

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

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

Dated : 04.08.2026

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) from the premises of the Supreme Court of India for a period of two years

Supreme Court of India, an apex Judicial Body under Constitution of India intends to invite online bids through **Forward Auction under Auction ID 37902** via GeM Portal, for awarding of contract for removal/disposal of Waste Papers, File Covers, File Boards, Cardboard Boxes, **(in shredded form)** 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 QUANTITY IS TENTATIVE AND MAY VARY SIGNIFICANTLY. PLEASE REFER CLAUSE 3 AT PAGE NO. 2 .**

Estimated Quantity of Different Categories of Waste to be lifted during two years:

Sl. No.	Category of Waste	Tentative Annual Qty.	Rate to be Quoted in GeM Auction Portal
1.	Waste papers (After Shredding)	1,74,000 Kgs.	Single Rate Per Kg. (will be same for all the waste categories)
2.	File Covers (After Shredding)	42,000 Kgs.	
3.	File Boards (After Shredding)	8,000 Kgs.	
4.	Cardboard (After Shredding)	7,000 Kgs.	
5.	Newspapers (Without Shredding)	1,000 Kgs.	
Total Estimated Waste		2,32,000 Kgs.	

Single Rate to be quoted in “**₹ per Kg**” to be uniformly applicable on all the categories of notified waste.

The contract will be awarded to the bidder with the highest **Per Kg Rate**. The Critical Date Sheet pertaining to Forward Auction is as under:

FORWARD AUCTION CRITICAL DATE SHEET		
PQ Submission Start Date and Time	04.08.2026	17:00 Hrs.
PQ Submission End Date and Time	12.08.2026	14:00 Hrs.
PQ Assessment End Date and Time	17.08.2026	14:00 Hrs.
Online EMD Payment Start Date and Time	19.08.2026	10:00 Hrs.
Online EMD Payment End Date and Time	21.08.2026	17:00 Hrs.
E-Auction Start Date and Time	24.08.2026	10:00 Hrs.
E-Auction End Date and Time	25.08.2026	12:00 Hrs.

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).

The prospective bidders are also advised to regularly visit the GeM Portal and Supreme Court of India website portal to keep themselves updated about any change or modification, 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.

(A) INFORMATION RELATED TO THE CONTRACT

- Applicability of Rate:** Bidders must quote unit rate per Kg. i.e a single per Kg. rate, which will be uniformly applicable on all the notified categories of waste to be lifted. The rates will remain unchanged during the contractual period of two years.
- H1" Determination:** The H1 (Highest Bidder) will be determined based on the **Per Kg Rate (Unit Rate)** quoted by the bidders.
- 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.

4 IMPORTANT INFORMATION:

Bidders are advised to contact GeM Helpdesk directly in the following circumstances:

- Functionality/ User Interface of GeM Portal/ GeM Forward Auction Portal.
- Technical Issues at any stage of the Forward Auction.
- Any other issues/ grievance/ query related to the GeM Portal.

(B) EARNEST MONEY DEPOSIT (EMD)

- The bidders are required to deposit an amount of **Rs. 92,000/- (Rupees Ninety Two Thousand only)** as **Earnest Money**, through online mode on GeM Portal, as per the schedule mentioned in "Critical Date Sheet".

- 6 Earnest Money Deposit of unsuccessful bidders shall be returned as per the terms and conditions of GeM Portal.
- 7 The prospective bidders are required to upload the following documents during PQ-Submission Stage:

Sr. No.	<u>Details of Documents</u>
	All the pages of technical bid documents as per this checklist must be sequentially numbered and uploaded in chronological order in a single merged PDF file
1.	<u>Annexure -'A'</u> - Signed and stamped copy of duly filled Pre-Qualification (PQ) Proforma. (On Company's letterhead)
2.	<u>Annexure -'B'</u> - Signed and stamped copy of duly filled undertaking. (On Company's letterhead)
3.	<u>Annexure -'C'</u> - Signed and stamped copy of duly filled Price Bid Undertaking. (On Company's letterhead)
4.	Signed/ Stamped copy of PAN Card
5.	Signed/ Stamped copy of GST Registration Certificate (GSTIN)
Every page must be signed and stamped by the authorized official of the bidder/tenderer firm, failing which, it is liable to be rejected.	

(C) TERMS AND CONDITIONS OF THE CONTRACT

- 8 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.
- 9 Rates must be exclusive of all taxes, duties and cesses, which are payable or may become payable by the Contractor under the laws or rules of the country, as amended from time to time during the course of execution of the contract.
- 10 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.
- 11 The rate 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 bid 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 at **Clause 7** 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 will have to deposit **Performance Security equivalent to 3% of the Estimated Total Price of the contract** prior to the execution of the Contract/ Agreement by way of Bank Guarantee in the form of Insurance Surety Bonds or Account Payee Demand Draft or Fixed Deposit Receipt (FDR), Bank Guarantee (including E-Bank Guarantee) from a Commercial Bank or Online Payment drawn in favour of 'The Registrar, Supreme Court of India' payable at New Delhi in an acceptable form.
- 20 The Security Deposit will be liable to be forfeited in the event of the Successful Bidder's failure to perform as per Contract/ Agreement. This deposit towards performance shall be valid for a period of 26 months from the dated of Contract/ Agreement and shall be returned after the closure of the Contract.
- 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** or 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 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, at their own expense, arrange the necessary trolleys for transporting waste paper and related materials collected from various branches and sections within the premises.
- 24 The successful bidder shall segregate and pack the waste papers, file covers, file boards , cardboard (after shredding) and newspapers (without shredding) and shall have the weighment 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.
- 25 Before every instance of lifting, the successful bidder shall have to visually 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 waste to be lifted) by way of demand draft in favour of 'The Registrar, Supreme Court of India', before the lifting of the respective category of waste.
- 26 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.
- 27 The successful bidder will manage the lifting of the shredded and unshredded waste himself/ herself and not through any proxy.
- 28 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.
- 29 The successful bidder will have to abide by the terms and conditions as may be fixed from time to time by the Registry.
- 30 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.
- 31 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.

- 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.

(E) 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/-
(Madhu Arora)
Additional Registrar (AM)

ANNEXURE – 'A'**PRE-QUALIFICATION (PQ) PROFORMA****(To be submitted on Company's Letterhead)**

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. 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 / 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 have thoroughly read, examined, and understood all sections/ clauses of this tender document, including technical specifications, general conditions, and special conditions of contract.
- 2 I/we agree to abide by all the terms, conditions, and timelines stipulated by the issuing authority without any deviations or reservations.
- 3 I/we declare that the price bid will be submitted strictly in accordance with the terms and conditions of this tender and exclusive of all applicable taxes.
- 4 I/we confirm that the quoted rate cover all costs—such as materials, labor, transportation, insurance, handling, overheads, etc.
- 5 I/we undertake that the quoted rate will remain firm, fixed, and valid for the entire duration of the contractual assignment i.e. 2 years, without any provision for revision.
- 6 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