

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	28-04-2025 16:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	28-04-2025 16:30:00
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
क्रेता ईमेल/Buyer Email	ca.kailashchandra67@sci.nic.in
Total Quantity/कुल मात्रा	31810
Item Category/मद केटेगरी	File Cover Type Swing Model SF007 White Files World one Make , Disc of Heavy Duty Punching Machine Kangaro Make , Refill of Ball Pen Rorito Jottek Make Blue , Pen Rorito Jotter Feathersoft Make Blue , Post it Flags in 5 assorted colors 125 mm by 437 mm Plastic 3M Make , Yellow Note Pad self sticking 3 inches by 3 inches containing 100 sheets of Butterfly or Karani or 3M Make , Slip Pad Pocket Bilt Matrix Make , Cello Tape 1 inch Transparent Forment or Apex or Wonder Make 65 mtr length , Cello Tape 2 inches Transparent Forment or Apex or Wonder Make 65 mtr length , Water Dumper Kebica or Aircon Make , Yellow slips Rectangle 5 inches by 3 inches 3M Make , File Cover button Model MC 112 and Solo Make , Needle for Heavy Duty Punching Machine Model 2320 of Kangaro Make , Office Paste in the packing of 5 Ltr Hansa Make , Maplitho Paper 80 GSM SS Maplitho Natural Shade Paper , Bicolor pencil Faber Castell Make , Vehicle Log Book having detailed specifications as per BOQ Specification Document , L Shape Cause List Plastic Folder of good quality with printing , Register 2 Quire of the size of 325 cm by 196 cm by using card board approx 16 oz with printing , Tag Green made up of 16 threads with detailed specifications as per BOQ Specification Document

Bid Details/बिड विवरण	
GeMARPTS में खोजी गई स्ट्रिंग / Searched Strings used in GeMARPTS	<p>File Cover Swing Worldone SF007 Transparent, Plastic Disc of Kangaroo Heavy Duty Punching Machine 2320 Only Plastic Disc is required (Compatible with Kangaroo HDP - 2320), Refill Rorito Jottek Ball pen refill Color: Blue, Pen Rorito Jottek Feathersoft Ball pen Color: Blue, Post it Flag 3M Assorted Colors (Total five colors) Size: 12.5 mm x 43.7 mm Material: Plastic, Notepad 3M/ Butterfly/ Karani Color: Yellow Size: 3' x 3' Pack Size: 100 Sheets Nature: Self Sticking, Slip Pad Bilt Matric Size: Pocket, Cello Tape Forment/ Apex/ Wonder Size: 1" Color: Transparent Length of Roll: 65 Meter, Cello Tape Forment/ Apex/ Wonder Size: 2" Color: Transparent Length of Roll: 65 Meter, Water Dumper Kebica/ Aircon Type: Manual Material: Plastic Colour: Multi-Color, Slips 3M Color: Yellow Size: 5" x 3" Nature: Self-Sticking Shape: Rectangle, File Cover Solo MC 112 Material: HDPE with Button Color: Transparent, Needle of Heavy Duty Punching Machine Kangaroo 2320 Only Needle is required (Compatible with Kangaroo HDP - 2320), Office Paste (Gum) Hansa Pack Size: 5 Ltr. Cane, Maplitho Paper Star Paper Mills Ltd. 80 GSM SS Shade: Natural Size: 51 cm x 66 cm Weight: 13.5 Kg per Ream, Pencil Faber Castell Pack Size: 10 Nos. per Packet Color: Bi-Color, Vehicle Log Book Number of Pages: 200 Binding: Hard Bound, Plastic Folder Shape: L Shape Printing required on Front Side: "Supreme Court of India" with Golden Ink Front Side: Transparent Back Side: Multi-Coloured Material: Plastic, Register Thickness: 2 QR (192 Pages) Size: 32.5 cm x 19.6 cm Binding: Cardboard (Approx. 16 Oz) Printing Required: "Supreme Court of India" and Emblem on Top Cover with Golden Ink GSM: 70, Green Tag Quality No. : 390 Made up of 16 threads 1 Bundle should contain 144 tags Plastic Tip at both ends Length of Plastic Tip: 1" Length of each tag: 23"</p> <p>Searched String: File Cover Swing Worldone SF007 Transparent</p> <p>Category not available on GeM for the text string uploaded by the buyer</p> <p>Searched String: Plastic Disc of Kangaroo Heavy Duty Punching Machine 2320 Only Plastic Disc is required (Compatible with Kangaroo HDP - 2320)</p> <p>Category not available on GeM for the text string uploaded by the buyer</p> <p>Searched String: Refill Rorito Jottek Ball pen refill Color: Blue</p> <p>Jotter Ball Pen Refills as per IS 10560, Ink Refills (V2), Refill for Ball Point Pen as per IS 3707, Ball Point Pens (V2) as per IS 3705</p> <p>Searched String: Pen Rorito Jottek Feathersoft Ball pen Color: Blue</p> <p>Ink Refills (V2), Ball Point Pens (V2) as per IS 3705</p> <p>Searched String: Post it Flag 3M Assorted Colors (Total five colors) Size: 12.5 mm x 43.7 mm Material: Plastic</p> <p>Category not available on GeM for the text string uploaded by the buyer</p>

Bid Details/बिड विवरण	Searched String: Notepad 3M/ Butterfly/ Karani Color: Yellow Size: 3' x 3' Pack Size: 100 Sheets Nature: Self Sticking
GeMARPTS में खोजा गया परिणाम / Searched Result generated in GeMARPTS	Modular Toilet
	Searched String: Slip Pad Bilt Matric Size: Pocket
	RP - 54 Acknowledgement Due Card
	Searched String: Cello Tape Forment/ Apex/ Wonder Size: 1" Color: Transparent Length of Roll: 65 Meter
	Category not available on GeM for the text string uploaded by the buyer
	Searched String: Cello Tape Forment/ Apex/ Wonder Size: 2" Color: Transparent Length of Roll: 65 Meter
	Category not available on GeM for the text string uploaded by the buyer
	Searched String: Water Dumper Kebica/ Aircon Type: Manual Material: Plastic Colour: Multi-Color
	Category not available on GeM for the text string uploaded by the buyer
	Searched String: Slips 3M Color: Yellow Size: 5" x 3" Nature: Self-Sticking Shape: Rectangle
	Category not available on GeM for the text string uploaded by the buyer
	Searched String: File Cover Solo MC 112 Material: HDPE with Button Color: Transparent
	Category not available on GeM for the text string uploaded by the buyer
	Searched String: Needle of Heavy Duty Punching Machine Kangaroo 2320 Only Needle is required (Compatible with Kangaroo HDP - 2320)
	Category not available on GeM for the text string uploaded by the buyer
	Searched String: Office Paste (Gum) Hansa Pack Size: 5 Ltr. Cane
	Atrazine 50% WP, Paper Adhesive, Liquid Gum and Office Paste Type as per IS 2257 (Rev), Toluene as per IS 537, Reagent Grade water as per IS:1070
	Searched String: Maplitho Paper Star Paper Mills Ltd. 80 GSM SS Shade: Natural Size: 51 cm x 66 cm Weight: 13.5 Kg per Ream
	Category not available on GeM for the text string uploaded by the buyer
	Searched String: Pencil Faber Castell Pack Size: 10 Nos. per Packet Color: Bi-Color
	Black Lead Pencils (V2) as per IS 1375
	Searched String: Vehicle Log Book Number of Pages: 200 Binding: Hard Bound

Bid Details/बिड विवरण	Register (V2)
	<p>Searched String: Plastic Folder Shape: L Shape Printing required on Front Side: "Supreme Court of India" with Golden Ink Front Side: Transparent Back Side: Multi-Coloured Material: Plastic</p> <p>Category not available on GeM for the text string uploaded by the buyer</p> <p>Searched String: Register Thickness: 2 QR (192 Pages) Size: 32.5 cm x 19.6 cm Binding: Cardboard (Approx. 16 Oz) Printing Required: "Supreme Court of India" and Emblem on Top Cover with Golden Ink GSM: 70</p> <p>Category not available on GeM for the text string uploaded by the buyer</p> <p>Searched String: Green Tag Quality No. : 390 Made up of 16 threads 1 Bundle should contain 144 tags Plastic Tip at both ends Length of Plastic Tip: 1" Length of each tag: 23"</p> <p>Category not available on GeM for the text string uploaded by the buyer</p>
अधिसूचना के लिए चयनित प्रासंगिक श्रेणियाँ / Relevant Categories selected for notification	<ul style="list-style-type: none"> • Paper Adhesive, Liquid Gum and Office Paste Type as per IS 2257 (Rev) • Jotter Ball Pen Refills as per IS 10560 • Register (V2)
BOQ Title/बीओक्यू शीर्षक	stationery
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	<p>Experience Criteria,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Compliance of BoQ specification and supporting document</p> <p>*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</p>
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
Primary product category	Maplitho Paper 80 GSM SS Maplitho Natural Shade Paper
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	Item wise evaluation/
Arbitration Clause	No
Mediation Clause	No

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
Schedule 1 EMD Amount/ईएमडी राशि (In INR)	250
Schedule 2 EMD Amount/ईएमडी राशि (In INR)	200
Schedule 3 EMD Amount/ईएमडी राशि (In INR)	200
Schedule 4 EMD Amount/ईएमडी राशि (In INR)	100
Schedule 5 EMD Amount/ईएमडी राशि (In INR)	1500
Schedule 6 EMD Amount/ईएमडी राशि (In INR)	100
Schedule 7 EMD Amount/ईएमडी राशि (In INR)	100
Schedule 8 EMD Amount/ईएमडी राशि (In INR)	600
Schedule 9 EMD Amount/ईएमडी राशि (In INR)	700
Schedule 10 EMD Amount/ईएमडी राशि (In INR)	200
Schedule 11 EMD Amount/ईएमडी राशि (In INR)	50
Schedule 12 EMD Amount/ईएमडी राशि (In INR)	500
Schedule 13 EMD Amount/ईएमडी राशि (In INR)	7500
Schedule 14 EMD Amount/ईएमडी राशि (In INR)	350
Schedule 15 EMD Amount/ईएमडी राशि (In INR)	46000
Schedule 16 EMD Amount/ईएमडी राशि (In INR)	750
Schedule 17 EMD Amount/ईएमडी राशि (In INR)	400
Schedule 18 EMD Amount/ईएमडी राशि (In INR)	2600
Schedule 19 EMD Amount/ईएमडी राशि (In INR)	50
Schedule 20 EMD Amount/ईएमडी राशि (In INR)	6500

ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)	5.00
Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने).	2

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). The EMD Amount will be applicable for each schedule/group selected during Bid creation.

(c). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

Beneficiary/लाभार्थी :

Registrar
Supreme Court of India, Tilak Marg, New Delhi - 110001
(Registrar)

MII Purchase Preference/एमआईआई खरीद वरीयता

MII Purchase Preference/एमआईआई खरीद वरीयता	Yes
--------------------------------------------	-----

MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
-------------------------------------------	-----

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.

Evaluation Method (Item Wise Evaluation Method)

Contract will be awarded schedulewise and the determination of L1 will be done separately for each schedule. The details of item-consignee combination covered under each schedule are as under:

Evaluation Schedules	Item/Category	Quantity
Schedule 1	File Cover Type Swing Model Sf007 White Files World One Make	500
Schedule 2	Disc Of Heavy Duty Punching Machine Kangaro Make	500
Schedule 3	Refill Of Ball Pen Rorito Jottek Make Blue	1500
Schedule 4	Pen Rorito Jotter Feathersoft Make Blue	150
Schedule 5	Post It Flags In 5 Assorted Colors 125 Mm By 437 Mm Plastic 3m Make	1500
Schedule 6	Yellow Note Pad Self Sticking 3 Inches By 3 Inches Containing 100 Sheets Of Butterfly Or Karani Or 3m Make	350
Schedule 7	Slip Pad Pocket Bilt Matrix Make	200
Schedule 8	Cello Tape 1 Inch Transparent Forment Or Apex Or Wonder Make 65 Mtr Length	2300
Schedule 9	Cello Tape 2 Inches Transparent Forment Or Apex Or Wonder Make 65 Mtr Length	1550
Schedule 10	Water Dumper Kebica Or Aircon Make	850
Schedule 11	Yellow Slips Rectangle 5 Inches By 3 Inches 3m Make	30
Schedule 12	File Cover Button Model Mc 112 And Solo Make	1500
Schedule 13	Needle For Heavy Duty Punching Machine Model 2320 Of Kangaro Make	1500
Schedule 14	Office Paste In The Packing Of 5 Ltr Hansa Make	80
Schedule 15	Maplitho Paper 80 Gsm Ss Maplitho Natural Shade Paper	1600
Schedule 16	Bicolor Pencil Faber Castell Make	500

Schedule 17	Vehicle Log Book Having Detailed Specifications As Per Boq Specification Document	150
Schedule 18	L Shape Cause List Plastic Folder Of Good Quality With Printing	11000
Schedule 19	Register 2 Quire Of The Size Of 325 Cm By 196 Cm By Using Card Board Approx 16 Oz With Printing	50
Schedule 20	Tag Green Made Up Of 16 Threads With Detailed Specifications As Per Boq Specification Document	6000

File Cover Type Swing Model SF007 White Files World One Make

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

Technical Specifications/तकनीकी विशिष्टियाँ

Specification Document	View File
BOQ Detail Document	View File

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

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	500	30

Disc Of Heavy Duty Punching Machine Kangaro Make

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

Technical Specifications/तकनीकी विशिष्टियाँ

Specification Document	View File
BOQ Detail Document	View File

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

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	500	30

Refill Of Ball Pen Rorito Jottek Make Blue

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

Technical Specifications/तकनीकी विशिष्टियाँ

Specification Document	View File
BOQ Detail Document	View File

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

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	1500	30

Pen Rorito Jotter Feathersoft Make Blue

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

Technical Specifications/तकनीकी विशिष्टियाँ

Specification Document	View File
------------------------	---------------------------

BOQ Detail Document[View File](#)

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

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	150	30

Post It Flags In 5 Assorted Colors 125 Mm By 437 Mm Plastic 3M Make

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

Technical Specifications/तकनीकी विशिष्टियाँ**Specification Document**[View File](#)**BOQ Detail Document**[View File](#)

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

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	1500	30

Yellow Note Pad Self Sticking 3 Inches By 3 Inches Containing 100 Sheets Of Butterfly Or Karani Or 3M Make

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

Technical Specifications/तकनीकी विशिष्टियाँ

Specification Document	View File
BOQ Detail Document	View File

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

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	350	30

Slip Pad Pocket Bilt Matrix Make

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

Technical Specifications/तकनीकी विशिष्टियाँ

Specification Document	View File
BOQ Detail Document	View File

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

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	200	30

Cello Tape 1 Inch Transparent Forment Or Apex Or Wonder Make 65 Mtr Length

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

Technical Specifications/तकनीकी विशिष्टियाँ

Specification Document	View File
BOQ Detail Document	View File

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

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	2300	30

Cello Tape 2 Inches Transparent Forment Or Apex Or Wonder Make 65 Mtr Length

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

Technical Specifications/तकनीकी विशिष्टियाँ

Specification Document	View File
BOQ Detail Document	View File

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

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	1550	30

Water Dumper Kebica Or Aircon Make

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

Technical Specifications/तकनीकी विशिष्टियाँ

Specification Document	View File
BOQ Detail Document	View File

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

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	850	30

Yellow Slips Rectangle 5 Inches By 3 Inches 3M Make

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

Technical Specifications/तकनीकी विशिष्टियाँ

Specification Document	View File
------------------------	---------------------------

BOQ Detail Document[View File](#)

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

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	30	30

File Cover Button Model MC 112 And Solo Make

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

Technical Specifications/तकनीकी विशिष्टियाँ**Specification Document**[View File](#)**BOQ Detail Document**[View File](#)

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

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	1500	30

Needle For Heavy Duty Punching Machine Model 2320 Of Kangaro Make

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier

respectively/क्रमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification Document	View File
BOQ Detail Document	View File

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

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	1500	30

Office Paste In The Packing Of 5 Ltr Hansa Make

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

Technical Specifications/तकनीकी विशिष्टियाँ

Specification Document	View File
BOQ Detail Document	View File

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

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	80	30

Maplitho Paper 80 GSM SS Maplitho Natural Shade Paper

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

Technical Specifications/तकनीकी विशिष्टियाँ

Specification Document	View File
BOQ Detail Document	View File

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

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	1600	30

Bicolor Pencil Faber Castell Make

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

Technical Specifications/तकनीकी विशिष्टियाँ

Specification Document	View File
BOQ Detail Document	View File

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

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	500	30

Vehicle Log Book Having Detailed Specifications As Per BOQ Specification Document

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

Technical Specifications/तकनीकी विशिष्टियाँ

Specification Document	View File
BOQ Detail Document	View File

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

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	150	30

L Shape Cause List Plastic Folder Of Good Quality With Printing

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

Technical Specifications/तकनीकी विशिष्टियाँ

Specification Document	View File
------------------------	---------------------------

BOQ Detail Document[View File](#)

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

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	11000	30

Register 2 Quire Of The Size Of 325 Cm By 196 Cm By Using Card Board Approx 16 Oz With Printing

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

Technical Specifications/तकनीकी विशिष्टियाँ**Specification Document**[View File](#)**BOQ Detail Document**[View File](#)

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

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	50	30

Tag Green Made Up Of 16 Threads With Detailed Specifications As Per BOQ

Specification Document

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

Technical Specifications/तकनीकी विशिष्टियाँ

Specification Document	View File
BOQ Detail Document	View File

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

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	6000	30

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.](#)

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. 1078/SI/2025/SCI(AM)
New Delhi, dated the 07.04.2025
Bid Type : BoQ Type

Subject : Procurement of Stationery Items etc. Through GeM Portal - Reg.

Supreme Court of India, an apex Judicial Body under the Constitution of India, intends to procure Stationery Items (**Annexure – ‘A’**) for the use of the Registry and therefore, invites E-bid through GeM Portal from the required suppliers/ retailers/ authorised dealers **based in Delhi/ NCR region** latest by **28th April, 2025 at 4:00 p.m.** The estimated value of the yearly consumption of the Stationery Items etc is expected to be approximately Rs. 33,78,000/- approx.

A. INSTRUCTIONS TO BIDDERS

1. Bidders have to submit the samples of unbranded items viz. Sr. Nos. 17 to 20 in the list of items as mentioned at **Annexure – ‘A’** in case the rates quoted by them are found to be lowest rates in respect of those items, before supply of the actual quantities as mentioned in the **Annexure – ‘A’**.
2. Bidders are required to quote their rates against each item as per **Annexure-'A'** and as per the quantity of units asked for against each item. GeM Bids once submitted will not be allowed to be withdrawn.
3. The bidders are expected to go through the instructions, terms & conditions and specifications as mentioned in the GeM Bid documents carefully. Failing to furnish all information required as per the GeM Bid document, in any respect will be at the GeM bidder's risk and will result in rejection of the GeM Bid.
4. The bidder must submit the requisite Earnest Money Deposit (EMD) in respect of only those items against which they intend to participate. The bidder has to declare as to what items they have participated and an undertaking in this regard is to be submitted on the portal along with other technical documents.

Further **EMD of the requisite amount may be deposited in the form of Demand Draft (DD) drawn in favour of ‘The Registrar (Admn.), Supreme Court of India’ payable at New Delhi** in a sealed envelope addressed to Deputy Registrar (AM), superscribing the title of this NIT, at R&I Counter No. 25 or 26 at Main Building, well before the due date and time of bid submission by writing the name of the firm, telephone number and name of the title of the NIT on reverse side of the Demand Draft. If the firm is exempted from depositing the EMD, a certificate to this effect has to be submitted along with the GeM Bid document. No interest will be payable on EMD. **EMD exemption will be considered as per GeM General Terms and Conditions (GTC) as amended from time to time.** GeM Bids not accompanied with the EMD/ exemption certificates is liable to be rejected.

Earnest Money Deposit of the unsuccessful GeM bidders would be returned by way of RTGS/ NEFT or cheque after the contract has been finally awarded to the successful bidder.

B. TERMS AND CONDITIONS OF GeM Bid

5. 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 bidding process of the Supreme Court of India in future.
6. 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.
7. 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 form is non transferable and the agency shall not be permitted to transfer their rights and obligations to any other person/ organization or otherwise.
8. The GeM bidder shall give an undertaking/ Acceptance Letter 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 and Compliance Sheet as per **Annexure - ‘C’**.
9. 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.
10. The GeM bidders are required to quote their rates for all the items or for part of the items. GeM bidder quoting rates item-wise will be evaluated and aggregate of all the items may not be considered.
11. GeM bidders are required to quote the rates only with respect to the Brand/ Make/ Model (if any) of the items mentioned in the Proforma. GeM Bids for any other Brand/ Make/ Model of items shall not be considered at all. 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.
12. **The bidders should have a branch/ registered office located in Delhi/ NCR and a documentary evidence in this regard should be submitted on the portal, failing which bids will liable to be rejected.**
13. In case bidder expresses his unwillingness to supply the item(s) after the Registry issues the supply order in respect of said item(s), with unsatisfactory reasons at any subsequent point of time, the EMD amount furnished by the said bidder shall stand forfeited.
14. No deviation in quality/ specifications of stationery items 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.
15. The bids will be opened on the portal on **28.04.2025 at 4:30 p.m.** in the presence of the bidders or their authorised representatives who may wish to remain present.
16. 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, thereof.

C. PAYMENT TERMS AND CONDITIONS

17. The successful bidder shall have to give **Performance Security Deposit @ 5%** of the total amount of the Purchase Order, by way of Demand Draft / Bank Guarantee drawn **in favour of “The Registrar (Admn.), Supreme Court of India”**, within one week from the receipt of Purchase Order valid for a period of 90 days. The Bank Guarantee/Demand Draft will be released after 60 days from the date of final bill payment and after satisfactory supply of the items.
18. 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/ samples, 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.
19. 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 the Security Deposit may be forfeited along with any other action, as may be deemed appropriate, by the Registry. Non-availability of raw material shall not be accepted as a ground for delay in supply and shall equally be penalised.
20. The payment will be made only after full supply is received and accepted as per approved specifications satisfactorily. No part payment or advance payment will be made on receipt of pre-receipted bill invoice from the successful bidder.
21. The successful bidder will have to abide by the terms and conditions as may be fixed from time to time by the Registry.
22. No payment on account of costs of commuting, delivery and no separate traveling/ delivery charges shall be admissible.

D. LIQUIDATED DAMAGES

23. 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 rates and in that case EMD amount deposited by the GeM bidder shall stand forfeited. In addition, the Registry also reserves the right to recover loss upto the amount of Performance Security in case the quality of the supplied items is low or in case of deficiency of service.
24. 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.
25. The Earnest Money / Performance Security deposit shall stand forfeited in case of breach of any of the conditions mentioned herein and if the supply of the items is found unsatisfactory.

: 4 :

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 are required to inspect the sample(s) of unbranded items on any working day between **2:00 P.M. and 4:00. P.M.** during three days we.f. **15.04.2025** and thereafter may quote the rates so as to supply the items at later stage strictly as per the approved sample.

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), and only two (02) representative will be allowed for each firm.

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

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

GeM BoQ BID FOR SUPPLY OF VARIOUS STATIONERY ITEMS

1. Name of the Bidder with Telephone No.,
Official Address in Delhi/ NCR & 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. DD Details (Issuing bank & Dated) : DD No. & Date :
Issuing Bank & Branch :
Amount :
Valid till :
8. Bank Details for refund of EMD : Account No. :
Name of the Bank & Branch :
IFSC Code :
9. Details of Past experience of similar items :
satisfactorily supplied items, Supply Orders etc.
10. Whether all the terms & conditons of GeM Bid & ATC : YES/NO
are acceptable
11. Details of Items :

<u>S. No.</u>	<u>Name of the Items</u>	<u>Quantity required (approx.)</u>
<u>BRANDED ITEMS</u>		
1.	File Cover Swing SF007 White Files World one Brand	500 Nos.
2.	Disc of Heavy Duty Punching Machine Kangaro Brand	500 Nos.
3.	Refill of Ball Pen Rorito Jottek Brand Blue	1500 Nos.
4.	Pen Rorito Jotter Feathersoft Brand Blue	150 Nos.
5.	Post it Flags in 5 assorted colors 1.25 cm by 4.37 cm Plastic 3M Brand	1500 Nos.
6.	Yellow Note Pad self sticking 3 inches by 3 inches containing 100 sheets of Butterfly or Karani or 3M Brand	350 Nos.

S. No.	Name of the Items	Quantity required (approx.)
7.	Slip Pad Pocket Bilt Matrix Brand	200 Nos.
8.	Cello Tape 1 inch Transparent Forment or Apex or Wonder Brand 65 mtr length	2300 Nos.
9.	Cello Tape 2 inches Transparent Forment or Apex or Wonder Brand 65 mtr length	1550 Nos.
10.	Water Damper Kebica or Aircon Brand	850 Nos.
11.	Yellow slips Rectangle 5 inches by 3 inches 3M Brand	30 Nos.
12.	File Cover button MC 112 Solo Brand	1500 Nos.
13.	Needle for Heavy Duty Punching Machine 2320 of Kangaro Brand	1500 Nos.
14.	Office Paste in the packing of 5 Ltr Hansa Brand	80 Canes
15.	Maplitho Paper 80 GSM SS Maplitho Natural Shade Paper manufactured by Star Paper Mills Ltd. in the size of 51x66 cm weighing 13.5 kh (approx.) per ream	1600 Reams
16.	Bicolor pencil Faber Castell Brand	500 Nos.
<u>UNBRANDED ITEMS</u>		
17.	Vehicle Log Book*	150 Nos.
18.	L-Shape Cause List Plastic Folder with printing "Supreme Court of India" of good quality*	11000 Nos.
19.	Register 2 Quire of the size of 32.5 x 19.6 cm by using card board (approx 16 oz) of good quality (of any brand) with printing "Supreme Court of India" and Emblem on top cover. Quality of paper should be 70 GSM of reputed brand, having 192 pages*	50 Nos.
20.	Tag Green (made up of 16 thread) One bundle should contain 144 tags of 23" length with 1" plastic tip at both ends. Quality 390*	6000 Guchi

* It must be of good quality as per the sample duly approved by the Registry.

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.

GeM Bid Reference No: GEM/2025/B/6092039

NAME OF GeM Bid : - GeM BID FOR PROCUREMENT OF VARIOUS STATIONERY ITEMS

Dear Sir,

1. I/ We have downloaded / obtained the 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’s ATC document (including all documents like annexure(s), schedule(s), etc .,), which form part of the contract agreement and I / we shall abide by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time, if any, by the Registry have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the GeM Bid’s conditions of above mentioned Bid document(s) / corrigendum(s) 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/ Autonomous Bodies.

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.

7. 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)

Yours Faithfully,

Date:

Place:

(Signature of the Bidder, with Official Seal)

**(To be submitted on Company’s Letterhead)
COMPLIANCE SHEET****Bid Ref: No.: GEM/2025/B/6092039****Dated: 7.04.2025**

S. No.	Item Title	Qty.	Unit	Preferred Make/Model	Offered Make/Model	Compliance with Required Specifications & Make/ Model (Yes/No)
1.	File Cover White Files	500	Nos	World one Make & Model: Swing SF007		
2.	Disc of Heavy Duty Punching Machine	500	Nos	Kangaro Make		
3.	Refill of Ball Pen Rorito Blue	1500	Nos	Jottek Make		
4.	Pen Rorito Jotter Blue	150	Nos	Feathersoft Make		
5.	Post it Flags in 5 assorted colors 1.25 cm by 4.37 cm Plastic 3M Brand	1500	Nos	3M Make		
6.	Yellow Note Pad self sticking 3 inches by 3 inches containing 100 sheets	350	Nos	Butterfly or Karani or 3M Make		
7.	Slip Pad Pocket	200	Nos	Bilt Matrix Make		
8.	Cello Tape 1 inch Transparent 65 mtr length	2300	Nos	Forment or Apex or Wonder Make		
9.	Cello Tape 2 inches Transparent 65 mtr length	1550	Nos	Forment or Apex or Wonder Make		
10.	Water Damper	850	Nos	Kebica or Aircon Make		
11.	Yellow slips Rectangle 5 inches by 3 inches	30	Nos	3M Make		
12.	File Cover button	1500	Nos	Solo Make & Model: MC 112		
13.	Needle for Heavy Duty Punching Machine	1500	Nos	Kangaro Make & Model: 2320		
14.	Office Paste in the packing of 5 Ltr	80	Canes	Hansa Make		
15.	Maplitho Paper 80 GSM SS	1600	Reams	Maplitho Natural Shade Paper having detailed specifications as per BOQ Specification Document		
16.	Bicolor Pencil	500	Packets	Faber Castell Make		
17.	Vehicle Log Book (as per Sample approved by the Registry)	150	Nos	having detailed specifications as per BOQ Specification Document		
18.	L Shape Cause List Plastic Folder of good quality with printing (as per Sample approved by the Registry)	11000	Nos	having detailed specifications as per BOQ Specification Document		
19.	Register 2 Quire of the size of 325 cm by 196 cm by using card board approx 16 oz with printing (as per Sample approved by the Registry)	50	Nos	having detailed specifications as per BOQ Specification Document		
20.	Tag Green made up of 16 threads (as per Sample approved by the Registry)	6000	Gucchi	having detailed specifications as per BOQ Specification Document		

(Authorised Signatory with seal)**Name:_____****Contact No.:_____****Place:_____****Date : _____**