

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

F.No: 002/Empanelment/2020-SCI(AM)
Dated : 04-03-2021

Last date for Submission of Tender: 26 March, 2021 upto 3:00 P.M.
at Counter No. 17(R&I)
For any query, please contact at Counter No. 26

NOTICE INVITING TENDER
FOR
EMPANELMENT OF DEALERS

Sealed applications are invited **(on the Prescribed Form attached herewith as Annexure-'A')** from the manufacturing firms, authorized distributors and reputed suppliers who wish to register themselves with this Registry **for the period of 3 years** i.e. 2021-22 to 2023-24 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**".

Interested parties, if they so desire, may contact the Branch Officer, Admn. Materials Branch telephonically at 011-23111483 or personally visit at Reception Counter No. 26 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 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 registration

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.
 - Proof of experience in supplying to Govt. / Public Department.
 - Authorization Certificate from the manufacturing firm for supplying the items, if any.
2. The tender 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 may also be given to the said Messenger.
 3. The tenderers 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 tender must be received not later than the date & time specified for submitting the same. In case, the date of submitting the tender is declared as holiday then next working day will be treated as due date of tender.
 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. The empanelled vendors shall be required to submit Tenders as per the terms and conditions laid down in the particular Notice Inviting Tenders.
 7. 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.
 8. Submission of the application does not confer any right on any applicant for empanelment with this Registry.
 9. 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.
 10. Empanelment will not ipso facto confer any right on any vendor to receive Notice Inviting Tender from the Registry.

11. The Registry reserves right to call for any information and record and inspect the premises of any applicant before as well as during empanelment.
12. The tenderers 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.

E. INVITATION OF TENDER

Eligible parties may submit their tender in an envelope superscribing 'Tender for Empanelment of Dealers' addressed by name to the undersigned at Registry's R & I Counter No. 17 on or before **26.03.2021 upto 3.00 P.M.** The tenders received after due date and/or time will not be entertained. Final decision on registration of the firm will be declared only after verification of information.

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

Encl : Application Form

Sd/-
(ANIL KUMAR SHARMA)
ADDITIONAL REGISTRAR (AM)
04-03-2021

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

ANNEXURE-'A'

Due Date: 26-03-2021

F.No: 002/Empanelment/2020-SCI(AM)

Dated : 04-03-2021

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) : _____

6) Permanent Account Number :
(PAN) (with copy)

7) GST No. (with copy) :

8) Registration Certificate :

9) Audited balance sheet or Profit & loss account for last three years:
(Attach documentary proof)

10) Annual turnover certificate for last three years duly certified by a CA firms :
(Attach documentary proof)

S.No.	Turnover for the 2017-18	Turnover for the 2018-19	Turnover for the 2019-20
01			

11) Attach document proof of Authorization Certificate from the manufacturing firm for supplying the items, if any.

12) 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			
3			
4			
5			
6			
7			
8			
9			
10			

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

S.No.	NAME OF THE ITEMS	Please Mention Yes or No
A	SUPPLY AND AMC OF VARIOUS ITEMS	
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	

14) 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	
COVID items	Face Sheild, Chemical sodium, Plastic Bottles, Spray bottles, Foot Operated Sanitizing Stand	

(3) PRINTERS / BINDERS:

Name of Item/ Services	Specifications	Please Mention Yes or No
Letter Head	Letter Head - German D.O/ Cream 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 self gumming/without gumming in the following sizes 1. 6.5"x 3.75" (Back shape) 2. 9" x 4.15" (American size) 3. 10" x 4.15" (American size) 4. 11" x 5" (American size)	
Visiting Card with leaf and screen printing	Good quality card in Ivory, Plastic, Galgo and Handmade in white and cream colour with box 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)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)	
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-4 size Certificate : black Printing and Multi coloured printing (ivory and Art card) Size : 8.5" x 11" and 21 - 23 x 30 -33	

Name of Item/ Services	Specifications	Please Mention Yes or No
	(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, Wrapping paper and ribbon, Telephone Directory, Diary category II, Pensioners' card (Plastic Card), stickers	

(4) SUPPLY & AMC OF VARIOUS ELECTRONIC ITEMS:

Name of Item/ Services	Please Mention Yes or No
Cordless Telephones	
Phones (Mobile, Ordinary), Walkie-Talkie, 1+1 Buzzer System	
EPABX system	
Airpods & other similar devices	
Dongles (All service providers)	

(5) SUPPLY & AMC OF VARIOUS IT ITEMS:

Name of Item/ Services	Specifications	Please Mention Yes or No
Computers	Desktops, 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, 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 etc.	
Fax, UPS Batteries, Servers, Photocopiers		
Digital Signature Certificates/USB Tokens		
Networking Items (for LAN, etc.)		
Information Kiosks		
Other Miscellaneous IT Items of Common Office Use like Biometric Attendance System etc.		
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.	

(6) SUPPLY & AMC OF VARIOUS ELECTRIC ITEMS:

Name of Item/ Services	Specifications	Please Mention Yes or No
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	850 VA, 3.5 KVA, 1.5 KVA, 1650 VA	
Water Dispensers	Two taps facility (normal and cold) / three taps and refrigeration facility (normal, hot, cold and refrigerator)	
Cooler	Desert (Normal) , Heavy Duty outdoor Desert	
Purchase & AMC of Air Purifier	Atlanta (normal) / 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	Emergency Tubelights, CFL, LED, Bulbs etc, Table Lamp, Defused Lamp, Switch / Bed Switch / Cell Bell Switch / Push button, Halogen Heaters , Heating pillars, Single & Double Rod Heater, Heat Converter, Oil Based Heaters (9 Fins , 11 Fins and 13 Fins)	
Other Misc. items	Chandeliers, Fly Trapper/ Insect Killer, Ticket Token Machine, Shoes Cleaning Machine, humidifier, Pedestal Fans, Electronic Cash Register, Cash Drawer,	
Cleaning items	Hand sanitizing machines touch free, Fogging/ fumigation machines, Hand Dryer, Vacuum Cleaner	
Kitchen items	Mixer Grinder, Mini Fridge, Sandwich maker, Microwave Oven, Tea/Coffee Vending Machine, Deep Freezer, Dish Washer, Hot cases , Electric Kettle , Tea Flask, AMC of Roti Maker, Chimney	
Cooler, Refrigerator, Geyser etc.	Purchase & AMC of Water Coolers, Aquaguard, Purchase & Repair of Refrigerator, Purchase & AMC of Water Purification Plant, Washing Machine, Geysers, Air Blower, Steam Iron	

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

Name of Item/ Services	Specifications	Please Mention Yes or No
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, Compute, 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 Godred	
Filling 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	

Name of Item/ Services	Specifications	Please Mention Yes or No
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:

Name of Item/ Services	Please Mention Yes or No
Green colour Canvas Bag	
Air Bags , Carry Bags and Brief case	
Fabric - Terrywool/ Terrycot, Cotton cloth, Malmal cloth, Spun Fabric for Salwar Kameez, chiffon Dupattas, Sarees,, rubia (Blouse) cloth, Woolen serge cloth for over coat/Jacket	
Readymade Belt, Kullas, Brass Button and Brass Badges	
Socks, Peak Caps, Rain coat, Umbrellas/ Garden Umbrella/ Canopy type umbrella	
Chef Coats/ Aprons	
Tailor for stitching uniform consisting of Achken, Pant, Apron & shirts	

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

Name of Item/ Services	Please Mention Yes or No
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	
Vehicles like Scooty, E-Rickshaws	
Supply of Locks, etc.	
Preparation of Souvenir items	
Lifting of Damaged Brittle Books	

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: