

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	23-01-2026 17:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	23-01-2026 17:30:00
बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)	90 (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
कुल मात्रा / Total Quantity	43200
वस्तु श्रेणी / Item Category	Plain Copier Paper (V3) ISI Marked to IS 14490 (Q4)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) / Minimum Average Annual Turnover of the bidder (For 3 Years)	50 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service	3 Year (s)
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़ / Document required from seller	Experience Criteria, Bidder Turnover, Certificate (Requested in ATC), OEM Authorization Certificate, Additional Doc 1 (Requested in ATC), Additional Doc 2 (Requested in ATC), Additional Doc 3 (Requested in ATC), Additional Doc 4 (Requested in ATC), Compliance of BoQ specification and supporting document *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details

क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड 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
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
प्राथमिक उत्पाद श्रेणी/Primary product category	Plain Copier Paper (V3) ISI Marked to IS 14490
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
निरीक्षण आवश्यक (सूचीबद्ध निरीक्षण प्राधिकरण /जेम के साथ पूर्व पंजीकृत एजेंसियों द्वारा)/Inspection Required (By Empanelled Inspection Authority / Agencies pre-registered with GeM)	No
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	228000

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).	14

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

Registrar
Tilak Marg, New Delhi - 110001
(The Registrar Admn.)

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

एमआईआई खरीद वरीयता / MII Purchase Preference

एमआईआई खरीद वरीयता / MII Purchase Preference	Yes
मेक इन इंडिया विक्रेताओं को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% तक की सीमा में है / Purchase Preference to MII sellers available upto price within L1+X%	20
मेक इन इंडिया खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Maximum Percentage of Bid quantity for MII purchase preference	50
सार्वजनिक खरीद (मेक-इन-इंडिया को प्राथमिकता) आदेश 2017 के अनुसार केवल क्लास 1/क्लास 2 के स्थानीय आपूर्तिकर्ताओं को ही भागीदारी की अनुमति है दिनांक 16.09.2020 (समय-समय पर संशोधित एवं लागू) / Allow participation only from Class 1/Class 2 local suppliers as per the Public procurement(Preference to Make-in-india) order 2017 date 16.09.2020(as amended and applicable time to time)	Yes, in compliance with the MII ORDER : DPIIT Order(as amended and applicable time to time)

एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within L1+X%	15
सूक्ष्म और लघु उद्यम को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Maximum Percentage of Bid quantity for MSE purchase preference	25

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. Experience Criteria: In respect of the filter applied for experience criteria, the Bidder or its OEM of the product offered in the bid {themselves or through reseller(s)} should have regularly, manufactured and supplied same or similar Category Products to any Central / State Govt Organization / PSU for number of Financial years as indicated above in the bid document before the bid opening date. Copies of relevant contracts and delivery acceptance certificates like CRAC to be submitted along with bid in support of having supplied some quantity during each of the Financial year. In case of bunch bids, the category of primary product having highest value should meet this criterion.

3. 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.

4. 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.

5. 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.

Plain Copier Paper (V3) ISI Marked To IS 14490 (1200 ream)

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

Bis Required	Yes
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तकनीकी विशिष्टियाँ /Technical Specifications

* जेम कैटेगरी विशिष्टि के अनुसार / As per GeM Category Specification

विवरण/Specification	विशिष्टि का नाम /Specification Name	बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values)
STANDARDS	Paper Size	A3
	Grammage (GSM) of the Paper	75 gsm
PACKING AND MARKING	Packing	Ream of 500 Sheet

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

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	डिलीवरी अनुसूची /Delivery Schedule अनुबंध प्रारंभ होने की तारीख से दिनों की संख्या में /(In number of days from contract start days)															
1	Ravish Kumar	110001,SUPREME COURT OF INDIA, TILAK MARG, NEW DELHI-110001	<table border="1"> <thead> <tr> <th>मात्रा /Quantity</th> <th>प्रारंभ होने की तारीख से डिलीवरी /Delivery to start after</th> <th>डिलीवरी _____तक पूरी कर ली जाए /Delivery to be completed by</th> </tr> </thead> <tbody> <tr> <td>300</td> <td>0</td> <td>30</td> </tr> <tr> <td>300</td> <td>120</td> <td>150</td> </tr> <tr> <td>300</td> <td>210</td> <td>240</td> </tr> <tr> <td>300</td> <td>300</td> <td>330</td> </tr> </tbody> </table>	मात्रा /Quantity	प्रारंभ होने की तारीख से डिलीवरी /Delivery to start after	डिलीवरी _____तक पूरी कर ली जाए /Delivery to be completed by	300	0	30	300	120	150	300	210	240	300	300	330
			मात्रा /Quantity	प्रारंभ होने की तारीख से डिलीवरी /Delivery to start after	डिलीवरी _____तक पूरी कर ली जाए /Delivery to be completed by													
			300	0	30													
			300	120	150													
			300	210	240													
300	300	330																

Plain Copier Paper (V3) ISI Marked To IS 14490 (42000 ream)

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

Bis Required	Yes
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तकनीकी विशिष्टियाँ /Technical Specifications

* जेम केटेगरी विशिष्टि के अनुसार / As per GeM Category Specification

विवरण/Specification	विशिष्टि का नाम /Specification Name	बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values)
STANDARDS	Paper Size	A4
	Grammage (GSM) of the Paper	75 gsm
PACKING AND MARKING	Packing	Ream of 500 Sheet

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

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	डिलीवरी अनुसूची /Delivery Schedule अनुबंध प्रारम्भ होने की तारीख से दिनों की संख्या में /In number of days from contract start days)		
			मात्रा /Quantity	प्रारंभ होने की तारीख से डिलीवरी /Delivery to start after	डिलीवरी _____तक पूरी कर ली जाए /Delivery to be completed by
1	Ravish Kumar	110001,SUPREME COURT OF INDIA, TILAK MARG, NEW DELHI-110001	15000	0	30
			9000	120	150
			9000	210	240
			9000	300	330

Special terms and conditions-Version:2 effective from 23-12-2024 for category Plain Copier Paper (V3) ISI Marked to IS 14490

1. **Catalogue Image Upload Guidelines**

Product catalogue Images uploaded should carry the following informations:

1. Should have original product image.
2. Should carry the marking information as per IS:14490 such as ISI Mark, BIS License Number (CM/L),

- Net weight of the Ream, GSM etc.
3. Should have the ISI Mark label on the wrapping cover

ECO-Mark - Eco Mark is applicable as per G.S.R. 85(E) dated 21st February 1991 (Annexure - I) for this category. As such Buyers may also opt for eco mark labelled product while creating Bid. In such cases buyer shall verify Eco mark label at the time of evaluation of BID/receipt of material before issuing CRAC.

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

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.](#)

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. 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.
16. 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 shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (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. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

[यह बिड सामान्य शर्तों के अंतर्गत भी शासित है /This Bid is also governed by 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 कार्यवाई 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---

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

F.No. AM-P/71/2025-SC(AM-P&S)

Dated : 02.01.2026

Last date for Submission of Tender: 23.01.2026 upto 5:00 P.M.

GeM BID NOTICE
FOR PURCHASE OF A-3 & A-4 COPIER PAPER

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/manufacturers/authorized dealers/distributors for procurement of Copier Papers as per the Proforma attached herewith at Annexure 'A', The estimated value of procurement is Rs. 1,14,00,000/-. The exact quantity of items required may increase/decrease depending upon the requirement.

S. No.	GeM Name	Category	Description of required item (or substantially equivalent)	Tentative Required Quantity
1.	Plain Copier Paper (V3) ISI Marked To IS 14490		A-3 Copier Paper 75 GSM (Ream of 500 Sheets) JK Copier by M/s JK Paper Ltd. OR Century STAR by M/s Century Textiles and Industries Limited Now known as M/s Aditya Birla Real Estate Limited (Century Pulp & Paper Division)	1,200 Reams
2.			A-4 Copier Paper 75 GSM (Ream of 500 Sheets) JK Copier by M/s JK Paper Ltd. OR Century STAR by M/s Century Textiles and Industries Limited Now known as M/s Aditya Birla Real Estate Limited (Century Pulp & Paper Division)	42,000 Reams

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 bidders are, therefore, required to quote rates online on GeM Portal only.

2. DOCUMENTS DOWNLOAD

2.1 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:

<u>CRITICAL DATE SHEET</u>		
Stage	Date	Time
Bid/ Tender Document Publishing Date & Time (onwards)	02.01.2026	05.00 PM
Bid/ Tender Document Download Start Date & Time	02.01.2026	05.30 PM
Bid/ Tender Submission Start Date & Time	02.01.2026	05.30 PM
Bid/ Tender Submission End Date & Time	23.01.2026	05.00 PM
Bid/ Tender Opening Date & Time (onwards)	23.01.2026	05.30 PM

Note: In case the date of Submission/Opening of tender is declared as a Public Holiday, the tenders will be opened on the next working day at the same time.

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

2.3 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.

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

2.5 The bidders 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> 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.**

2.6 The bidders are required to quote the competitive rates online for the tendered items on GeM Portal as per GeM guidelines.

(A) ELIGIBILITY CRITERIA

3. The eligibility criteria for the prospective bidder which need to be complied with the technical bid and will form part of Technical Evaluation is as follows:
 - a) The bidder should have an **average annual turnover of the last three (03) years** ending March, 2025 of Rs. **50 lakhs or above** and proof of the same should be enclosed. The

bidders having lesser turnover will be rejected outright.

- b) Bidder must have valid GST Registration Certificate. A copy of the same should be enclosed with the Technical-Bid.
- c) Bidder must possess valid PAN Card. A copy of the same should be enclosed with the Technical-Bid.
- d) The Bidder must have an Registered / Branch Office in Delhi/NCR and a valid documentary evidence is to be furnished in the Technical Bid.
- e) The Bidder should provide at least three (03) Work Orders / Contracts of similar items from prestigious organizations, Government organizations, PSU or Autonomous bodies.

Note: The Tenders will be evaluated based on meeting the tender criteria viz. submission of EMD/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 supply satisfactorily.

(B) BID SUBMISSION

4. The bidders are required to submit **Rs. 2,28,000/-** as **Earnest Money Deposit (EMD)** in the form of Demand Draft (DD) drawn in favour of **“The Registrar (Admn.), Supreme Court of India”** payable at New Delhi” in a separate sealed envelope/ cover (superscribing the title of this NIT and EMD). The sealed envelope/cover containing EMD shall be addressed to **Deputy Registrar (AM), Supreme Court of India, New Delhi**, so as to reach Registry’s R&I Counter No. 25 or 26 at Main Building, Supreme Court of India, New Delhi-110001. Scanned copy of the DD shall be uploaded by bidders on the GeM Portal before end date and time of bid submission and hard copy of the same should reach the Registry **within 05 working days** of bid opening, failing which the bid may be treated as incomplete and may lead to rejection of the bid by buyer without making any reference to the seller.

5. The Technical Bid submitted without the prescribed Earnest Money Deposit (EMD) shall be liable to rejection. Bidders claiming EMD exemption must submit valid supporting documents along with the bid, strictly in accordance with the GeM General Terms and Conditions (GTC). Under the MSE category, only Micro and Small Enterprises holding valid Udyam Registration and acting as **manufacturers of the offered product** (primary product in case of bunch bids evaluated on total value basis) shall be eligible for EMD exemption. **Accordingly, except the OEM of the offered product, all other bidders, including OEM-authorized bidders, shall be required to submit EMD, and traders / service providers shall not be eligible for EMD exemption.** EMD exemptions for other categories shall also be considered as per GeM GTC, as amended from time to time. The EMD of unsuccessful bidders shall be refunded through RTGS/NEFT or cheque after final award of the GeM Contract, and no interest shall be payable on the EMD.

6. Bidders are advised to ensure that the correct catalogue is mapped / paired while submitting quotes on the GeM Portal. During the evaluation of Technical Bids, only the brands / make and models mentioned or displayed in the quoted catalogue against the required item on the GeM Portal will be considered. The Registry will not take into account any brand details mentioned elsewhere in the bidder's technical documents. No requests or representations in this regard shall be entertained by the Registry.

PART –I: Technical Bid shall contain the following:

S. No.	<u>Documents To Be Uploaded</u> (All the documents must be sequentially numbered and uploaded in the below mentioned chronological order)
1.	Tender document signed and stamped (This complete document including Terms & Conditions and Other Instructions etc.).
2.	Signed/ Stamped Scanned copy of EMD/ Exemption Certificate, as the case may be.
3.	Signed and stamped copy of duly filled <u>Technical Bid Proforma</u> as per format at <u>Annexure 'A'</u> .
4.	Signed and stamped copy of <u>Undertaking/ Declaration</u> as per format at <u>Annexure 'B'</u> (on the letter head of the bidding firm.)
5.	Signed and stamped copy of duly filled <u>Compliance Sheet</u> as per format at <u>Annexure 'C'</u> (on the letter head of the bidding firm.)
6.	Signed and stamped copy of <u>Price Fall Clause Certificate</u> as per format at <u>Annexure 'D'</u> .
7.	Valid <u>OEM Authorised Certificate</u> as per format at <u>Annexure 'E'</u> or <u>Self – OEM declaration certificate, as applicable.</u>
8.	Signed/ Stamped proof of Bidder's Registered / Branch office in Delhi / NCR.
9.	Signed/ Stamped copy of Registration/ Incorporation Certificate of the bidding firm (should have been 3 or more years old).
10.	Signed/ Stamped copy of PAN Number.
11.	Signed/ Stamped copy of GST Registration.
12.	Signed/ Stamped copy of Audited Accounts Statement of annual turnover for last three financial years (i.e., 2022-23, 2023-24, 2024-25). 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
13.	Signed/ Stamped copy of this duly filled <u>Check List of Documents</u> as per format at <u>Annexure 'F'</u> .
<p>Every page must be signed and stamped by the authorized official of the bidder/bidder firm, failing which, it is liable to be rejected.</p>	

PART –II: Price Bid shall contain the 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.

(C) QUALITY OF COPIER PAPERS

- 7. No deviation in quality / specifications of Copier Papers as mentioned in the **Annexure-‘C’** will be permitted.
- 8. It will be the responsibility of the successful bidder to ensure that the supplied material should have latest manufacturing date as on the date of supply of material.
- 9. 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 successful bidder.

(D) GENERAL TERMS & CONDITIONS

- 10. The bidders 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' risk and may result in rejection of the bid/ tender.
- 11. The bidders should have a branch/ registered office located in Delhi/ NCR and a valid documentary evidence in this regard should be submitted on the portal, failing which technical bids will be rejected outright. No correspondence will be entertained in this regard.
- 12. For branded items, bidders must quote rates preferably for the specific Brand / Make and Model mentioned in the bid, or for a substantially equivalent Brand / Make and Model having same quality and specifications as required. Preference will, however, be accorded to the specific Brand / Make and Model mentioned in the bid. In the absence of non-availability of specific branded items, the substantially equivalent Brand / Make and Model may be considered. No representation or claim in this regard will be entertained, and the decision of the Registry shall be final and binding.
- 13. The rates quoted online should be inclusive of all Govt. levies etc. and no additional charges (transport/ carry charges or any other charges) will be paid by the Supreme Court Registry. Bidders are advised to ensure applicable Govt. levies on their own before furnishing the bid. The Registry will not take any responsibility in this regard.

14. Certified translated copy of supporting documents should be uploaded in English, in case of documents available in Regional/ vernacular language.

15. Those Technical bids which are found to be in order i.e. satisfying all the stipulated conditions of NIT shall be short-listed and financial bids of only such short-listed bidders will be opened as per GeM guidelines. The bidder not fulfilling eligibility conditions of the tender will not be considered under any circumstances.

16. The Registry will deal with the bidder directly and no middle-men/agents/commission agents etc., should be asked by the bidder to represent their cause and they will not be entertained by the Registry.

17. In case of more than one L1 bid emerging, the bidder will be selected as per GeM guidelines.

18. The method of evaluation of GeM Bid will be **total value wise evaluation**. The Registry is not bound to accept the lowest bid / tender and reserves the right to reject or accept any or all the bids / tenders, partly or completely, at any time without assigning any reason thereof.

19. The Registry reserves the right to make any change, at any time, in the terms and conditions of the Notice Inviting Tender and accept or reject any or all tenders wholly or partly without assigning any reason thereof.

20. The decision of the Registry will be final conclusive and binding on the bidder and the Registry takes no responsibility for any delay whatsoever for submission of tender after the last date and time given in the schedule.

21. In case the successful bidder fails to undertake the supply within 30 days from the date of issue of GeM Contract, the Registry reserves the right to terminate the GeM Contract or at its discretion will forfeit the EMD furnished by the bidder.

22. The quoted rates should be valid for **the full contracted period** from the date of opening of Technical bids. The bidders shall not be entitled during the said period to revoke or cancel their bid/ tender or to vary the rates or any terms thereof.

23. Bidders are advised to quote their rates carefully and realistically. During bid evaluation, if the rates quoted by the L-1 bidder for any item are found to be abnormally low or impractical, the contract will be awarded as per rules.

24. The bidders shall furnish duly filled in Technical Bid Proforma (**Annexure – A**), an undertaking (**Annexure -'B'**) that the Firm/Partners/Director/Proprietor has not been blacklisted and their business dealings with Central/State Government/Public Sector Units/Autonomous Bodies have not been banned/terminated on the account of poor performance. The bidders are also required to furnish a duly filled Compliance Sheet (**Annexure – 'C'**) on the GeM Portal.

25. Each bidder has to upload a valid OEM Authorization Certificate (**Annexure – ‘E’**) in their Technical Bids or Self-OEM declaration certificate, as applicable, failing which the technical bid is liable to be rejected.
26. Each bidder has to certify that all the terms and conditions are acceptable to him. The Earnest Money Deposit may stand forfeited in case of breach of any of the conditions mentioned herein.
27. The MSE / MII bidders will be given purchase preference as per guidelines issued in DoE OM vide Ref. No. F.1/4/2021-PPD dated 18.05.2023 (as amended from time to time).
28. Purchase Preference to MII Bidders shall be accorded in line with Public Procurement (Preference to Make in India), Order 2017 dated 19th July, 2024 (as amended from time to time), issued by DPIIT.
29. Hypothetical or conditional tenders will not be entertained. Tender once submitted shall not be allowed to be withdrawn or altered. In the event of tender being withdrawn / altered, the bidder may be debarred to participate in the tender process of the Supreme Court of India in future or any other action as deemed fit.
30. The bidder shall be responsible for safeguarding its own material during delivery of the Copier Papers, at its own cost. Any damage/spoiling of lift/floor/caused during such act will have to be made good by the bidder at its own cost.
31. The bidder should provide the name and telephone / mobile number of the authorized person, who can be contacted at any time, even beyond office hours and on holidays.
32. All costs associated with materials, equipment, labor, and transportation shall be the exclusive responsibility of the supplier and would not be borne by the Registry in any manner.
33. The Registry shall have the discretion to withdraw the GeM Contract at any time without any notice and without assigning any reason thereof.
34. The acceptance of the supply of goods shall be subject to confirmation of the specifications and its quality by the Inspection Committee constituted for this purpose.

(E) DELIVERY SCHEDULE

35. The delivery of the Copier Papers is to be made in a staggered manner. The delivery under each installment / lot is to be completed within 30 days. The delivery schedule is defined as under:-

S. No.	Name of item	Quantity and Delivery Schedule
1.	A-3 copier Paper (75 GSM)	Tentative Total Quantity to be procured: 1,200 Reams Delivery Schedule: <ul style="list-style-type: none"> • 300 Reams within 30 days of award of Contract • 300 Reams per quarter thereafter Option Clause (+25% of 1,200) may be invoked at the time of the last installment / lot for issuance of additional contract at contracted rates depending on actual requirement.
2.	A-4 copier Paper (75 GSM)	Tentative Total Quantity to be procured: 42,000 Reams Delivery Schedule: <ul style="list-style-type: none"> • 15,000 Reams within 30 days of award of Contract • 9,000 Reams per quarter thereafter Option Clause (+25% of 42,000) may be invoked at the time of the last installment / lot for issuance of additional contract at contracted rates depending on actual requirement.

(F) PAYMENT TERMS

36. As the delivery of items is to be made in a staggered manner, payment shall be released on receipt of the material as per the pre-defined schedule, subject to the successful supply and satisfactory acceptance of the items by the Registry. No advance or part payment shall be admissible under any circumstances prior to the completion and acceptance of complete supply as defined in the delivery schedule.

37. Penalty, if any, shall be deducted from any of the outstanding payment due to the bidder.

38. Statutory deductions shall be made as per applicable rules.

(G) PERFORMANCE SECURITY DEPOSIT

39. The successful bidder shall be required to submit a Performance Security of **3% of the total contracted value**, valid for a period of **14 months**, in the form of an Account Payee Demand Draft (DD) drawn in favour of **“The Registrar (Admn.), Supreme Court of India”**, payable at New Delhi. After the award of the contract, the successful bidder must ensure submission of the original DD (hard copy) to the Registry **within 15 days** from the date of award of the contract. The same shall be returned to the successful bidder **after two months of final bill payment**.

40. The performance security deposit may stand forfeited in case of breach of any of the conditions mentioned herein above.

(H) PRICE FALL CLAUSE CERTIFICATE

41. bidders are required to furnish the PFC (Price Fall Clause) Certificate as per the format given in **Annexure 'D'**.

(I) PENALTIES / LIQUIDATED DAMAGES

42. Bidders are advised to strictly comply with the delivery schedule specified in the issued GeM Contract. Any delay in delivery or failure to supply the material within the stipulated period, without valid justification, may lead to the imposition of liquidated damages as per GeM GTC, along with any other action as deem fit by the Competent Authority.

43. If the supply is not delivered in time and the Registry is forced to procure required items from open market at higher rates, the loss so sustained may be deducted from the EMD / Performance Security of the successful bidder.

44. In case of breach of any conditions mentioned herein above, the Registry shall have a right to terminate the GeM 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 EMD / Performance Security of the bidder.

45. Any loss / damage sustained to the Registry's items will be recovered from the successful bidder.

(J) TRANSFER & SUB-LETTING

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

(K) RELATIONSHIP OF PARTIES

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

(L) INTELLECTUAL PROPERTY RIGHTS

48. 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 GeM Contract or any time thereafter, suitable legal action may be initiated by the Supreme Court of India Registry.

(M) CONFIDENTIALITY OF CONTRACT

49. The successful bidder/ bidders shall ensure that the specific terms and conditions of the GeM 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 Purchase Order.

(N) JURISDICTION

50. Since the GeM Contract shall be governed by and interpreted under, the laws of the Republic of India and Courts at Delhi shall have exclusive jurisdiction to try, entertain and decide the matters arising out of and in relation to the GeM Contract. All disputes and differences are, however, subject to the jurisdiction of the courts situated in Delhi.

(O) ARBITRATION

51. 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, the parties shall endeavor to resolve amicably any such disagreement or dispute by direct informal negotiation.

52. 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.

(P) SERVICE LEVEL AGREEMENT

53. The Successful bidder shall submit a Service Level Agreement (SLA) on Non Judicial Stamp Paper of Rs. 100 **within three (03) working days** of award of contract as mentioned at **Annexure E**.

(Q) FORCE MAJEURE

54. In case the successful bidder is unable to fulfill the obligation under the GeM 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 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/ bidder shall continue to perform its obligations under the GeM Contract as far as it is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

55. In case of any doubt/clarification, the parties may contact Branch Officer, Admn. Materials (P&S) at **Telephone no. 011-23115941** 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 Ravish Kumar, Branch Officer, and only two (02) representative(s) will be allowed for each firm.

Sd/-

(Padma Sundar)
Deputy Registrar (AM)

Encls: Annexures – ‘A’, ‘B’, ‘C’, ‘D’, ‘E’, ‘F’ and ‘G’

Last date for Submission of Tender: 23.01.2026 upto 5:00 P.M.

GeM BID NOTICE
FOR PURCHASE OF COPIER PAPERS

(To be filled in by the bidder with reference to Notice Inviting Tender for supply of Copier Papers)

<u>PROFORMA TO BE FILLED BY THE BIDDER</u>		
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	
4.	Name of the Contact Person with Telephone/Mobile No./ E-Mail ID	
5.	Year of Establishment of the Bidding Company/ Firm	
6.	Status of Firm (Company/ Partnership Firm/ Proprietary Firm or a Government Department or a PSU) etc.	
7. Registration Details: (Signed and Stamped Copy to be uploaded with this form)		
(1)	PAN No.	
(2)	GST Registration No.	

8.	Details of Earnest Money Deposit (Issuing Bank & Dated)	DD No. & Date: Issuing Bank Name: Branch Name: Amount: Valid upto:			
9.	Bank details for refund of EMD:	Bank Name: Branch Name: Account No. IFSC :			
10.	Details of Statement depicting Annual Turnover During Last 3 (three) Years				
	Sr. No.	Financial Year	Turnover (in Rs.)		
	(1)	2022-2023			
	(2)	2023-2024			
	(3)	2024-2025			
11.	Name & address of the Govt. Offices etc. (At least Two) with which the bidder had contract with details of contact person and the telephone/mobile number etc., preferably with Government organisation, PSU or Autonomous Bodies.				
12.	Sr. No.	Name and Address of the Organization	Value of Contract (Rs.)	Date of Contract	Details of Contact Person
				DD/MM/YYYY	
	(1)				
	(2)				
13.	Whether all the terms & conditions of NIT are acceptable:		Yes / No		

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

(To be submitted on Company's Letterhead)
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/ bidder 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/ bidder Firm
_____) is not under liquidation, court receivership or similar proceedings and are not bankrupt.

Date :

Place :

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

(To be submitted on Company's Letterhead)
COMPLIANCE SHEET

Bid Ref. No.: GEM/2026/B/7062537

Dated: 02.01.2026

S. No.	GeM Category Name	Description of required item	Required Brand/ Make and Model	Quoted Brand/ Make and Model	Compliance with required Specifications (Yes / No)
1.	Plain Copier Paper (V3) ISI Marked To IS 14490	A-3 Copier Paper 75 GSM (Ream of 500 Sheets)	JK Copier by M/s JK Paper Ltd.	Brand / Make:	
2.		A-4 Copier Paper 75 GSM (Ream of 500 Sheets)	OR Century STAR by M/s Century Textiles and Industries Limited Now known as M/s Aditya Birla Real Estate Limited (Century Pulp & Paper Division)	Model:	

(Authorised Signatory with seal)

Name : _____

Contact No. : _____

Place : _____

Date : _____

(To be submitted on Company's Letterhead)

Price Fall Clause Certificate

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

(On the Letter Head of the OEM)

To,

The Registrar,
Supreme Court of India,
New Delhi – 110001

Subject: **AUTHORIZATION LETTER FOR SUPPLY OF A-3 AND A-4 COPIER PAPERS TO THE REGISTRY**

M/s. _____

Reference: _____

GeM Bid No. _____

We M/s. _____ (name of manufacture) hereby authorize to M/s. _____

_____ (name and address of dealer/distributor) for participating in subject bid on GeM. We hereby confirm that the item supplied by the said dealer/distributor will be authentic material manufactured by us and will meet the quality as per tender specifications. We hereby also confirm that we will extend our full support for the timely delivery of the material by the said dealer/distributor and above and warranty for the same.

Signature and stamp of authorized signatory of OEM _____

Name: _____

Email ID: _____

Mobile/Phone No.: _____

Designation (if available)

CHECK LIST OF DOCUMENTS TO BE UPLOADED

Bidders are required to duly complete the checklist and upload the same along with all relevant technical documents on the GeM Portal.

S. No.	<u>Item Description</u>	<u>YES/NO</u>	<u>Remarks</u>
1.	Tender document signed and stamped		
2.	Signed/ Stamped Scanned copy of EMD/ Exemption Certificate, as the case may be.		
3.	Signed and stamped copy of duly filled <u>Technical Bid Proforma</u> as per format <u>at Annexure ‘A’</u> .		
4.	Signed and stamped copy of <u>Undertaking/ Declaration</u> as per format <u>at Annexure ‘B’</u> (on the letter head of the bidding firm.)		
5.	Signed and stamped copy of duly filled <u>Compliance Sheet</u> as per format <u>at Annexure ‘C’</u> (on the letter head of the bidding firm.)		
6.	Signed and stamped copy of <u>Price Fall Clause Certificate</u> as per format <u>at Annexure ‘D’</u> .		
7.	Valid <u>OEM Authorised Certificate</u> as per format <u>at Annexure ‘E’</u> or <u>Self – OEM declaration certificate</u> , as applicable.		
8.	Signed/ Stamped proof of Bidder’s Registered / Branch office in Delhi / NCR.		
9.	Signed/ Stamped copy of Registration/ Incorporation Certificate of the bidding firm (should have been 3 or more years old).		
10.	Signed/ Stamped copy of PAN Number.		
11.	Signed/ Stamped copy of GST Registration.		
12.	Signed/ Stamped copy of Audited Accounts Statement of annual turnover for last three financial years (i.e., 2022-23, 2023-24, 2024-25).		
13.	<u>Signed/ Stamped copy of this duly filled Check List of Documents</u> as per format <u>at Annexure ‘F’</u> .		

SERVICE LEVEL AGREEMENT

(on Non Judicial Stamp Paper of Rs. 100)

This agreement is made at New Delhi on this _____ Between

Supreme Court of India, an apex Judicial Body, constituted under Article 124 of the Constitution of India, having its Office at Tilak Marg, New Delhi – 110 001 Hereinafter referred to as "The Registry" (which expression shall unless it be repugnant to the context or meaning thereof, be deemed to mean and include its successors in title and assigns) of one part:

AND

_____ Company incorporated under the provisions of the Companies Act, 1956 / 2013, and having its registered Office at _____ hereinafter referred to as "Supplier" which expression shall mean to include its successors in title and permitted assigns) of the Other Part (Details of the authorized signatory be mentioned along with the details of Board Resolution pursuant to which such person was authorized to execute the agreement, CIN of the company be mentioned.):

WHEREAS

(i) The Registry is desirous of **procurement of tentative 42,000 Reams of 75 GSM Copier Paper-A4 size along with tentative 1,200 Reams of 75 GSM Copier Paper-A3 Size;** and

(ii) The Supplier is in **the business of supplying 75 GSM Copier Paper-A4 size & A3 size**, has agreed to provide the supply as may be required by the Registry mentioned in the tender No. _____ dated _____ along with its clarification (s) / corrigendum (s) issued by the Registry, referred hereinafter as a "GeM Bid" and same shall be part of this Agreement; and

Supplier has emerged as successful bidder after the entire bid process and after awarding of contract by Registry to the supplier, the Registry and the supplier agree to enter into this agreement on the Terms and Conditions as set out hereunder:

NOW THIS AGREEMENT WITNESSES AS FOLLOWS:

1. In this agreement words and expressions shall have the same meaning as are respectively assigned to them in the said conditions of contract hereinafter referred to:

2. The following documents, terms and conditions contained therein shall form and construe as integral part and parcel of this agreement and be read as part and parcel of this agreement, viz.

- a. Original Tender Document of GeM Bid.
- b. Additional Terms and Conditions of GeM Bid.
- c. Relevant correspondence, i.e., all correspondence forming parts of contract and referred to in acceptance letter.

3. The aforesaid documents shall be taken as complementary and mutually explanatory of one another, but in the case of ambiguities or discrepancies the latest documents issued by the Registry shall prevail over the earlier documents.

4. The supplier agrees to supply the material as per the delivery schedule mentioned in the GeM bid and undertakes to supply them at the quoted rates throughout the delivery schedule.

5. The Supplier agrees that the quantity is tentative and may be varied as per the actual requirement of the Registry, and the supplier shall be bound to supply such varied quantity at the quoted rates without any claim or objection.

6. In consideration of payment to be made by the Registry to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Registry to perform execute, complete the work in due respects and in conformity with the provision of the Contract and tender documents.

The Registry hereby covenants to pay the Supplier in consideration of the satisfactory execution, completion of the work such sums as shall become payable hereunder at the time(s) and in the manner prescribed in the said conditions and price schedule of quantities / bill of quantities prescribed in the contract.

All disputes or differences whatsoever arising between the parties shall be settled amicably. If parties are not able to solve amicably 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.

SIGNED AND SEALED AND DELIVERED BY THE

Said (Name)
 on behalf of the vendor
 In the presence of
 Name:
 Address:
 Signature:

Said (Name)
 on behalf of the Registry
 In the presence of
 Name:
 Address:

Seal of Firm/Company

This form is included in the tender document only for the information of the bidders. Only the successful bidder will be in due course, required to complete the form detailing the term and conditions as provided in GeM Bid.