

SUPREME COURT OF INDIA

ADMN. MATERIAL (P & S)

Due Date: 17-09-2019

F.No. 23/428/LVE/19/SCI(AM)

Date : 26-08-2019

NOTICE INVITING TENDERS

FOR EMPANELMENT OF VENDORS FOR SUPPLY OF LIBRARY MATERIALS

Sealed tenders are invited as per enclosed proforma **(Annexure 'A')** from reputed Law Publishers/ Book Sellers for preparation of separate panels of vendors for supply of following library material in the Supreme Court Judges Library for a period of two years:

- (i) Law Books (Indian Publications)
- (ii) General Books (Indian Publications)
- (iii) Law Books (Foreign Publications)
- (iv) General Books (Foreign Publications)
- (v) Indian Reprint of Foreign Books
- (vi) Central Bare Acts/Rules
- (vii) State Bare Acts/ Rules / Manuals
- (viii) Manual of Central Acts/Rules
- (ix) Manual of State Acts/ Local Laws
- (x) Swamy's / Nabhi's Publications
- (xi) Excise & Custom Manual / GST Law Manual / GST Tariff of India (Centex Publications)
- (xii) Income Tax Act / Rules (Taxmann Publications)

TERMS & CONDITIONS

A. TENDER

- 1) Two separate Sealed envelopes should be used for submitting (i) Earnest Money and (ii) Tender document superscribing on the respective envelopes (a) "Earnest Money in respect of tender for Empanelment of vendors for supply of library materials and (b) "Tender for Empanelment of vendors for supply of library materials.
- 2) The tender may be sent by post sufficiently early so as to reach the Registry within time, or may be delivered at Reception Counter No. 42. If tender 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. 42 at the time of opening of tender.

B. TERMS AND CONDITIONS OF TENDER

- 3) The tenderers are required to send their tender alongwith Demand Draft drawn in favour of "The Registrar (Admn), Supreme Court of India" towards Earnest Money Deposit (EMD) of **Rs. 50,000/- for empanelment of supply of Library Books** (Name of the firm, telephone number and name of the item may be written on the reverse side of the Demand Draft). If EMD is exempted, Certificate has to be submitted along with the tender documents.
- 4) Earnest Money Deposit of tenderers would be returned by way of RTGS/NEFT after the contract has been finally awarded to the successful tenderer. A copy of cancel cheque with Bank details is required to facilitate refund of EMD amount .

- 5) The successful tenderer shall have to deposit **Performance Security** by way of Bank Guarantee drawn in favour of "The Registrar (Admn), Supreme Court of India, New Delhi" at the rates mentioned for each category of books at **Annexure 'B'**. The Bank Guarantee will be released after two months from the date of expiry of the contractual period or after 60 days from the date of final bill payment and after satisfactory supply of the material, whichever is later.

- 6) The tenderers should specifically mention the "**Items**" for which they seek empanelment alongwith **maximum library discount** offered by them for purchase of Law Books, Central Bare Acts/ Rules & State Bare Acts, General Books etc. **Vendors are required to quote single discount for category no. (i) & (iii) relating to Law Books (Indian Publications) & Law Books (Foreign Publications) for all Publishers.**
 - 6a) The tenderers are required to provide the latest books/ items of every publisher for which they seek empanelment **on Approval basis** as and when they are published, so that books may be placed before the Library Committee for approval of their purchase. Payment for approved books will be made on bills raised by the vendors against the orders placed.
 - 6b) The tenderer applying for General Books (Indian Publications) are also required to provide the latest published General Books **on Approval basis** to the library for placing the same before the Library Committee for their approval.

- 7) The rates should be valid for a period of 60 days from the date of Opening of Tender Documents. The tenderer shall not be entitled during the said period of 60 days to revoke or cancel its tender or to vary the tender or any terms thereof.

- 8) The Supreme Court reserves the right to empanel any vendor and to cancel the empanelment at any time, without giving any notice and without giving any reason.
- 9) Submission of the application does not confer any right on any applicant for empanelment with this Court.
- 10) 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.
- 11) Empanelment will not ipso facto confer any right on any vendor to receive Notice Inviting Tender from the Court
- 12) Supreme Court reserves right to call for any information and record, inspect the premises of any applicant, before as well as, during empanelment.
- 13) The application form can be obtained without any payment, from the Branch Officer, Admn. Material, during office hours (Tel: 23111483/ 23112235) or can also be downloaded from the Website of the Supreme Court of India i.e. www.sci.gov.in, www.eprocure.gov.in.
- 14) The Supreme Court reserves the right to purchase any material from any other vendor who is not empaneled with it.
- 15) For supply of foreign books, only authorised, distributors/ agents of the publishers / distributors will be entertained for empanelment. Discount to be offered will be applicable on RBI Conversion Rates. If the RBI Conversion rates for any currency is not available, then SBI conversion rates will be applicable.

- 16) The panel of vendors approved for particular category will be kept alive initially for a period of two years.
- 17) Each Tenderer has to fill in the undertaking as mentioned in **Annexure 'C'** stating that whether the firm has been blacklisted/ banned by any Government Department/ Public Sector undertaking/ Autonomous Body or not.

E. INVITATION OF TENDER

The interested parties may send their sealed Tenders in Two separate Sealed envelopes containing (i) Earnest Money and (ii) Tender document superscribing on the respective envelopes (a) "Earnest Money in respect of tender for Empanelment of vendors for supply of library materials and (b) "Tender for Empanelment of vendors for supply of library materials with name and address of the tenderers on the tender addressed by name to the undersigned so as to reach on or before **17-09-2019 upto 3.00 P.M.** which may be opened at 3.30 P.M. on the same day by a Committee of Officers constituted for the purpose, before the tenderers or their authorised representatives who may wish to remain present. The tenders received after due date and time or without envelope may not be entertained.

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(AJAY KUMAR JAIN)

ASSISTANT REGISTRAR (AM)

26-08-2019

Encl.: **Annexure A to C**

SUPREME COURT OF INDIA

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PROFORMA

TO BE FILLED BY THE TENDERER WITH REFERENCE TO

NOTICE INVITING TENDER

FOR EMPANELMENT OF VENDORS FOR SUPPLY OF LIBRARY MATERIALS

- 1) Name of the Applicant/Firm: _____

- 2) Address: _____
(Attach documentary proof)

- 3) Constitution of the Applicant: _____
Proprietorship/Partnership/Company

- 4) Name & Address of
Proprietor/Partner/Directors
of the applicant _____

5) Telephone Nos. Off. _____ Res _____ Fax : _____

E-mail:- _____ Mobile _____

6) PAN No. :

(Attach photocopy)

7) GST. NO. :

(Attach photocopy)

8) Turnover for the last three years

**(Attach documentary proof
viz Audited Balance Sheet)**

S.No.	Turnover for the 2016	Turnover for the 2017	Turnover for the 2018
01			

9) List of regular 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			

S.No.	Name of the Regular Client	Name of the Contact Person	Telephone No.
6			
7			
8			
9			
10			

10) The item(s) for which empanelment is filled:-

S.No.	Name of the Books	Please tick
01	Law Books (Indian Publication)	
02	General Book (Indian Publication)	
03	Law Books (Foreign Publication)	
04	General Books (Foreign Publication)	
05	Indian Reprint of Foreign Books	
06	Central Bare Acts/Rules	
07	State Bare Acts/ Rules / Manuals	
08	Manual of Central Acts/ Rules	
09	Manual of State Acts/ Local Laws	
10	Swamy's/ Nabhi's Publications	
11	Excise & Custom Manual / GST Law Manual / GST Tariff of India (Centex Publications)	
12	Income Tax Act/ Rules (Taxmann Publications)	

11) Please specify, in words and figures, discount offered, which you will be giving for at least two years, from the date of empanelment, on the items for which empanelment is sought:-

S.No.	Name of the Books	% of discount offered in Word	% of discount offered in Figure
01	Law Books (Indian Publication) <u>Single discount</u> is to be mentioned against this category for all publishers.		
02	General Book (Indian Publication)		
03	Law Books (Foreign Publication) <u>Single discount</u> is to be mentioned against this category for all publishers.		
04	General Books (Foreign Publication)		
05	Indian Reprint of Foreign Books		
06	Central Bare Acts : Published by		
6a	Universal Law Publishing (Lexis Nexis)		
6b	Professional Book Publishers		
6c	Eastern Book Company		
6d	Law Publishers (India) Pvt. Ltd.		
6e	Akalank Publications		
6f	Commercial Law Publishers (India Pvt Ltd.)		
6g	Taxman Publications (P) Ltd.		
07	State Bare Acts/ Rules / Manuals		

08	Manual of Central Acts/ Rules		
S.No.	Name of the Books	% of discount offered in Word	% of discount offered in Figure
09	Manual of State Acts/ Local Laws		
10	Swamy's / Nabhi's Publications		
11	Excise & Custom Manual / GST Law Manual / GST Tariff of India (Centex Publications)		
12	Income Tax Act/ Rules (Taxmann Publications)		

Signature: _____
(Authorised Signatory)

Name: _____

Designation: _____

Stamp of Applicant: _____

ANNEXURE - 'B'

The amount to be deposited as Performance Security is mentioned below :

S.No.	Name of the Books	Performance Security
01	Law Books (Indian Publication)	35,000/-
02	General Book (Indian Publication)	2,000/-
03	Law Books (Foreign Publication)	41,500/-
04	General Books (Foreign Publication)	2,000/-
05	Indian Reprint of Foreign Books	-
06	Central Bare Acts/Rules	17,000/-
07	State Bare Acts/ Rules / Manuals	9,000/-
08	Manual of Central Acts/ Rules	15,000/-
09	Manual of State Acts/ Local Laws	7,000/-
10	Swamy's/ Nabhi's Publications	-
11	Excise & Custom Manual / GST Law Manual / GST Tariff of India (Centex Publications)	3,000/-
12	Income Tax Act/ Rules (Taxmann Publications)	1,500/-
	Total	1,33,000

UNDERTAKING

I/We undertake that (name of the company) 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: