

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

F. No. 01/LOWP/2026-SCI(AM)

Dated : 16.03.2026

GEM FORWARD AUCTION NOTICE

Forward Auction Notice through GeM portal for awarding of contract for lifting of waste papers, file covers, file boards, cardboard (in shredded form) and newspapers (without being shredded) to be accumulated in the premises of the Supreme Court of India for a period of two years

THE QUANTITY IS TENTATIVE AND MAY VARY SIGNIFICANTLY. PLEASE REFER CLAUSE 3 AT PAGE NO. 2 .

Supreme Court of India, an apex Judicial Body under Constitution of India intends to invite online bids through **Forward Auction under Auction ID 29946** via GeM Portal, for awarding of contract for removal/disposal of Waste Papers (after shredding), File Covers (after shredding), File Boards (after shredding), Cardboard (after shredding) and Newspapers (**without shredding**), on “**As is, where is & whatever there is basis**” from Scrap Godown(s) and Stationary Godown situated in the Supreme Court of India premises. The Waste Papers, File Covers, File Boards and Cardboard will be allowed to be shredded and removed along with Newspapers (without being shredded) on regular basis on advance payment at each time of lifting, for a period of consecutive two years from the date of awarding of the contract.

The Tender document is also available on the web portal of Supreme Court of India viz. <https://www.sci.gov.in/notice-category/tenders/> (for reference only).

Approximate Quantities of Different Categories of Waste to be lifted during two years:

Sl. No.	Category of Waste	Tentative Annual Qty.	Rates to be quoted
1.	Waste papers(₹) (After Shredding)	160,000 Kgs.	in “₹ per Kg”
2.	File Covers(₹) (After Shredding)	40,000 Kgs.	in “₹ per Kg”
3.	File Boards(₹) (After Shredding)	5,500 Kgs.	in “₹ per Kg”
4.	Cardboard(₹) (After Shredding)	6,500 Kgs.	in “₹ per Kg”
5.	Newspapers(₹) (Without Shredding)	1,800 Kgs.	in “₹ per Kg”

The contract will be awarded to the bidder with the highest **Consolidated Total Price**. The Critical Date Sheet pertaining to Forward Auction is as under:

FORWARD AUCTION CRITICAL DATE SHEET:-

Forward Auction Notice Publishing Date and Time	16.03.2026	15:00 Hrs.
Forward Auction Notice Download Start Date and Time	16.03.2026	15:30 Hrs.
PQ Submission Start Date and Time	17.03.2026	10:00 Hrs.
PQ Submission End Date and Time	02.04.2026	17:00 Hrs.
PQ Assessment End Date and Time	09.04.2026	17:00 Hrs.
EMD Submission Start Date and Time	15.04.2026	10:00 Hrs.
EMD Submission End Date and Time	22.04.2026	17:00 Hrs.
E-Auction Start Date and Time	28.04.2026	10:00 Hrs.
E-Auction End Date and Time	29.04.2026	17:00 Hrs.

(A) INFORMATION RELATED TO THE CONTRACT

1. **Single-Entity Award:** Bidders must quote rates for all 5 categories of waste to be lifted. Failure to quote even for a single category will result the bid being treated as non-responsive and the same will be summarily rejected.
2. **H1" Determination:** The H1 (Highest Bidder) will be determined based on the **Consolidated Total Price (Aggregate Value)** for all the 5 categories of waste to be lifted on the basis of prices quoted for Estimated Quantity of each category of waste.
3. The quantity of different categories of waste is tentative and can vary significantly. The actual quantity may turn out to be more or less than the estimated quantity. In the event of quantity turning out to be less than the estimated quantity, the successful bidder shall not be entitled to claim any damages, loss of interest or compensation, on this ground.

(B) EARNEST MONEY DEPOSIT (EMD)

4. The bidders are required to deposit an amount of **Rs. 70,000/- (Rupees Seventy Thousand only)** as **Earnest Money**, through online mode on GeM Portal, as per the schedule mentioned in “Critical Date Sheet”. If the firm is exempted from depositing the EMD, a copy of the Certificate to this effect must be uploaded with PQ Documents in GeM Portal during PQ Submission period mentioned in “Critical Date Sheet”.
5. Earnest Money Deposit of unsuccessful bidders shall be returned as per the terms and conditions of GeM Portal.

Note: The certificate for claiming exemption from depositing EMD will be checked and reviewed as per the policies and guidelines mandated by the Ministry of Micro, Small and Medium Enterprises (MoMSME), Government of India and Government E-Marketplace (GeM)

(C) TERMS AND CONDITIONS OF THE CONTRACT

6. The Registry will not be responsible for any particular quantum of waste paper, etc., made available during the said period, as the quantity may increase or decrease.
7. Rates must be exclusive of all taxes, duties and cesses, which are payable or may become payable by the Contractor under existing or future laws or rules of the country, during the course of execution of the contract. The contract will be awarded to the bidder who will quote the consolidated highest rates.
8. The prospective bidders are also advised to regularly visit the GeM Portal and Supreme Court of India website portal to keep themselves updated as any change or modification in the tender will be intimated through these websites only by corrigendum/ addendum/ amendment. No individual responses shall be communicated in this regard.
9. The bidders are expected to examine all the instructions, proformas, terms & conditions and specifications in the bid documents to be furnished. Failing to furnish all information required by the bid document in every respect will be at the bidders' risk and may result in rejection of the bid.
10. The bidders are required to quote their **best rates for being awarded the contract for a period of 2 (two) years**. The approved rates will remain static during the period of contract.
11. The rates quoted shall remain valid and open for acceptance for a period of **180 days** from the last date of submission of Bids.
12. Registry reserves the right to make any change, at any time, in the terms and conditions of the Contract and accept or reject any or all bids, wholly or partly, without assigning any reason thereof.

13. Each bidder has to certify that all the terms and conditions are acceptable to him/ her as per “**Annexure-A**”. The Earnest Money Deposit shall stand forfeited in case of breach of any of the conditions mentioned herein.
14. All the pages of the documents submitted therein must be duly signed and stamped, failing which the offer shall be liable for rejection.
15. The bidders shall fill all the information/ details as per **Annexure- ‘A’** and give undertakings as per **Annexure – ‘B’ and ‘C’**.
16. During the PQ Submission period as per the “Critical Date Sheet”, signed/ stamped copies of the documents listed in **Annexure - ‘D’** must be uploaded by all the bidders in GeM Portal.
17. 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.
18. Hypothetical or conditional bids will not be entertained. Bids once submitted shall not be allowed to be withdrawn or altered. If the bid is withdrawn or altered by the concerned party at any time after it is submitted, the Earnest Money deposited by him shall stand forfeited or/and the bidder may be debarred to participate in the tender process of the Registry in future.

(D) TERMS AND CONDITIONS FOR SUCCESSFUL BIDDER

19. The successful bidder shall have to deposit the **Performance Security amount @ 3% of the total value of the contract** for a period of two years by way of Demand Draft or Bank Guarantee drawn in favour of 'The Registrar, Supreme Court of India' within two weeks from the date of receiving the Work Order which will be refunded (without interest) after 60 days from the date of successful completion of the contract.
20. The individual rates for each category of waste as quoted by the successful bidder will be fixed for the respective category of waste and the same will remain static during the contractual period of 2 (two) years.
21. The successful bidder will be required to install his/her own heavy duty shredding machine in the Supreme Court premises and suitable space will be provided by the Registry at its basement for the purpose of tearing/shredding of waste papers, etc., under the supervision of Additional Registrar (Caretaking). The successful bidder may visit the premises for visual inspection of the scrap godown(s).
22. The successful bidder shall **permanently deploy minimum 4 (Four) labourers** and sufficient labour at his own cost, on immediate basis, for removal of the accumulated waste papers, file covers, file boards, cardboard, etc., (in shredded form) and newspapers (without being shredded), as per the requirement of the Registry of the Supreme Court immediately on demand and in any case not later than three days of the receipt of intimation, failing which

- contract awarded shall be liable to be terminated without giving any further notice or opportunity.
23. The successful bidder shall segregate and pack the waste papers (after shredding), file covers (after shredding), file boards (after shredding), cardboard (after shredding) and newspapers (**without shredding**) and shall have the weightment done on the weighing machine owned by the Registry, in the presence of Committee of Officers of the Registry who shall certify the net weight of waste papers, file covers, file boards, cardboard, newspapers, etc., being lifted.
 24. Before every instance of lifting, the successful bidder shall have to virtually ascertain the approximate quantity of shredded waste papers, file covers, file boards, cardboard and **unshredded newspapers** to be lifted and deposit an advance payment (on the basis of the approximate quantity of the category/ categories of waste to be lifted) by way of demand draft in favour of 'The Registrar (Admn.), Supreme Court of India', before the lifting of the respective category of waste is to be done.
 25. The successful bidder shall engage his/her own labour for the below mentioned purposes:
 - (i) Collection of the waste papers, file covers, file boards, cardboard and newspapers from **various branches/ sections of the Registry** and accumulating the same in the waste paper scrap godown(s) allotted by the Registry.
 - (ii) Segregation, shredding and packing of the waste material at the waste papers scrap godown(s).
 - (iii) Lifting of the packed waste material from the waste papers scrap godown(s), under supervision of Committee of Officers of the Registry.
 26. The successful bidder will manage the lifting of the shredded and unshredded waste himself/ herself and not through any proxy.
 27. The successful bidder will ensure that the said waste material does not accumulate more than a truck load in the Registry at a time and will have to attend the job of shredding/lifting waste papers, file covers, file boards, cardboard and newspapers, as and when called for.
 28. The successful bidder will have to abide by the terms and conditions as may be fixed from time to time by the Registry.
 29. The successful bidder 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 workers/ staff of the Advocates, etc.
 30. The successful bidder shall undertake that the character and antecedents of each individual employee deployed by him/ her, have been got verified from the competent authorities and record maintained to this effect and the successful bidder will further ensure that all personnel deployed by him/ her in the premises of the Registry, from time to time, are duly verified by the Police authorities insofar as their character and antecedents are concerned.

31. The successful bidder shall provide full details of the persons deployed for the job. Police verification of the deputed person with no criminal record and with identity proof shall also be carried out by the successful bidder.
32. The Registry shall have no liability, financial or otherwise, for any harm/damage/injury incurred to the manpower deployed by the successful bidder in the course of performing the work. Neither the successful bidder nor its workers shall have any claim on this Registry for compensation or financial assistance on this account.

(D) PENALTIES

33. Even after awarding the said contract, the Registry reserves the right to terminate the same, if the services of the successful bidder are not found satisfactory.
34. The Performance Security/Earnest Money Deposit of successful bidder shall stand forfeited in case of breach / default of any of the conditions mentioned herein.
35. If the bid is withdrawn or altered by the concerned party at any time after it is submitted, the earnest money deposited by the bidder shall stand forfeited

Encls: Annexures - 'A', 'B' & 'C'

sd/-
(Vinod Lakhina)
Additional Registrar (AM)

ANNEXURE – A

[E. No. 01/LOWP/2026-SCI\(AM\)](#)

Forward Auction through GeM portal for awarding of contract for lifting of waste papers, file covers, file boards, cardboard (in shredded form) and newspapers (without being shredded), to be accumulated in the premises of the Supreme Court of India for a period of two years

[To be filled in by the bidders with reference to Forward Auction for awarding of contract for two years for lifting of waste papers, file covers, file boards and cardboard (in shredded form) and newspapers (without being shredded) to be accumulated in the premises of the Supreme Court of India]

1. Name of the Bidding Firm :
with address

2. Name of the Contact Person :
with Telephone/Mobile No./ e-Mail Id

3. GST Registration No. (with signed/ stamped copy):

4. PAN Card No. (with signed/ stamped copy) :

5. MSME Certificate No. :
(If claiming exemption from EMD)

6. Whether your firm has been blacklisted/
banned by any Government Department/
Public Sector undertaking/ Autonomous
Body : Yes/No (Fill in the undertaking as
mentioned in **Annexure-'B'**)

7. Whether all the terms and conditions of
GeM Forward Auction are agreeable : (Yes or No)

Signature of the authorised signatory of
the firm/ company/organisation/ Official Stamp/Seal

Dated:

ANNEXURE – 'B'

UNDERTAKING

(To be submitted on Company's Letterhead)

- (1) I/ we (Proprietor/ Partner/ Director/ Authorized Signatory) am/ are competent to sign this undertaking and execute this 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 _____) 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

ANNEXURE – 'C'

PRICE BID UNDERTAKING

(To be submitted on Company's Letterhead)

- (1) I/ we submit that the Price Bid for Shredding and Lifting of Waste Papers, File Covers, File Boards, Cardboard and Newspapers (Unshredded) as envisaged in the Bid document.
- (2) I/we have thoroughly examined and understood all the terms and conditions as contained in the bid document and agree to abide by them.
- (3) I/we offer to work at the rates as indicated in the bid, exclusive of all applicable taxes.
- (4) I/we undertake that all taxes, duties and cesses, which are payable or may become payable under existing or future laws or rules of the country, during the course of execution of the contract will be paid by me/ us.

Date :

Place :

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

ANNEXURE – 'D'**[E. No. 01/LOWP/2026-SCI\(AM\)](#)**

Forward Auction through GeM portal for awarding of contract for lifting of waste papers, file covers, file boards, cardboard (in shredded form) and newspapers (without being shredded), to be accumulated in the premises of the Supreme Court of India for a period of two years

LIST OF DOCUMENTS TO BE UPLOADED DURING PQ SUBMISSION PERIOD

Sr. No.	Details of Documents
1.	Signed and stamped copy of duly filled <u>Annexure -A</u>
2.	Signed and stamped copy of duly filled <u>Annexure -B</u>
3.	Signed and stamped copy of duly filled <u>Annexure -C</u>
4.	Signed/ Stamped copy of Registration/ Incorporation Certificate
5.	Signed/ Stamped copy of PAN Card
6.	Signed/ Stamped copy of GST Registration
7	Signed/ Stamped copy of Certificate regarding Exemption from Submitting EMD of Rs. 70,000/- for Micro & Small Enterprises under appropriate category/ service code