the services were last procured as well as from the open market from the vendor/contractor approved by Registrar (in-charge of procurement) for this purpose. But, the tenders so received shall be opened only in the presence of such of those vendors/contractors, who may wish to remain present, at the date, time and place to be notified to them.

Explanation:-

In case of rate contract, the Registry shall calculate the increase in rate on year to year basis in arriving at the conclusion whether the rates offered are substantially higher than the previous rates.

26. If it is found that the rates offered by various tenderers for providing services, including providing material along with services, vary in respect of various items and/or services, Registrar (in-charge of procurement) shall on the basis of record of the previous contract, assess, which of the items and/or services are frequently required and shall recommend engagement of the contractor, whose services are likely to be most economical to the Registry.

27. If sample though required as per terms and conditions of the tender is not given by a tenderer, their tender shall not be taken into consideration. Registrar (in-charge of procurement) shall, however, be competent to give opportunity to any tenderer(s) to give the sample or to furnish any deficient information, as the case may be, within such time as he may deem appropriate for the purpose, provided that the financial bids submitted by all the tenderers are not opened.

28. Unless otherwise approved by Hon'ble the Chief Justice of India, the procurement of goods or services shall be made, as the case may be, from the lowest tenderer, provided that their product or services meets the specifications, if any, laid down in the tender. No comparative assessment of the products or services, which conform to the required specifications, shall be made, unless so directed by authority competent to make or approve the procurement.

29. For procurement of goods and services for branded items (except vehicles) estimated to cost upto ₹ 10,00,000/- (Rupees Ten Lakhs), limited tenders shall be invited from the manufacturers/authorized distributors/ dealers/ partners based in Delhi and NCR and the last supplier, besides empaneled suppliers, if any, for that item. If however, the number of such authorized distributors/ dealers/ partners, in the opinion of Registrar (HOO) is very high and, therefore, it is not conveniently possible to invite limited tenders from all of them, he shall select at least 10 authorized distributors/dealers/partners from whom the limited tenders are to be invited. For branded product, the samples may not be insisted upon.

30. (i) If Earnest Money as well as samples are required from the bidders, they will submit three separate envelopes, one containing the Earnest Money, other containing the sample if it can be conveniently kept in an envelope and the third one containing the tender document superscribing on the cover of the said envelopes accordingly.

(ii) Tender Opening Committee shall first open all the envelopes containing the Earnest Money. If it is found that Earnest Money has not been deposited by at least two tenderers in case of limited tenders, the Committee will not open other envelopes and will submit its report accordingly.

(iii) If Earnest Money is not required to be deposited but samples are required to be submitted and the samples can be conveniently kept inside the envelope, the bidders will submit two separate envelopes, one containing the samples and the other containing the tender document.

31. If limited tenders are invited and the tenders are not opened by the Tender Opening Committee on the ground that Earnest Money and/or sample substantially conforming to the prescribed specifications has not been received from at least two tenderers, it shall be open to the Registrar (in-charge of procurement) to give opportunity to those tenderers who have not submitted the Earnest Money and/or sample substantially conforming to the prescribed specifications, to submit the Earnest Money and/or sample substantially conforming to the prescribed specifications, as the case may be, within such time as he may fix for the purpose.

32. Advance or part payments shall be made to the firms/suppliers/bidders/vendors by the Registry as per the provisions of GFR, after obtaining written approval of the Registrar (HOO).

Such advance payments should not exceed the following limits :

- (a) Thirty per cent of the contract value to private firms;
- (b) Forty per cent of the contract value to a State or Central Government agency or a Public Sector Undertaking; or
- (c) in case of maintenance contract, the amount should not exceed the amount payable for six months under the contract.

Sd/-  
**(H. Shashidhara Shetty)**  
**Registrar (Procurement and Stores)**  
**01.09.2023**

**Copy to:**

Ld. OSD(Registrar)-cum-PPS to Hon'ble the Chief Justice of India

DRs/ARs-cum-PS to Hon'ble Judges

Ld. Registrar (Judicial Listing)

Ld. Registrar (Judicial Administration)

Ld. Registrar (Admn. Judges & Human Resource)

Ld. Registrar (Court, Procurement & Stores)

Ld. Registrar (Judicial Processes)

Ld. Registrar (Confidential Cell)

Ld. Registrar (Court & Building)

Ld. Registrar (Technology)

Ld. Registrar (Recruitment & Accounts)

Ld. OSD (Registrar) (Library, Training & Research)

Ld. OSD (Registrar) (Technology, Innovation & Planning)

Ld. OSD (Registrar)

Members of the Tender Opening Committees- (for opening of Tenders and Inspection of supply and purchases)

Branch Officer (System Administrator/Computer Cell) – with a request to upload the “Procurement Procedure, 2023” on the Official website of the Supreme Court of India and on SUPNET.

**All concerned**

Sd/-

**(H. Shashidhara Shetty)**

**Registrar (Procurement and Stores)**

**01.09.2023**