

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	23-04-2025 14:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	23-04-2025 14:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	90 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Autonomous Body
Department Name/विभाग का नाम	Supreme Court Of India
Organisation Name/संगठन का नाम	Supreme Court Of India
Office Name/कार्यालय का नाम	Tilak Marg New Delhi 110001
क्रैता ईमेल/Buyer Email	ca.kailashchandra67@sci.nic.in
Total Quantity/कुल मात्रा	1230
Item Category/मद केटेगरी	Bond Paper (V3) Conforming to IS 1848 (Part 1) (Q3) (PAC Only)
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Certificate (Requested in ATC),OEM Authorization Certificate,Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Compliance of BoQ specification and supporting document *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	No
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	3 Days

Bid Details/बिड विवरण	
Inspection Required (By Empanelled Inspection Authority / Agencies pre-registered with GeM)	No
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Arbitration Clause	No
Mediation Clause	No

EMD Detail/ईएमडी विवरण

Required/आवश्यकता	No
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ePBG Detail/ईपीबीजी विवरण

Required/आवश्यकता	No
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MII Purchase Preference/एमआईआई खरीद वरीयता

MII Purchase Preference/एमआईआई खरीद वरीयता	Yes
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MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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Details of the Competent Authority approval for PAC

Competent Authority Approval document for PAC : [View Document](#)

Name of Competent Authority	Madhu Arora
Designation of Competent Authority	Additional Registrar (AM)
Office / Department / Division of Competent Authority	Supreme Court of India
CA Approval Number	1079/JP/2025/SCI(AM)
Competent Authority Approval Date	2025-03-21 00:00:00
Brief Description of the Approval Granted by Competent Authority	Approval for PAC has been granted by the Competent Authority

1. Preference to Make In India products (For bids < 200 Crore):Preference shall be given to Class 1 local supplier as defined in public procurement (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products. The minimum local content to qualify as a Class 1 local supplier is denoted in the bid document. If the bidder wants to avail the

Purchase preference, the bidder must upload a certificate from the OEM regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which no purchase preference shall be granted. In case the bid value is more than Rs 10 Crore, the declaration relating to percentage of local content shall be certified by the statutory auditor or cost auditor, if the OEM is a company and by a practicing cost accountant or a chartered accountant for OEMs other than companies as per the Public Procurement (preference to Make-in -India) order 2017 dated 04.06.2020. Only Class-I and Class-II Local suppliers as per MII order dated 4.6.2020 will be eligible to bid. Non - Local suppliers as per MII order dated 04.06.2020 are not eligible to participate. However, eligible micro and small enterprises will be allowed to participate. The buyers are advised to refer the OM No.F.1/4/2021-PPD dated 18.05.2023 [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017.

2. Purchase preference will be given to MSEs having valid Udyam Registration and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service and Buyer will decide eligibility for purchase preference based on documentary evidence submitted, while evaluating the bid. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 25% (selected by Buyer) percentage of total quantity. The buyers are advised to refer the OM No. F.1/4/2021-PPD dated 18.05.2023 [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.

3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

Bond Paper (V3) Conforming To IS 1848 (Part 1) (1230 ream) (Under PAC)

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively/कमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक)

Make	jkexcelbondpaper
Model	jkbond

Technical Specifications/तकनीकी विशिष्टियाँ

[* जेम कैटेगरी विशिष्टि के अनुसार / As per GeM Category Specification](#)

Specification	Specification Name/विशिष्टि का नाम	Bid Requirement/बिड के लिए आवश्यक (Allowed Values)/अनुमत मूल्य
STANDARDS	Size of Paper (In mm)	A4 (210 X 297)
	GSM of the Paper	90 gsm
PACKING AND MARKING	Packing	Ream of 500 Sheets

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी and/ तथा Quantity/मात्रा

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
1	Kailash Chandra	110001,SUPREME COURT OF INDIA, TILAK MARG, NEW DELHI-110001	1230	30

Special terms and conditions-Version:1 effective from 24-12-2024 for category Bond Paper (V3) Conforming to IS 1848 (Part 1)

1. **ISI Mark:** The product may also carry an ISI Mark/Standard Mark as per the BIS standard governing this category. As such Buyers may also opt for ISI marked product while creating BID. In such cases buyer shall verify valid BIS License for the same at the time of evaluation of BID and check ISI marking at the time of receipt of material before issuing CRAC.
2. **ECO-Mark:** Eco Mark is applicable as per G.S.R. 85(E) dated 21st February 1991 (Annexure - I) for this category. As such Buyers may also opt for eco mark labelled product while creating Bid. In such cases buyer shall verify Eco mark label at the time of evaluation of BID/receipt of material before issuing CRAC.

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें**1. Generic**

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity up to 25% of the contracted quantity during the currency of the contract at the contracted rates. The delivery period of quantity shall commence from the last date of original delivery order and in cases where option clause is exercised during the extended delivery period the additional time shall commence from the last date of extended delivery period. The additional delivery time shall be $(\text{Increased quantity} \div \text{Original quantity}) \times \text{Original delivery period (in days)}$, subject to minimum of 30 days. If the original delivery period is less than 30 days, the additional time equals the original delivery period. The Purchaser may extend this calculated delivery duration up to the original delivery period while exercising the option clause. Bidders must comply with these terms.

2. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

3. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

*Supreme Court of India, an apex Judicial Body under the Constitution of India, intends to procure JK Excel Bond Paper 90 GSM A-4 (210 mm x2 97 mm) Bond Paper **in the packing of 100 sheets per pkt** (as mentioned at **Annexure - 'A'**) for the use of the Registry and therefore, invi*

*tes E-bid through GeM Portal from the required OEM/suppliers/ retailers / authorised dealers of M/s JK Paper Ltd. **latest by 23rd April. 2025 at 2:00 p.m.***

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

[This Bid is also governed by the General Terms and Conditions/ यह बिड सामान्य शर्तों के अंतर्गत भी शासित है](#)

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action

in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।

---Thank You/धन्यवाद---

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

F. No. 1079/JP/2025/SCI(AM)
New Delhi, dated the 02.04.2025
Bid on : PAC Basis

Subject : Procurement of JK Excel Bond Paper 90 GSM (A-4) Through GeM Portal - Reg.

Supreme Court of India, an apex Judicial Body under the Constitution of India, intends to procure JK Excel Bond Paper 90 GSM A-4 (210 mm x297 mm) Bond Paper in the packing of 100 sheets per pkt (as mentioned at **Annexure – ‘A’**) for the use of the Registry and therefore, invites E-bid through GeM Portal from the required OEM/suppliers/ retailers/ authorised dealers of M/s JK Paper Ltd. **latest by 23rd April. 2025 at 2:00 p.m.** The estimated value of the yearly consumption of the Bond Paper is expected to be Rs. 90,000/- approx.

A. INSTRUCTIONS TO BIDDERS

1. Bidders are required to quote their rates against the item as per **Annexure-'A'**. GeM Bid once submitted will not be allowed to be withdrawn.
2. The bidders are expected to go through the instructions, terms & conditions and specifications as mentioned in the GeM Bid and ATC document carefully. Failing to furnish all information required as per the GeM Bid and ATC document, in any respect will be at the GeM bidder's risk and will result in rejection of the GeM Bid.

B. TERMS AND CONDITIONS OF GeM Bid

3. Hypothetical or conditional GeM Bids will not be entertained. GeM Bid once submitted shall not be allowed to be withdrawn or altered. In the event of GeM Bid being withdrawn/altered, the GeM bidder may be debarred to participate in the GeM Bidding process of the Supreme Court of India in future.
4. The rates should be valid for a minimum period of 90 days from the date of opening of GeM Bids. The GeM Bidder shall not be entitled during the said period of 90 days to revoke or cancel its GeM Bid or to vary the GeM Bid or any terms thereof.
5. The Registry will deal with the GeM bidder directly and no middlemen/ agents/commission agents etc. should be asked by the GeM bidder to represent their cause and they will not be entertained by the Registry. The GeM Bid is non transferable and the agency shall not be permitted to transfer their rights and obligations to any other person/ organization or otherwise.
6. The GeM bidder shall furnish an undertaking as per **Annexure – ‘B’** in support of having understood the terms and conditions of the bid document and that the firm has not been blacklisted/ banned by Central/ State Government/ Public Sector undertakings/ autonomous bodies and GeM Bid Acceptance Letter as per **Annexure - ‘C’**.
7. The Registry is neither bound to accept the rates submitted by the lowest GeM bidder or any other bidder nor does it undertake to assign any reason for its decision in this matter.

8. *GeM bidders are required to quote the rates only with respect to the brand/ make/ model mentioned in the Proforma. **GeM Bids for any other Brand/Make/Model shall not be considered.** No claim in this regard shall be entertained by the Registry and the decision of the Registry shall be final. The price will be quoted on the portal and shall be final in all respects.*
9. *In case bidder expresses his unwillingness to supply the item(s) once the Registry issues the supply order in respect of said item, with unsatisfactory reasons at any subsequent point of time, an appropriate action will be taken against the bidder as per the prescribed guidelines.*
10. *No deviation in quality/ specifications of paper as mentioned in the **Annexure-A** will be permitted. It will be the responsibility of the GeM bidder to ensure that the supplied material should have latest manufacturing date as on the date of supply of material. Failing to adhere to the aforesaid norms might attract rejection of material. In such cases, the decision of the Competent Authority will be final and the same will be binding upon the GeM bidder.*
11. *The bids will be **opened online in the Registry on 23.04.2025 at 2:30 p.m.** in the presence of the bidders or their authorised representatives who may wish to remain present.*
12. *The Competent Authority in the Registry reserves its right to cancel the GeM Bid at any time or amend/ withdraw any of the terms and conditions of the GeM Bid, without assigning any reason, therefor.*
13. ***The bidders have to upload valid OEM Authorisation Certificate of M/s JK Paper Ltd on the GeM Portal along with other technical documents failing which the bid is liable to be rejected.***

C. PAYMENT TERMS AND CONDITIONS

14. *The material supplied will be inspected by an Inspection Committee comprising of Senior Officers of the Registry and in case the final supply is not found in conformity with the approved specifications, the same will be liable to be rejected and entire supply will have to be replaced with the quality exactly commensurate with the approved specifications/ samples at the cost of the GeM bidder. The decision of the Committee in this regard shall be final.*
15. *Since time is the essence of the GeM Bid, the supply of the items as per the required specifications shall be required to be made **within 30 days** in the Registry (F.O.R.Destination) from the date of Purchase Order, failing which appropriate action will be taken against the bidder as per the prescribed guidelines by the Registry. Non- availability of raw material shall not be accepted as a ground for delay in supply and shall equally be penalised.*
16. *The payment will be made only after full supply is received and accepted as per approved samples/specifications. No part payment or advance payment will be made on receipt of pre-receipted bill invoice from the successful bidder.*
17. *The successful bidder will have to abide by the terms and conditions as may be fixed from time to time by the Registry.*
18. *No payment on account of costs of commuting, delivery and separate travelling/ delivery charges shall be admissible.*

D. LIQUIDATED DAMAGES

19. *If delivery is not made within the specified date and time and the Registry is required to make purchase from other dealer(s), the GeM bidder will be liable to make good the loss in case of higher payments as compared to approved rate. In addition, the Registry also reserves the right to take an appropriate action against the bidder as per the prescribed guidelines.*
20. *Irrespective of the fact as to whether or not the Registry makes purchases from outside, the Registry may impose penalty upto 1% per week subject to maximum penalty of 10% of the total cost for delayed delivery.*

*Interested parties, for any clarifications, may contact Branch Officer, Admn. Materials (Purchase & Stores) at Telephone No. 011- 23115941. Before participating in the financial bid, parties may clarify any doubts on any working day **between 2:00 P.M. and 4:00. P.M. during three days we.f. 15.04.2025 to 17.04.2025.***

For entry pass preparation, the visitor may login to Suswagatam Portal at <http://suswagatam.sci.gov.in/public/Index.aspx> for making photo entry passes before visiting to the Registry. Name of the Officer – Shri Kailash Chandra, Branch Officer (AM). Only two (02) representative will be allowed from each firm.

Sd/-
(Padma Sundar)
Deputy Registrar (AM)

Encls.: Annexures 'A', 'B' and 'C'

Annexure - 'A'

GEM BID FOR SUPPLY OF JK EXCEL BOND PAPER 90 GSM A-4

1. Name of the Bidder with Telephone No.,
Official Address & Official :
E-mail ID
2. Name of the Contact Person with
Telephone No./ E-mail ID :
3. State clearly whether it is sole proprietor or
partnership firm of a company or a :
Govt. Deptt. or a Public Sector undertaking
4. GST Registration Number :
(copy to be uploaded)
5. PAN No. (copy to be uploaded)
6. TIN No. (copy to be uploaded) :
7. Details of Past experience of similar items :
satisfactorily supplied items, Supply Orders etc.
8. Whether all the terms & conditons of GeM Bid : YES/NO
are acceptable
9. Details of Items :

<u>S. No.</u>	<u>Name of the Item</u>	<u>Quantity required (approx.)</u>
1.	JK Excel Bond Paper 90 GSM A-4 (210mm x297mm) Packet of 100 sheets	1230 Packets

Date:

Place:

Signature
of the authorised signatory of the
Firm/Company/Organisation
with Official Stamp/Seal

UNDERTAKING

1. I/We undertake that..... (Name of the Firm / Proprietor/ Company/ Director) have not been blacklisted/ banned by any Central/ State Government/ Public Sector Undertakings/ Autonomous Bodies.

2. I/We have carefully studied all the terms and conditions of the GeM Bid & ATC document and shall abide by it.

3. I/We shall supply the items of requisite quality.

4. I/We undertake that the information provided in this GeM Bid is true and correct in all respect and I/ We hold the responsibility for the same.

5. I/ We am/ are signing the GeM Bid as :

(i) A 'Sole Proprietor' of the concern or constituted attorney of such sole proprietor.

(ii) A partner of the firm, if it is a partnership firm in which case he must have authority to execute the contracts on behalf of the firm and to refer to arbitration disputes concerning the business if the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.

(iii) Director or a Principal Officer duly authorised by the Board of or Directors of the Company, if it is a Company.

(Strike out whichever is not applicable)

Date:

Place:

Signature
of the authorised signatory of the
Firm/Company/Organisation
with Official Stamp/Seal

Gem Bid Acceptance Letter
(To be given on Company Letter Head)

To
The Registrar,
Supreme Court of India,
New Delhi

Sub: Acceptance of Terms & Conditions of GeM Bid & ATC Document

GeM Bid Reference No: GEM/2025/B/6085534

NAME OF GEM BID : - GEM BID FOR SUPPLY OF JK EXCEL BOND PAPER 90 GSM (A-4)

Dear Sir,

1. I/ We have downloaded / obtained the GeM Bid document(s) for the above mentioned ‘GeM Bid’ from the web site(s) namely:

_____ as per your advertisement,
given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the Gem Bid & ATC document (including all documents like annexure(s), schedule(s), etc .,), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the conditions of above mentioned GeM Bid & ATC document & their corrigendum(s) (if any) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely (if any).

Yours Faithfully,

Date:
Place:

(Signature of the Bidder, with Official Seal)