

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

Due Date: 20-02-2017

F. No. 01/Empanelment/17/SCI(AM)
Dated : 30-01-2017

NOTICE INVITING APPLICATION
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 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-B**".

TERMS AND CONDITIONS

1. The applicants interested in empanelment with the Supreme Court of India may send their applications in prescribed form 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:-

- a. Registration certificate as per existing norms.
- b. Copy of CST/VAT/TIN Registration Certificates.
- c. Copy of PAN/ GIR Card.
- d. Certified Copies of Income Tax Return filed for the last 3 years.
- e. Copy of address Proof of Office/ premises from where business is being operated.
- f. Proof of experience in supplying to Govt. / Public Department.
- g. Authorization Certificate from the manufacturing firm for supplying the items, if any.



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2. The application may be sent by post sufficiently early so as to reach the Registry within time, or may be delivered at Reception Counter No. 37. If application is sent through Messenger, an authority letter from the tenderer with proof of identity may also be given to the Messenger so that he could show the same along with his own identity proof to the Reception Officer at Reception Counter No. 37 at the time of opening of application.
3. 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.
4. The empanelled vendors shall be required to submit Tenders as per the terms and conditions laid down in the particular Notice Inviting Tenders.
5. The Supreme Court 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.
6. Submission of the application does not confer any right on any applicant for empanelment with this Court.
7. The decision of this Court 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.
8. Empanelment will not ipso facto confer any right on any vendor to receive Notice Inviting Tender from the Registry.
9. Supreme Court reserves right to call for any information and record and inspect the premises of any applicant before as well as during empanelment.

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10. The application form along with the detailed list of all Stationery items; Computer Items; Electric Items; Furniture Items; Livery Items; Toiletry & other miscellaneous items and Maintenance/Contracts and services likely to be required by the Court can be obtained, without any payment, from Branch Officer, Admn. Material Branch (Tel no. 23111483/ 23112235) or can be downloaded from the Website of the Supreme Court of India i.e. www.supremecourtfindia.nic.in.
11. The application form duly filled and accompanied by necessary documents in a sealed cover addressed to Mr. Basu Dev Sharma, Additional Registrar (AM), Supreme Court of India, Tilak Marg, New Delhi should reach latest by 4:00 p.m. on or before 20-02-2017.

Process of applying :

Eligible parties may submit their tender (proforma enclosed as **Annexure-'A'**) in their letter heads mentioning complete office address, telephone nos., fax nos., e-mail addresses, websites, if any along with necessary documents latest by 4:00 p.m. on or before **20-02-2017**. 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


(BASU DEV SHARMA)
ADDITIONAL REGISTRAR (AM)
30-01-2017

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

ANNEXURE-'A'

Due Date: 20-02-2017

No. 01/Empanelment/17/SCI(AM)
Dated : 30-01-2017

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) : _____

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- 6) Permanent Account Number (PAN)/ GIR Card of the Applicant allotted under the Income Tax Act
(Attach documentary proof)
- 7) Traders Identification Number (TIN), if any, under Delhi Value Added Tax Act
(Attach documentary proof)
- 8) CST/VAT Registration Certificates :
(Attach documentary proof)
- 9) Registration Certificate :
- 10) Income Tax Return filed for the last 3 years :
(Attach documentary proof)
- 11) Turnover for the last three years :
(Attach documentary proof)

S.No.	Turnover for the 2014	Turnover for the 2015	Turnover for the 2016
01			

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

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- 13) List of clients with the name of contact person and Telephone No. [if more than clients, write the last 10 which are latest] :

S.No.	Name of the Regular Client	Name of the Contact Person	Telephone No.
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

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

S.No.	NAME OF THE ITEMS	Please Mention Yes or No
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SUPPLY OF VARIOUS ITEMS		
01	Supply of Various Stationary items (like Service Envelopes, Ruled Registers, Cotton Tape etc.)	
02	Supply of Toiletry Items and Other Misc. Items (like Khadi Dusters & Floor Swabs etc.)	
03	Crockery Items	
04	Souvenir Items	

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05	Printing/Binding of Books & Library Items (like Printing of Greeting Cards, Supreme Court Telephone Directory, Supreme Court Reports (SCR) and / Court News Letter, Minute Books & Note Books, Visitor Photo Entry Passes & Holograms, Multicoloured Self Adhesive Parking Stickers with Supreme Court Photo, Supreme Court Desk & Pocket Calendar, Spiral Slip Pads, etc.)
06	Computer/ Laptop/ UPS/ Hardware/ Software/ Networking
07	Computer Consumable Items
08	Security Equipments
09	Electronic Items
10	Electric Items
11	Supply of Furniture Items and other miscellaneous items
12	Supply of Livery Items
13	Supply of Diaries
14	Purchase of LCD/ LED/ Display Boards
15	Supply of Steel Trolleys & Wheel Barrows
16	Supply of various types of papers and paper products
17	Supply of Machinery Items
18	Purchase of Different Types of Fire Extinguishers

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B	MAINTENANCE/ REPAIRING/ RATE CONTRACT ON ALL THE BELOW MENTIONED ITEMS
01	Computers & Printers
02	Repair of Electrical Items
03	Mobiles/ Accessories
04	Preparation of Rubber Stamps, Brass Engraved Plate, Brass Letter Plate, Plastic Plate and Plastic Boards
05	Renovation & Repair of furniture items i.e. Sofas, Divans, Chairs etc.
06	Pest & Rodent Control Treatment, Silverfish Infestation and Wood Borer Treatment
07	Undertaking the job of washing of Seat Covers & Towels
08	Lifting of Damaged Brittle Books

SIGNATURE _____
(AUTHORISED SIGNATORY)

NAME _____

DESIGNATION _____

STAMP OF THE APPLICANT _____

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A. SUPPLY AND AMCs OF VARIOUS ITEMS

(1) Stationery Items :

1. Purchase of Cotton Tape, purchase of Fax Papers, papers, Paper for Calculator Roll, Computer Stationery, continuation computer stationer for record of proceeding, Desk Calender Refill, carbon paper. Duplicating Paper, supply of Diaries, Printing and preparation of all types of Judicial file covers, Green Note Sheet Pads, White Note Sheet Pad, Azurelaid Paper (Green Sheets), Creamwove Paper, Judgement Paper, Blotting Paper, Stencil Paper, all types of ruled registers, Printing and preparation of all types of 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 etc., Purchase of Service Envelopes, Spiral Binding of documents in various sizes, Hand Book for information, Paper used for taking oath by the Hon'ble CJI. Khadi Duster, White Cartridge Big Size, A-3 size Photocopier paper, A-4 size Photocopier paper, magnifying glass.
2. Purchase of Punching Machines
3. Purchase of all misc. stationery items (approx.50 items) viz; pens, pencils, ink, staples, staple pins, all pins, marker, scissors, stamp pads, glue sticks, stickers, all type of forms, peon books etc.
4. Purchase of Misc. items (CD Mailer Cover)
5. Rate contract for preparation of rubber stamps, Brass & Plastic name plates & its fitting. Preparation of Brass Small Seal with Emblem of Supreme Court.
6. Purchase of plastic mats & hangers for Hon'ble Judges Chambers.
7. Purchase of all Library Stationery.
8. Printing and Preparation of Machine made file Covers.
9. Handmade file covers.
10. Printing & Preparation of Judicial File Covers.
11. Printing and Preparation of Personal file covers.

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12. Cutting of Papers i.e. A3, Azulaid, Cartridge Paper and Preparation of Book slips.
13. Purchase of Cotton Rope, National Flags, Car Flags, Table Flags and its issuance.
14. Purchase of **Sports Items**.
15. Purchase & Issuance of Plastic Water Pipe.
16. Purchase of HDPE Tirpal.
17. Purchase of Ruled Sheets, Green Tags, Paper Packaging, all kind of cells i.e. Battery Cells, Medium Cells, Dictaphone Cells, Pencil Cells, Yellow Laminated File Covers, White Envelopes, Desk Calender, Refill engagement pads, Green Thread Rolls, Bond Paper, J.K. Bond Full Scape photocopier paper, Sutli Jute, Sutli Plastic, all types of calendar stand, Cutting of all type of paper including Azurelaid Paper, White File Cover, Book Marks, Judgment Sheet etc.
18. Supply of various types of papers and paper products.

(2) TOILETRY AND OTHER MISCELLANEOUS ITEMS :

Purchase of Vim Powder, Floor Swabs, Finit, Phenol, Tat, Odonil, Brasso, Brooms, Agarbati, Agarbati Stand/ Plate, Napthelene Balls, Face Masks, Finit Pumps, Acid Bottles, Harpic, Colin, Lux Soap, Soap Cases, Candle Sticks, Broom Sticks, Phool Jharo, Kerosene Oil, Purchase of **all types of Crockery Items, Souvenir Items**, Hammers/ Sumbies, Bread Box, Plastic Jugs, Match Boxes, Markin Cloth, Room Refreshners, Air Freshner Machine and Air Freshner Refill, Mayur Jug, Washing Soda, Tumblers, Tumbler Covers, Toilet Paper Rolls, Tissue Papers, Napkins and Table Cloth, Torch, Needles, Wiper, Spider Brushes, All Out Machine and All Out refills, Gunny bags, Packing Papers, Car Perfumes, Cotton Gloves, Pheneol, Cleanzo, Finit, Lifebouy soap, (all types of soaps). Purchase of Dust Bins, Purchase of Plastic Buckets and Mugs, Plastic Bottles, Trays, Hangers, Plastic Mats, Cycle Tyres and Tubes, Cycle Pumps, Vehicle Batteries, Vehicle Accessories, Vehicles Tyres and Tubes, Packaged Drinking Water, Locks, etc.

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(3) PRINTERS / BINDERS

Printing of various types of office stationery i.e. Letter Heads, D.O., Letter Heads, Decree Sheets, Order Sheets, Calendars, various types of Passes, Invitation Cards, visiting Cards, sticker, requisiton slip pads etc. and printing and binding of Minute Books and Note Books, office documents, Supreme Court Telephone Directory, Annual Reports, etc. Printing of Greeting Cards, Supreme Court Reports (SCR) and/ Court News Letter, Visitor Photo Entry Passes & Holograms, Multicoloured Self Adhesive Parking Stickers with Supreme Court Photo, Supreme Court Desk & Pocket Calendary, Red Wafers, Library Book Binding, Greeting Cards, Office Reports, Application for photo entry passes, Court Room passes, Parking Stickers for Bar Association, Bar Code Stickers for Library, Identity Card for Advocates & Clerk, Wrapping Papers, Spiral Slip Pads, etc.

(4) MACHINERY ITEMS

Aquaguard, Kent Ro, Inverters with Battery, Pedestal Fan, Water Dispenser, Photocopier Machine, Desert Cooler, Fax Machines, Binding Machine, Hand Dryer, Vaccuum Cleaner, Refrigerator, Paper Shredder, Emergency Lights, Tea/ Coffee Vending Machine, AC Stabilizer, Ticket Token Machine, Washing Machine, Microwave Oven, Deep Freezer, Humidifier, Spiral Binding Machines, Ticket Token Machines, Chapati Maker, Fitness Machines, Cleaning Machines, Digital Photocopying Machines, Weighing Machine, Bicycles, Wallclocks and Alarm Pieces, etc.

(5) Computer/ Laptop/ UPS/ Hardware/ Software/ Networking various types/ make of Computers, Cartridges/Toners, Compact Discs with Covers, Pen Drivers/ Hard Disks, Computer Printers of different types, Laser jet Printers Scanners, Computer Consumbale Items, UPSs, HP/ Apple/ other leading Brands Laptops/ Samsung Tabs, iPad and various computer peripherals and Fax Machines, Franking Machines, etc.

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(6) ELECTRIC ITEMS

Air Conditioners, Water Cooler, Water Filter, Desert Coolers, Pedestal Fans, Heat converters. Hot case, Emergency Type Light, Table Lamps, Tape Recorder, Geyser, Heaters, Handpress (Embossing Machines), Various Types of Electric and Telephone Wires, Oil based heaters, Halogen Heaters, LCD/ LED/ Display Boards, Toaster, Fly Trapper, Electric Kettle, Electrical Appliances (Oil Based Heater, Heat Convector, Double Rod Heater etc.), Different types of tubelights/ CFLs, Remote Bell, Extension Cords, Remotes of Air Conditioners, Defused Lamps, etc.

(7) ELECTRONIC ITEMS

Calculators, Cordless Telephones, Mobile Phones, Ordinary Phone, Distaphone, EPABX C-Dot. Telephone, Wall Clock, Time Piece, Telephone EPAX etc.

(8) FUNITURE ITEMS AND MISCELLANEOUS ITEMS

Executive Revolving Chairs, Computer Chairs, Tub Type Chairs, Easy Chairs, Square Steel Pipe Chairs, Round Steel Pipe Chairs, various sizes office tables, Executive Tables, Sofa Sets, Steel Almirahs, Wooden Almirahs, Book Cases, Wardrobes, Racks of various size, Work Station, Filing Cabinet, Benches Steel & Wooden, Notice Boards, Book Rack, Wooden Couters, Carpets, Carpets, Central Table, Chowki, Catalogue Cabinet, Daris, Dewans, Door Mats, Dressing Table, Foot Rest, Folding Sheet Back, Flower Boxes, Jute Mat, Ladders, Library Stacks, Dinning Table. Paper Tray Steel and Wooden. Side Racks, Sofa Set, Stool, Standing Screen, Safe, SideTables, Stationery Racks, Wheel Barrows, Trolleys, Garden Table & Chairs, Double Bed, TV trolley, Cup Board Single and Double, Supply of Steel Trolleys & Wheel Barrows, Conference Table, Slanting Desk, Semi-circle Table, Back Rest, Plastic Table and Chair, Dinning Chair, Judges Court Room Chair, Judges Visitor Chair, Wheel Chair, Cash Box, Console, Showcase with glazed sliding doors, Folding Trolley, Folding Bed, Chest of Drawer, Newspaper Display Stand, Wooden

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Sattee, Pool Side Loungers, Wooden Podium, Steel Dustbin, Compactors, Towel, Bedsheet, Pillow and Pillow Covers, Curtains, Mattresses, Venetian Blinds, etc.

(9) LIVERY ITEMS

Cloth for summer and winter uniforms, Badges, Socks, Sarees, Suits etc. for Class III and Class IV Employees, Cloth for Officers Summer and Winter Coats, Officers' Ties, Canvas Bags, etc.

(10) PURCHASE OF DIFFERENT TYPES OF FIRE EXTINGUISHERS

(11) PURCHASE OF SECURITY RELATED EQUIPMENTS

(12) MAINTENANCE/ RATE CONTRACT ITEMS

AMC for Computers & Printers, Repair of Electrical Items, Mobiles/ Accessories, Preparation of Rubber Stamps, Brass Engraved Plate, Brass Letter Plate, Plastic Plate and Plastic Boards, Renovation & Repair of furniture items i.e. Sofas, Divans, Chairs etc., Pest & Rodent Control Treatment, Silverfish Infestation and Wood Borer Treatment, Undertaking the job of washing of Seat Covers & Towels, Calling Tenders for Supreme Court Museum Exhibitions, Awarding of Contract for Godown on Hire, Awarding of Contract for courier services, Lifting of Damaged Brittle Books, etc.