

**Supreme Court of India**  
**Admn. Materials (P & S)**

F. No. AM-M/12(28)/1/2023-/SC(AM-M)

Dated : 29.07.2025

**GeM BID NOTICE**  
**FOR UNDERTAKING THE JOB OF PHOTOCOPY OF VARIOUS TYPES OF**  
**DOCUMENTS ON ACTUAL WORK BASIS FOR A PERIOD OF TWO YEARS**

1. Supreme Court of India, an apex Judicial Body under Constitution of India intends to invite online bids/ tenders through GeM Portal, from Delhi-NCR based firms for award of contract for printing and photocopying of various types of documents of Supreme Court Registry on actual work basis for a period of two years. Approximately, 60,000 pages/copies are likely to be taken out daily. The exact number of photocopies required to be taken out may increase or decrease from time to time. Generally, 4 to 5 sets of documents are to be prepared/photocopied.

**Manual bids shall not be accepted under any circumstances. The offer submitted by fax / e-mail shall not be considered. No correspondence will be entertained in this matter.** The tenderers are, therefore, required to quote rates online on GeM Portal.

2. The bids/ tenders are to be submitted online on GeM Portal in strict compliance to the schedule mentioned in the Critical Date Sheet given hereunder:

<b><u>CRITICAL DATE SHEET</u></b>		
<b>Stage</b>	<b>Date</b>	<b>Time</b>
Bid/ Tender Document Publishing Date & Time	29.07.2025	14:15 Hrs.
Bid/ Tender Document Download Start Date & Time	29.07.2025	14:30 Hrs.
Bid/ Tender Submission Start Date & Time	29.07.2025	16:00 Hrs.
Bid/ Tender Submission End Date & Time	18.08.2025	15:00 Hrs.
Bid/ Tender Opening Date & Time	18.08.2025	15:30 Hrs.

2.1 Tender documents are also available on Supreme Court of India website <https://www.sci.gov.in/notice-category/tenders/> (for reference only).

2.2 Not more than one tender shall be submitted by one Bidder or Bidders having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

2.3 The tenderer shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be summarily rejected and EMD would be forfeited and tenderer will also be liable to be banned from doing business with the Registry for a specified period as deemed fit.

2.4 The tenderers are advised to regularly visit GeM Portal and official website of Supreme Court of India i.e. <https://www.sci.gov.in/notice-category/tenders> till the closing date



of submission to keep themselves updated with any change/modification in the tender which will be intimated through this website only by corrigendum / addendum / amendment. **No individual correspondence shall be entertained in this regard.**

2.5 The tenderers/ firms are required to quote their best comprehensive competitive rates for printing and photocopying of various types of documents of Supreme Court Registry on actual work basis for a period of two years.

2.6 The contract will be completely comprehensive covering all stationery items viz., JK photocopy paper (75 GSM – A4 Size), toner, staplers, stapler pins, binding materials etc.

### **3. ELIGIBILITY CRITERIA:**

The eligibility criteria for the Prospective Tenderer which need to be complied with the technical bid and will form part of Technical Evaluation is as follows:

- (1) The tenderer must have successfully completed /executed at least (03) three supply orders/contracts for similar services with any Govt. organization/PSUs etc. in each of last three years.
- (2) The tenderer should have an annual turnover of ₹5 Crore and proof of the same should be enclosed. However, this would not be applicable to the firms/Service Provider who are holding valid Udyam Registration or holding valid Startup Recognition Certificate, which is to be uploaded while bidding online.
- (3) Bidder must have valid GST Registration Certificate. A copy of the same should be enclosed with the Technical-Bid.
- (4) Bidder must possess valid PAN Card. A copy of the same should be enclosed with the Technical-Bid.
- (5) The Bidder must have an office with own Service Centre located at Delhi/NCR, to support the services.

**Note:** The Tenderer will be evaluated based on meeting the tender criteria viz. submission of EMD/experience/accepting the terms and conditions etc. and shall normally be awarded to the lowest evaluated quotationer whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily.

### **4. SCOPE OF WORK**

The tenderer should have sufficient manpower, machines and other equipments/ parts. **Minimum 11 (10 monochrome with 135 PPM + 1 Colour with 30-50 PPM) Photocopier Machines (Heavy duty multicopier machines) with print, copy, scan, send and store etc. facility and atleast 11 operators must be deployed for carrying out day to day photocopy job work and in the absence of any operator, arrangement of substitute operator should be made immediately. Successful tenderer shall install brand new Photocopier Machines or not more than two years old for the photocopy job.** The successful bidder will, therefore, provide a photocopy of purchase bill to verify the model/year. Nos. of photocopying machines along with same nos. of operators are, therefore, required to be provided by a vendor as per the details given in the GeM Bid Document.

### **5. BID SUBMISSION:**

- (1) The bidder must submit the requisite Earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees Fifty Thousand Only) drawn in favour of "**The Registrar (Admn), Supreme Court of India**" on any nationalised/scheduled bank (issued on or after publication date of



this tender) **must be submitted in a sealed envelope** addressed to "**Ms Padma Sundar, Deputy Registrar (Admn. Materials)**": superscribing the title of this NIT, at the e-Sewa Kendra, Counter No.-25 & 26 (R&I), Main Building, Supreme Court of India, Tilak Marg, New Delhi-110001 well before the due date and time of bid submission (as mentioned on the Critical Date Sheet at Page No.1 of this NIT).

(2) The Tender not accompanied with the EMD is liable to be rejected. However, the bidders 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.

(3) All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

(4) Those online bids/ tenders against which original EMD are received after the Bid/ Tender Submission End Date will be out-rightly rejected.

(5) EMD of the unsuccessful bidders/ tenderers would be returned by way of RTGS/NEFT or cheque after the contract has been finally awarded to the successful bidder/ tenderer and no interest will be payable on EMD.

#### 5.1 **PART –I: Technical Bid shall contain the following:**

Sr. No.	<b><u>Documents To Be Uploaded</u></b> (All the documents must be sequentially numbered and uploaded in the below mentioned chronological order)
1	Tender document signed and stamped (Terms & Conditions and Other Instructions etc.)
2	Signed/ Stamped Scanned copy of EMD
3	Signed/ Stamped copy of Exemption Certificate if exempted from EMD
4	Signed and stamped copy of duly filled <b><u>Technical Bid Proforma</u></b> as per format at <b><u>Annexure ‘A’</u></b>
5	Signed and stamped copy of <b><u>Undertaking/ Declaration</u></b> as per format at <b><u>Annexure ‘B’</u></b> (Page No. 14) on the letter head of the bidding firm.
6	Signed/ Stamped proof of their domicile in Delhi-NCR along with address of the office
8	Signed/ Stamped copy of PAN Number
9	Signed/ Stamped copy of GST Registration
10	Signed and Scanned copy of <b><u>Annexure ‘C’</u></b> - Price Fall Clause Certificate

#### 5.2 **PART –II: Price Bid contain following:**

(i) The Price Bid shall contain only schedule of rates duly filled in. NO stipulation, deviation, terms & conditions, presumptions etc. is permissible in price part of the bid. The Registry shall not take any cognizance of any such conditions and may at its discretion reject such price bid.

(ii) Bidders shall submit the tender online on GeM Portal on or before the due date and time of bid submission. Tender submitted by any other form (fax/email/courier/post/hard



copy) will be summarily rejected.

**Note : The tenderer can merge all above documents into single pdf file. It may be noted that only aforesaid required documents mentioned from 4(1) to 4(10) are required to be submitted, financial bids will only be submitted online on the GeM portal and no financial bid will be accepted in physical form and such physical bid, if received, will be summarily rejected.**

## **6. General Terms & Conditions**

1. The bidders/ tenderer must read all the instructions, Proformas' terms & conditions and specifications carefully and ensure compliance with the instructions herein. Failing to furnish all the information as required by the tender document in any respect will be at the bidders'/ tenderers' risk and may result in rejection of the bid/ tender.
2. The tenderer is required to quote the competitive rates online in the GeM Portal as per GeM guidelines. The rates quoted for photostat per copy as per size of paper should be valid for two years from the date of awarding the contract. Under no circumstances rates revision shall be allowed during the currency of the Rate Contract.
3. The bidder/ tenderer should have a registered office/ Branch office in New Delhi/ NCR and should upload proof of their domicile in Delhi-NCR along with address of the office.
4. The bidder/ tenderer firm should not have been indicted for any criminal, fraudulent or anti competition activity and not been blacklisted by any Central/State Government/Public Sector Units/Autonomous Bodies on the account of poor performance.
5. Certified translated copy of supporting documents should be uploaded in English, in case of documents available in Regional/ vernacular language.
6. Bidder/ tenderer firms which fulfill the eligibility conditions may upload the technical bid along with the scanned copy of the documents as mentioned at clause 5.1 failing which their bids/ tenders may be rejected:
7. Registry is not bound to accept the lowest tender and reserves the rights to reject or accept any or all the tenders, partly or completely, at any time without assigning any reason therefor.
8. The rates should be quoted online for per page for photocopy of A-4 size and A-3 size and foolscap sizes for single side and for both side photocopy and the rates so quoted should be inclusive of all Govt. levies etc. but excluding the charges for space and electricity which will be provided by the Supreme Court Registry. The brand of paper to be used for photocopying must be of 'JK Copier' or 'Century'. In exceptional circumstances, successful tenderer may, with prior permission of the Registrar, Supreme Court of India use some other brand of photocopier paper which should be equally good or better than "JK Copier" or "Century" brand of paper of 75-85 GSM. Good quality of toner should be used for better print.
9. The photocopying work is to be done generally during office hours i.e. from 08.00 a.m to 08.00 p.m or till the urgent work is completed. However, the time may be extended depending upon the urgency of the work. The services of the operators may have to be made available during holidays due to exigencies of work.
10. The work and output of the operators would be supervised and/or assessed from time to time atleast twice a week by the vendor himself or any other person authorized by him on His behalf, so as to get the photocopy work done more effectively.



11. In case of any pendency or urgent work and volume of work, provision for extra operator should be made in addition to existing staff.
12. The tenderer shall comply with all relevant and existing Labour Legislation and Acts such as Minimum Wages Act, Contract Labour (Regulation & Abolition) Act, Workmen's Compensation Act, Payment of Wages Act, Provident Fund, ESI Act etc. as applicable or framed by the Government of NCT of Delhi or Government of India, or any other Statutory Authority. For any breach or lapse on the part of tenderer in respect of non compliance of any labour legislation in force during the validity of the Contract, the tenderer would be fully responsible and would indemnify the Registry, in case the Registry is held liable for the lapse on the part of the tenderer.
13. The successful tenderer shall undertake/ensure that the character and antecedents of each individual employee deployed by them have been got verified by the Police Authorities and record be maintained to this effect and further shall be verified from time to time so far.
14. Continuance of the contract shall be subject to satisfactory performance of the tenderer. If during the contractual period, work is not found to be satisfactory, it will be open to the Registry to discontinue the said job work, after giving a fortnight notice. The decision of the Registrar, Supreme Court of India, in this regard shall be final.
15. In case Branch Officer/Assistant Registrar of the concerned section finds that any copy/copies are defective or dim when compared with original etc, he may reject such copies and the contractor shall be bound by the decision of the said Branch Officer/Assistant Registrar on this count and shall accept the same without demur. Charges for number of such copies shall be deducted from the bill.
16. Hypothetical or conditional tenders will not be entertained. Tender once submitted shall not be allowed to be withdrawn or altered. If the tender is withdrawn or altered by the concerned party at any time after it is submitted, appropriate action may be taken.
17. The Registry will deal with the tenderer directly and no middle-men/agents/ Commission Agents etc. should be asked by the tenderer to represent their cause and they will not be entertained by the Registry.
18. The machines alongwith the operators must be provided with-in seven working days of signing of an agreement. The photocopy machine to be installed should be new or not be more than two years old, and agency will provide a photocopy of purchase bill to verify the model/ year.
19. No transport/ carry charges or any other charges will be paid by the Registry.
20. The successful Tenderer will be responsible for maintaining the photocopy machine. The cost for supply of all stationery items viz., JK photocopy paper (75 GSM – A4 Size), toner, staplers, stapler pins, binding materials etc. will be borne by the successful Tenderer. Manpower to operate photocopy machine and expenditure incurred on their engagement will also be borne by the successful Tenderer.
21. It will be for the successful Tenderer to install/ provide stand by machine to ensure that the photocopy work in the office goes on uninterrupted & smoothly to avoid any hard ship in execution of work, failing which a penalty of Rs.500/- per day per machine will be imposed. Besides bills for the photocopying work done from the market will also be deducted from the pending bills of the Tenderer.
22. It will be the responsibility of the Tenderer to ensure that no outsider gets access to any official document of the Registry.
23. It shall be responsibility of the Tenderer to provide uninterrupted service to the Registry at



no additional cost other than the cost quoted and electricity cost.

24. The Tenderer should have technically experienced personnel with experience in the field of printing and photocopying.
25. The Tenderer should be capable of undertaking the entire work to the satisfaction of Registry. No sub contracts of the work either full or part to any other Tenderer or person would be permissible.
26. The Tenderer should, preferably, be on the approved panel of at least 2 reputed Firms in Delhi, out of which at least one should be a central/ state Government organization or Public Sector Undertaking.
27. The successful tenderer shall make the arrangement for daily check up of the photocopier machines by their engineer /mechanic at their own cost and shall keep all the photocopier machines in perfect working condition at all times, so as to ensure smooth running of photocopying job work. In case of failure of any machine, the tenderer shall make alternative arrangement immediately so that the work does not suffer.
28. The service of photocopying of documents should under no circumstances be stopped on any excuse.
29. The successful tenderer shall undertake the job of photocopying exclusively for the Supreme Court of India.
30. Photocopy work is to be attended to even on Sundays / Holidays and before/ after office hours also as and when the circumstances so call for.
31. The successful tenderer shall have to enter into formal agreement with the Registry with terms and conditions for the photocopy job work to be undertaken in the Registry.
32. The Successful tenderer shall ensure that the personnel so deployed should maintain due decorum as well as prohibit its personnel on duty from smoking or lighting fire within the premises where they are deployed and also restrain them from collaborating or mixing up with any outside element or with the worker/staff of the Advocates, etc.
33. The Registry shall have no liability, financial or otherwise, for any harm/damage/injury incurred by the manpower deployed by the successful tenderer in the course of performing of the work. Neither the successful tenderer nor his workers shall have any claim on this Registry for right of employment, compensation or financial/non-financial assistance on this account.
34. The tenderer should ensure that all the machines are in working condition every time and shall also provide a standby machine to be used in case of emergency, the failure of which will be treated as a deficiency in service and appropriate penalty would be imposed.

## **7. PAYMENT TERMS:**

- (1) Payment of the monthly bills will be made on the basis of the requisition slips received from the concerned sections of the Registry who assign the photocopying work and on receipt of proper bill and satisfactory report about the work duly signed by Branch Officer/Assistant Registrar of the concerned sections.
- (2) Penalty, if any, shall be deducted from any of the outstanding payment due to the tenderer.
- (3) No advance payment would be made by the Registry to the tenderer in any case.
- (4) Statutory deductions shall be made as per applicable rules.



8. **PERFORMANCE SECURITY DEPOSIT:**

- (1) The successful tenderer will also have to deposit performance security deposit equivalent to 3% of the contract value prior to execution of the contract/agreement by way of Bank Guarantee. This security deposit will be liable to be forfeited in the event of the tenderer's failure to perform as per contract/agreement and if they are not able to provide satisfactory service in time or if overall downtime of Computer exceeds 30 days in one year. This deposit towards performance shall be retained for a period of 28 months from the date of contract/agreement or till the final payment of the contract is made whichever is later.
- (2) The performance security deposit shall stand forfeited in case of breach of any of the conditions mentioned herein.

9. **PRICE FALL CLAUSE CERTIFICATE**

Tenderers are required to furnish the PFC (Price Fall Clause ) Certificate as per the format given in Annexure 'C'.

10. **PENALTIES**

- (1) If services are not made in time and the Registry is forced to procure services from open market at higher rates, the loss so sustained will be deducted from the Performance Security of the tenderer.
- (2) Irrespective of the fact whether the Registry gets the job done from the outside, a penalty of 1% of total cost of delayed job per hour subject to 10% of maximum will be deducted from the bill in respect of the jobs which are not done within the stipulated period. The same will not be charged if the standby arrangement is made during the prolonged repair period.
- (3) In case of breach of any conditions or unsatisfactory service during the currency of contract, the Registry shall have a right to terminate the contract and to entrust the work to another contractor. The loss, if any, sustained by the Registry on that account will be recovered from the Performance Security of the tenderer.
- (4) Any loss/damage sustained to the Registry's items will be recovered from the successful tenderer.
- (5) Even after awarding of Contract to the successful tenderer, the Registry reserves the right to terminate the services at any time, if the same are not found satisfactory, in addition to forfeiture of earnest money/ security deposit. The loss caused to the Registry, including the expenses incurred on a fresh tender, will be recovered from the successful tenderer.
- (6) The Registry reserves the right to blacklist a tenderer for a suitable period in case he fails to comply with the terms and conditions of the contract.
- (7) In case work suffers due to any of the machine goes out of order or there is no standby for the machine provided by the tenderer, penalty will be imposed as decided by the competent authority.
- (8) If any of machine is down beyond 01 day then penalty @ Rs.500/- per day for first week, Rs.1,000/- per day for second week and Rs. 2,500/- per day for later than two weeks will be imposed irrespective, whether Registry gets work done from outside or from other machine including the machine supplied/installed by the vendor.



**11. TRANSFER AND SUB-LETTING:**

The firm/bidder has no right to give, bargain, sell, assign or sublet or otherwise dispose of the contract or any part thereof, as well as to give or to let a third party take benefit or advance of the present Contract or any part thereof.

**12. RELATIONSHIP OF PARTIES**

Since both the parties are independent entities, under no circumstance will the employees of the successful bidder/ tenderer be deemed the employees of the Supreme Court of India Registry. The contract shall, therefore, not grant any authority to the successful bidder/ tenderer to act for Supreme Court of India Registry in any capacity on its behalf.

**13. INTELLECTUAL PROPERTY RIGHTS**

Supreme Court of India Registry shall be solely entitled to any Intellectual Property Right (IPR) emanating or in any way related to this tender bid/ process. If any infringement to such IPR is observed during the currency of the contract or any time thereafter, suitable legal action may be initiated by the Supreme Court of India Registry.

**14. CONFIDENTIALITY OF CONTRACT**

The successful bidder/ tenderer shall ensure that the specific terms and conditions of the contract will also be treated as confidential information and that no disclosures will be made in any form without the prior written consent of the Supreme Court of India Registry, except (i) As required by applicable disclosure law; (ii) To accountants, Banks, Financing Sources, lawyers, etc., subject to a duty not to disclose to others or (iii) in connection with the enforcement of this contract.

**15. ARBITRATION**

(1) In the event of any dispute or difference or disagreement between the parties in respect of any matter relating to or arising out of the Agreement/ Contract, the parties shall endeavor to resolve amicably any such disagreement or dispute by direct informal negotiation.

(2) If the parties fail to resolve such a dispute or difference or disagreement by mutual consultation within twenty eight (28) days from the commencement of such consultation, either party may require that the dispute be referred for resolution to the Competent Authority.

**16. FORCE MAJEURE**

In case the successful bidder/ tenderer is unable to fulfill the obligation under the contract owing to Force Majeure situation like war, fire, earthquake, floods, embargoes, act of terrorism etc., which are beyond the control of the parties, the successful bidder/ tenderer shall promptly notify Supreme Court Registry in writing of such condition and cause thereof. Unless otherwise directed by Supreme Court of India Registry in writing, the successful bidder/ tenderer shall continue to perform its obligations under the contract as far as it is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.



17. In case of any doubt/clarification, the parties may contact Branch Officer, Admn. Materials (Maintenance) at Telephone No. 011- 23115864 before quoting the rates. For entry pass preparation, if required 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 Sanjeev Kumar Sinha, Branch Officer (AM), and only two (02) representative(s) will be allowed for each firm.

Sd/-

(Padma Sundar)

Deputy Registrar (AM)

**Encls: Annexures – ‘A’, ‘B’ and ‘C’**



**TECHNICAL BID PROFORMA**

F. No. AM-M/12(28)/1/2023-/SC(AM-M)

Dated : 29.07.2025

**GeM BID NOTICE****FOR UNDERTAKING THE JOB OF PHOTOCOPY OF VARIOUS TYPES OF DOCUMENTS ON ACTUAL WORK BASIS FOR A PERIOD OF TWO YEARS**

<b><u>PROFORMA TO BE FILLED BY THE BIDDER/ TENDERER FIRM</u></b>		
1.	Name of the Bidding Company/ Firm	
2.	Name of Owner(s)/ Partner(s)/ Director(s)/ Proprietor(s) (as applicable)	
3.	Full Particulars of Office in Delhi/NCR	
	(a) Complete Official Address	
	(b) Telephone/ Mobile No.	
	(c) Fax No.	
	(d) Official Email Address	
5.	Name of the Contact Person with Telephone/Mobile No./E-Mail ID	
6.	Year of Establishment of the Bidding Company/ Firm	
7.	Status of Firm (Company/ Partnership Firm/ Proprietary Firm or a Government Department or a PSU) etc,	
8.	Registration Details: <b>(Signed and Stamped Copy to be uploaded with this form)</b>	
	(1) PAN No.	
	(2) GST Registration No.	
9.	Details of Earnest Money Deposit (Issuing Bank & Dated)	DD No & Date: Issuing Bank Name: Branch Name: Amount: Valid upto:



10.	Bank details for refund of EMD:	Bank Name: Branch Name: Account No. IFSC :			
11.	Name & address of the Govt. Offices/PSUs etc. (Any Two-Four) of which the bidder/tenderer is having the contract with details of contact person and the telephone/mobile number etc:				
	Sr. No.	Name and Address of the Organization	Details regarding the contract for Photocopying Job Work	Value of Contract (Rs.)	Duration of Contract From To dd/mm/yyyy dd/mm/yyyy
	(1)				
	(2)				
	(3)				
	(4)				
12.	Details of Financial Statement, Profit and Loss Statement During Last 3 (three) Years				
	Sr. No.	Financial Year	Income (in Rs.)	Expenditure (in Rs.)	Net Profit/ Loss (in Rs.)
	(1)	2021-2022			
	(2)	2022-2023			
	(3)	2023-2024			
13.	Details of Past Experience of Work Executed, Satisfactory Certificate, Work Orders etc.		You may upload the relevant documents for the work executed during last 5 years such as work orders, satisfactory certificates.		
14.	Whether all the terms & conditions of NIT are acceptable :		Yes / No		

Date :

Place :

Signature of the authorized/  
signatory of the firm/company  
organization/official stamp/seal



UNDERTAKING

- (1) I/ we (Proprietor/ Partner/ Director/ Authorized Signatory) am/ are competent to sign this undertaking and execute this tender document.
- (2) I/we have carefully read and understood all the terms and conditions of the tender and hereby convey my/ our acceptance of the same.
- (3) The information/ documents furnished along with the tender are true and authentic to the best of my/ our knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of the tender at any stage besides liabilities towards prosecution under appropriate law.
- (4) I/we have apprised myself/ourselves fully about the job to be done during the currency of period of agreement and also acknowledge to bear the consequences of non-performance or deficiencies in services on my part.
- (5) I/We undertake that (Name \_\_\_\_\_ of \_\_\_\_\_ the \_\_\_\_\_ Bidder/ \_\_\_\_\_ Tenderer \_\_\_\_\_ Firm \_\_\_\_\_) has not been indicted for any criminal, fraudulent or anti-competition activity and not been blacklisted/banned/terminated by any Central/State Government/ Public Sector Units/ Autonomous Bodies on account poor performance.
- (6) I/We undertake that (Name \_\_\_\_\_ of \_\_\_\_\_ the \_\_\_\_\_ Bidder/ \_\_\_\_\_ Tenderer \_\_\_\_\_ Firm \_\_\_\_\_) complies with all the Labour Laws relating to Minimum Wages Act, PF/ESI Act/Statutory obligations, etc.

Date :

Place :

Signature of the authorized/  
signatory of the firm/company  
organization/official stamp/seal



**Price Fall Clause Certificate**

**( To be submitted in the bidder's company letter head)**

I/We undertake that we have not offered to supply / supplied / are not supplying same or similar products / systems or sub systems/services at a price lower than that offered against the *Tender No.....dtd.....* in respect of any Organization/Ministry/Department of the Govt. of India or its Subsidiaries or other PSU or any other private organization during the currency of the contract and if it is found at any stage that same or similar product/systems or sub systems/services was supplied by the bidder to any Organization/Ministry/Department of the Govt. of India or its Subsidiaries or other PSU or any other private organization at a lower price during the currency of the contract, then that very price will be applicable to the present case and the difference in the cost would be refunded by the bidder to buyer, if the contract has already been concluded.

Date:

Signature of the authorised signatory of  
the firm/company

**Official Stamp/Seal of the Firm**



### **CHECK LIST OF DOCUMENTS TO BE UPLOADED**

(All the documents must be sequentially numbered and uploaded in the below mentioned chronological order)

<b>Sr. No.</b>	<b>Document</b>	<b>Page Nos. (To be entered by the Bidder/ Tenderer)</b>
1	Tender document signed and stamped (Terms & Conditions and Other Instructions etc.)	
2	Signed/ Stamped Scanned copy of EMD	
3	Signed/ Stamped copy of Exemption Certificate if exempted from EMD	
4	Signed and stamped copy of duly filled <b><u>Technical Bid Proforma</u></b> as per format at <b><u>Annexure 'A'</u></b>	
5	Signed and stamped copy of <b><u>Undertaking/ Declaration</u></b> as per format at <b><u>Annexure 'B'</u></b> on the letter head of the bidding firm.	
6	Signed/ Stamped proof of their domicile in Delhi-NCR along with address of the office	
7	Signed/ Stamped copy of Registration/ Incorporation Certificate	
8	Signed/ Stamped copy of PAN Number	
9	Signed/ Stamped copy of GST Registration	
10	Signed/ Stamped copy of Audited Accounts Statement of annual turnover for last three financial years (i.e. 2021-22, 2022-23, 2023-24)	
11	Signed/ Stamped copies of satisfactory work completion report in support of Satisfactory Work completion from the previous organisations	
12	Signed/ Stamped copy of duly filled Check List of Documents to be uploaded.	
<b>Every page must be signed and stamped by the authorized official of the bidder/tenderer firm, failing which, it is liable to be rejected.</b>		

Signature of the authorized/  
signatory of the firm/company  
organization/official stamp/seal

**बिड दस्तावेज़ / Bid Document**

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	18-08-2025 15:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	18-08-2025 15:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Autonomous Body
विभाग का नाम/Department Name	Supreme Court Of India
संगठन का नाम/Organisation Name	Supreme Court Of India
कार्यालय का नाम/Office Name	Tilak Marg New Delhi 110001



**बिड विवरण/Bid Details**

वस्तु श्रेणी /Item Category	Printing and Photocopying Service - Photocopying; Onsite; 6; 2; With Operator; Paper to be provided by service provider; A4 size (single side copy)); 75-85; JK Copier or Century; Monochrome , Printing and Photocopying Service - Photocopying; Onsite; 6; 2; With Operator; Paper to be provided by service provider; A4 size (both side copy)); 75-85; JK Copier or Century; Monochrome , Printing and Photocopying Service - Photocopying; Onsite; 6; 2; With Operator; Paper to be provided by service provider; A3 size (single side copy); 75-85; JK Copier or Century; Monochrome , Printing and Photocopying Service - Photocopying; Onsite; 6; 2; With Operator; Paper to be provided by service provider; A3 size (both side copy); 75-85; JK Copier or Century; Monochrome , Printing and Photocopying Service - Photocopying; Onsite; 6; 2; With Operator; Paper to be provided by service provider; Full scape/legal size (single side copy); 75-85; JK Copier or Century; Monochrome , Printing and Photocopying Service - Photocopying; Onsite; 6; 2; With Operator; Paper to be provided by service provider; Full scape/legal size (both side copy); 75-85; JK Copier or Century; Monochrome , Printing and Photocopying Service - Photocopying; Onsite; 6; 2; With Operator; Paper to be provided by service provider; Full Scape/Legal size (single side copy); 75-85; JK Copier or Century; Colored , Printing and Photocopying Service - Photocopying; Onsite; 6; 2; With Operator; Paper to be provided by service provider; Full Scape/Legal size (both side copy); 75-85; JK Copier or Century; Colored , Printing and Photocopying Service - Photocopying; Onsite; 6; 2; With Operator; Paper to be provided by service provider; A4 Size (single side copy); 75-85; JK Copier or Century; Colored , Printing and Photocopying Service - Photocopying; Onsite; 6; 2; With Operator; Paper to be provided by service provider; A4 Size (both side copy); 75-85; JK Copier or Century; Colored , Printing and Photocopying Service - Photocopying; Onsite; 6; 2; With Operator; Paper to be provided by service provider; A3 Size (single side copy); 75-85; JK Copier or Century; Colored , Printing and Photocopying Service - Photocopying; Onsite; 6; 2; With Operator; Paper to be provided by service provider; A3 Size (both side copy); 75-85; JK Copier or Century; Colored
अनुबंध अवधि /Contract Period	2 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	500 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	5 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Exemption for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Exemption for Years of Experience and Turnover	No



### बिड विवरण/Bid Details

विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC) *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
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	No
बिड लगाने की समय-सीमा बढ़ाने के लिए आवश्यक न्यूनतम सहभागी विक्रेताओं की संख्या। / Minimum number of bids required to disable automatic bid extension	2
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य /Estimated Bid Value	304351920
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	Yes ( <a href="#">Arbitration clause document</a> ) as per DoE OM No.F.1/2/2024-PPD dated 03.06.2024 Arbitration should not be routinely included in contracts
सुलह खंड/Mediation Clause	No

### ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	50000

### ईपीबीजी विवरण /ePBG Detail



एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) / ePBG Percentage(%)	3.00
ईपीबीजी की आवश्यक अवधि (माह) / Duration of ePBG required (Months).	26

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने हैं। एमएसई कैटेगरी 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।/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.

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

#### लाभार्थी /Beneficiary :

The Registrar (Admin.)

Supreme Court of India, TILAK MARG, NEW DELHI 110001

(The Registrar Admn.)

#### विभाजन/Splitting

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

#### एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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#### एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
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1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
3. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs 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 the Purchase preference 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 service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order



quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the 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 the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.

4. 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.

5. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

#### अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

**Printing And Photocopying Service - Photocopying; Onsite; 6; 2; With Operator; Paper To Be Provided By Service Provider; A4 Size (single Side Copy)); 75-85; JK Copier Or Century; Monochrome ( 50000 )**

#### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Type of Service Required	Photocopying
Installation of Machine	Onsite
Number of Working Days in a week	6
Shift for Operating Machine	2
Operator	With Operator
Paper	Paper to be provided by service provider
Size of Paper( In CM)	A4 size (single side copy))
Paper Thickness in GSM	75-85
Brand of Paper	JK Copier or Century
Colour Type	Monochrome
Capacity of the machine for dispensing the pages per day	above 10000
Resolution (DPI)	300
Age of Machine	New
Buyer will pay for Electricity Bill	Yes
Cartridge	To be provided by Service Provider
<b>एडऑन /Addon(s)</b>	



विवरण/ Specification	मूल्य/ Values
Spiral Binding Required	NA

#### अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

#### परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Estimated Number of Pages per month	अतिरिक्त आवश्यकता /Additional Requirement
1	Sanjeev Kumar Sinha	110001,SUPREME COURT OF INDIA, TILAK MARG, NEW DELHI-110001	50000	<ul style="list-style-type: none"> <li>Number of months within contract period : 24</li> </ul>

**Printing And Photocopying Service - Photocopying; Onsite; 6; 2; With Operator; Paper To Be Provided By Service Provider; A4 Size (both Side Copy); 75-85; JK Copier Or Century; Monochrome ( 1500000 )**

#### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Type of Service Required	Photocopying
Installation of Machine	Onsite
Number of Working Days in a week	6
Shift for Operating Machine	2
Operator	With Operator
Paper	Paper to be provided by service provider
Size of Paper( In CM)	A4 size (both side copy)
Paper Thickness in GSM	75-85
Brand of Paper	JK Copier or Century
Colour Type	Monochrome
Capacity of the machine for dispensing the pages per day	above 10000
Resolution (DPI)	300
Age of Machine	New
Buyer will pay for Electricity Bill	Yes
Cartridge	To be provided by Service Provider



विवरण/ Specification	मूल्य/ Values
एडऑन /Addon(s)	
Spiral Binding Required	NA

#### अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

#### परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Estimated Number of Pages per month	अतिरिक्त आवश्यकता /Additional Requirement
1	Sanjeev Kumar Sinha	110001,SUPREME COURT OF INDIA, TILAK MARG, NEW DELHI-110001	1500000	<ul style="list-style-type: none"> <li>Number of months within contract period : 24</li> </ul>

**Printing And Photocopying Service - Photocopying; Onsite; 6; 2; With Operator; Paper To Be Provided By Service Provider; A3 Size (single Side Copy); 75-85; JK Copier Or Century; Monochrome ( 1500 )**

#### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Type of Service Required	Photocopying
Installation of Machine	Onsite
Number of Working Days in a week	6
Shift for Operating Machine	2
Operator	With Operator
Paper	Paper to be provided by service provider
Size of Paper( In CM)	A3 size (single side copy)
Paper Thickness in GSM	75-85
Brand of Paper	JK Copier or Century
Colour Type	Monochrome
Capacity of the machine for dispensing the pages per day	above 10000
Resolution (DPI)	300
Age of Machine	New
Buyer will pay for Electricity Bill	Yes



विवरण/ Specification	मूल्य/ Values
Cartridge	To be provided by Service Provider
एडऑन /Addon(s)	
Spiral Binding Required	NA

#### अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

#### प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Estimated Number of Pages per month	अतिरिक्त आवश्यकता /Additional Requirement
1	Sanjeev Kumar Sinha	110001,SUPREME COURT OF INDIA, TILAK MARG, NEW DELHI-110001	1500	<ul style="list-style-type: none"> <li>Number of months within contract period : 24</li> </ul>

**Printing And Photocopying Service - Photocopying; Onsite; 6; 2; With Operator; Paper To Be Provided By Service Provider; A3 Size (both Side Copy); 75-85; JK Copier Or Century; Monochrome ( 3000 )**

#### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Type of Service Required	Photocopying
Installation of Machine	Onsite
Number of Working Days in a week	6
Shift for Operating Machine	2
Operator	With Operator
Paper	Paper to be provided by service provider
Size of Paper( In CM)	A3 size (both side copy)
Paper Thickness in GSM	75-85
Brand of Paper	JK Copier or Century
Colour Type	Monochrome
Capacity of the machine for dispensing the pages per day	above 10000
Resolution (DPI)	300
Age of Machine	New



विवरण/ Specification	मूल्य/ Values
Buyer will pay for Electricity Bill	Yes
Cartridge	To be provided by Service Provider
एडऑन /Addon(s)	
Spiral Binding Required	NA

#### अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

#### प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Estimated Number of Pages per month	अतिरिक्त आवश्यकता /Additional Requirement
1	Sanjeev Kumar Sinha	110001,SUPREME COURT OF INDIA, TILAK MARG, NEW DELHI-110001	3000	<ul style="list-style-type: none"> <li>Number of months within contract period : 24</li> </ul>

**Printing And Photocopying Service - Photocopying; Onsite; 6; 2; With Operator; Paper To Be Provided By Service Provider; Full Scape/legal Size (single Side Copy); 75-85; JK Copier Or Century; Monochrome ( 1500 )**

#### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Type of Service Required	Photocopying
Installation of Machine	Onsite
Number of Working Days in a week	6
Shift for Operating Machine	2
Operator	With Operator
Paper	Paper to be provided by service provider
Size of Paper( In CM)	Full scape/legal size (single side copy)
Paper Thickness in GSM	75-85
Brand of Paper	JK Copier or Century
Colour Type	Monochrome
Capacity of the machine for dispensing the pages per day	above 10000
Resolution (DPI)	300



विवरण/ Specification	मूल्य/ Values
Age of Machine	New
Buyer will pay for Electricity Bill	Yes
Cartridge	To be provided by Service Provider
एडऑन /Addons	
Spiral Binding Required	NA

#### अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

#### परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Estimated Number of Pages per month	अतिरिक्त आवश्यकता /Additional Requirement
1	Sanjeev Kumar Sinha	110001,SUPREME COURT OF INDIA, TILAK MARG, NEW DELHI-110001	1500	<ul style="list-style-type: none"> <li>Number of months within contract period : 24</li> </ul>

**Printing And Photocopying Service - Photocopying; Onsite; 6; 2; With Operator; Paper To Be Provided By Service Provider; Full Scape/legal Size (both Side Copy); 75-85; JK Copier Or Century; Monochrome ( 3000 )**

#### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Service Required	Photocopying
Installation of Machine	Onsite
Number of Working Days in a week	6
Shift for Operating Machine	2
Operator	With Operator
Paper	Paper to be provided by service provider
Size of Paper( In CM)	Full scape/legal size (both side copy)
Paper Thickness in GSM	75-85
Brand of Paper	JK Copier or Century
Colour Type	Monochrome
Capacity of the machine for dispensing the pages per day	above 10000



विवरण/ Specification	मूल्य/ Values
Resolution (DPI)	300
Age of Machine	New
Buyer will pay for Electricity Bill	Yes
Cartridge	To be provided by Service Provider
एडऑन /Addon(s)	
Spiral Binding Required	NA

#### अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

#### परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Estimated Number of Pages per month	अतिरिक्त आवश्यकता /Additional Requirement
1	Sanjeev Kumar Sinha	110001,SUPREME COURT OF INDIA, TILAK MARG, NEW DELHI-110001	3000	<ul style="list-style-type: none"> <li>Number of months within contract period : 24</li> </ul>

**Printing And Photocopying Service - Photocopying; Onsite; 6; 2; With Operator; Paper To Be Provided By Service Provider; Full Scape/Legal Size (single Side Copy); 75-85; JK Copier Or Century; Colored ( 1500 )**

#### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Type of Service Required	Photocopying
Installation of Machine	Onsite
Number of Working Days in a week	6
Shift for Operating Machine	2
Operator	With Operator
Paper	Paper to be provided by service provider
Size of Paper( In CM)	Full Scape/Legal size (single side copy)
Paper Thickness in GSM	75-85
Brand of Paper	JK Copier or Century
Colour Type	Colored



विवरण/ Specification	मूल्य/ Values
Capacity of the machine for dispensing the pages per day	above 10000
Resolution (DPI)	300
Age of Machine	New
Buyer will pay for Electricity Bill	Yes
Cartridge	To be provided by Service Provider
<b>एडऑन /Addons</b>	
Spiral Binding Required	NA

#### अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

#### परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Estimated Number of Pages per month	अतिरिक्त आवश्यकता /Additional Requirement
1	Sanjeev Kumar Sinha	110001,SUPREME COURT OF INDIA, TILAK MARG, NEW DELHI-110001	1500	<ul style="list-style-type: none"> <li>Number of months within contract period : 24</li> </ul>

**Printing And Photocopying Service - Photocopying; Onsite; 6; 2; With Operator; Paper To Be Provided By Service Provider; Full Scape/Legal Size (both Side Copy); 75-85; JK Copier Or Century; Colored ( 3000 )**

#### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Type of Service Required	Photocopying
Installation of Machine	Onsite
Number of Working Days in a week	6
Shift for Operating Machine	2
Operator	With Operator
Paper	Paper to be provided by service provider
Size of Paper( In CM)	Full Scape/Legal size (both side copy)
Paper Thickness in GSM	75-85
Brand of Paper	JK Copier or Century



विवरण/ Specification	मूल्य/ Values
Colour Type	Colored
Capacity of the machine for dispensing the pages per day	above 10000
Resolution (DPI)	300
Age of Machine	New
Buyer will pay for Electricity Bill	Yes
Cartridge	To be provided by Service Provider
<b>एडऑन /Addon(s)</b>	
Spiral Binding Required	NA

#### अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

#### प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Estimated Number of Pages per month	अतिरिक्त आवश्यकता /Additional Requirement
1	Sanjeev Kumar Sinha	110001,SUPREME COURT OF INDIA, TILAK MARG, NEW DELHI-110001	3000	<ul style="list-style-type: none"> <li>Number of months within contract period : 24</li> </ul>

**Printing And Photocopying Service - Photocopying; Onsite; 6; 2; With Operator; Paper To Be Provided By Service Provider; A4 Size (single Side Copy); 75-85; JK Copier Or Century; Colored ( 1500 )**

#### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Type of Service Required	Photocopying
Installation of Machine	Onsite
Number of Working Days in a week	6
Shift for Operating Machine	2
Operator	With Operator
Paper	Paper to be provided by service provider
Size of Paper( In CM)	A4 Size (single side copy)



विवरण/ Specification	मूल्य/ Values
Paper Thickness in GSM	75-85
Brand of Paper	JK Copier or Century
Colour Type	Colored
Capacity of the machine for dispensing the pages per day	above 10000
Resolution (DPI)	300
Age of Machine	New
Buyer will pay for Electricity Bill	Yes
Cartridge	To be provided by Service Provider
<b>एडऑन /Addon(s)</b>	
Spiral Binding Required	NA

#### अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

#### प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Estimated Number of Pages per month	अतिरिक्त आवश्यकता /Additional Requirement
1	Sanjeev Kumar Sinha	110001,SUPREME COURT OF INDIA, TILAK MARG, NEW DELHI-110001	1500	<ul style="list-style-type: none"> <li>Number of months within contract period : 24</li> </ul>

**Printing And Photocopying Service - Photocopying; Onsite; 6; 2; With Operator; Paper To Be Provided By Service Provider; A4 Size (both Side Copy); 75-85; JK Copier Or Century; Colored ( 3000 )**

#### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Type of Service Required	Photocopying
Installation of Machine	Onsite
Number of Working Days in a week	6
Shift for Operating Machine	2
Operator	With Operator
Paper	Paper to be provided by service provider



विवरण/ Specification	मूल्य/ Values
Size of Paper( In CM)	A4 Size (both side copy)
Paper Thickness in GSM	75-85
Brand of Paper	JK Copier or Century
Colour Type	Colored
Capacity of the machine for dispensing the pages per day	above 10000
Resolution (DPI)	300
Age of Machine	New
Buyer will pay for Electricity Bill	Yes
Cartridge	To be provided by Service Provider
एडऑन /Addon(s)	
Spiral Binding Required	NA

#### अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

#### प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Estimated Number of Pages per month	अतिरिक्त आवश्यकता /Additional Requirement
1	Sanjeev Kumar Sinha	110001,SUPREME COURT OF INDIA, TILAK MARG, NEW DELHI-110001	3000	<ul style="list-style-type: none"> <li>Number of months within contract period : 24</li> </ul>

**Printing And Photocopying Service - Photocopying; Onsite; 6; 2; With Operator; Paper To Be Provided By Service Provider; A3 Size (single Side Copy); 75-85; JK Copier Or Century; Colored ( 1500 )**

#### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Type of Service Required	Photocopying
Installation of Machine	Onsite
Number of Working Days in a week	6
Shift for Operating Machine	2
Operator	With Operator



विवरण/ Specification	मूल्य/ Values
Paper	Paper to be provided by service provider
Size of Paper( In CM)	A3 Size (single side copy)
Paper Thickness in GSM	75-85
Brand of Paper	JK Copier or Century
Colour Type	Colored
Capacity of the machine for dispensing the pages per day	above 10000
Resolution (DPI)	300
Age of Machine	New
Buyer will pay for Electricity Bill	Yes
Cartridge	To be provided by Service Provider
एडऑन /Addons	
Spiral Binding Required	NA

#### अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

#### प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Estimated Number of Pages per month	अतिरिक्त आवश्यकता /Additional Requirement
1	Sanjeev Kumar Sinha	110001,SUPREME COURT OF INDIA, TILAK MARG, NEW DELHI-110001	1500	<ul style="list-style-type: none"> <li>Number of months within contract period : 24</li> </ul>

**Printing And Photocopying Service - Photocopying; Onsite; 6; 2; With Operator; Paper To Be Provided By Service Provider; A3 Size (both Side Copy); 75-85; JK Copier Or Century; Colored ( 3000 )**

#### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Service Required	Photocopying
Installation of Machine	Onsite
Number of Working Days in a week	6
Shift for Operating Machine	2



विवरण/ Specification	मूल्य/ Values
Operator	With Operator
Paper	Paper to be provided by service provider
Size of Paper( In CM)	A3 Size (both side copy)
Paper Thickness in GSM	75-85
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Colour Type	Colored
Capacity of the machine for dispensing the pages per day	above 10000
Resolution (DPI)	300
Age of Machine	New
Buyer will pay for Electricity Bill	Yes
Cartridge	To be provided by Service Provider
एडऑन /Addon(s)	
Spiral Binding Required	NA

#### अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

#### प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Estimated Number of Pages per month	अतिरिक्त आवश्यकता /Additional Requirement
1	Sanjeev Kumar Sinha	110001,SUPREME COURT OF INDIA, TILAK MARG, NEW DELHI-110001	3000	<ul style="list-style-type: none"> <li>Number of months within contract period : 24</li> </ul>

#### क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

##### 1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

##### 2. Buyer Added Bid Specific ATC

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



## अस्वीकरण/Disclaimer

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.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

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 governed by the सामान्य नियम और शर्तें/General Terms and Conditions, conditions stipulated in Bid and

Service Level Agreement specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

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 कार्रवाई का आधार होगा।/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.

---धन्यवाद/Thank You---