

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

Due Date: 15-02-2023

F.No. 23/428/LVE/23/SCI(AM)

Date : 25-01-2023

Last date for Submission of Tender: 15th February, 2023 upto 3:00 P.M.
at Counter No. 17(R&I)

For any query, please contact at Counter No. 41

NOTICE INVITING TENDERS

**FOR EMPANELMENT OF VENDORS FOR SUPPLY OF LIBRARY MATERIALS FOR
A PERIOD OF TWO YEARS (EXTENDABLE FOR TWO MORE YEARS)**

Sealed tenders are invited as per enclosed proforma (**Annexure 'A'**) from reputed Law Publishers/ Book Sellers for preparation of separate panels of vendors for supply of following library materials in the Supreme Court Judges Library for a period of two years:

- (i) Law Books (Indian Publications)
- (ii) General Books (Indian Publications)
- (iii) Law Books (Foreign Publications)
- (iv) General Books (Foreign Publications)
- (v) Law Books (Indian Reprint of Foreign Publications)
- (vi) Central Bare Acts/Rules
- (vii) State Bare Acts/ Rules / Manuals
- (viii) Manual of Central Acts/Rules
- (ix) Manual of State Acts/ Local Laws
- (x) Swamy's / Nabhi's Publications
- (xi) Excise & Customs Manual / GST Law Manual/ Tariff (Centax Publications)
- (xii) Income Tax Act / Rules (Taxmann Publications)
- (xiii) E-books (General)
- (xiv) E-books (Legal)

Interested parties, if so desire, may contact Branch Officer, Admn. Materials on Telephone Nos. 011- 23115941 & 011-23115864 or personally visit at Registry's Reception Counter No. 41 near PRO Office for any clarification before quoting the rates on any working day between 10.30 A.M. and 4.00. P.M. (except Saturdays, Sundays and Holidays).

TERMS & CONDITIONS

A. TENDER

1. The applicants interested in empanelment for Supply of Library Materials to the Supreme Court Judges Library, may send their applications in prescribed proforma along with the proof of their turnover for the last three years, mentioning that they possess necessary capacity and facilities for supply of particular items.
2. The tender may be sent in two separate sealed envelopes superscribing (a) EMD in respect of tender for Empanelment of Vendors for supply of Library Materials and (b) Tender for Empanelment of Vendors for supply of Library Materials on the covers of the respective envelopes.
3. If both the envelopes are kept inside a single envelope, it should be specifically written outside the envelope. Every page must be signed and stamped by the authorized official of the quoting firm, failing which it is liable to be rejected.
4. The tender may be sent by post sufficiently early so as to reach the Registry within time, or may be delivered at R & I Counter No.17. If tender is sent through Messenger, an authority letter from the tenderer with proof of identity may also be given to the said Messenger.

B. TERMS AND CONDITIONS OF TENDER

5. The tenderer is required to send their tender along with the **Demand Draft of Rs. 15,500/- (Rupees Fifteen Thousand and Five Hundred Only) drawn in favour of “The Registrar (Admn.), Supreme Court of India, New Delhi” as the Earnest**

Money Deposit (EMD) for empanelment of Supply of Library Books which will be refunded to the unsuccessful tenderer on their written request with respect thereto. Name of the firm, telephone number and name of the job may be indicated on the reverse side of the Demand Draft. All tenders which are received without earnest money will be rejected. In case supplier/dealer is registered with Registry, NSIC & MSME photocopy of such certificate is to be required.

6. Earnest Money Deposit of unsuccessful tenderers would be returned by way of RTGS/ NEFT after the contract has been finally awarded to the successful tenderer. A copy of canceled cheque is required to facilitate refund of E.M.D amount.
7. The successful tenderer shall have to deposit **Performance Security** by way of Bank Guarantee drawn in favour of "The Registrar (Admn), Supreme Court of India, New Delhi" at the rates mentioned for each category of books at **Annexure 'B'**. The Bank Guarantee will be released after two months from the date of expiry of the contractual period or after 60 days from the date of final bill payment and after satisfactory supply of the material, whichever is later.
8. The tenderers should specifically mention the "**Items**" for which they seek empanelment along with maximum discount offered by them for purchase of Law Books, Central Bare Acts/ Rules & State Bare Acts, General Books etc. **Tenderers are required to quote single discount for all publishers for category nos. (i) & (iii) relating to Law Books (Indian Publications) & Law Books (Foreign Publications).**
9. The tenderers are required to provide the latest books/ items of every publisher for which they seek empanelment on Approval basis as and when they are published, so that books may be placed before the Library Committee for approval of their purchase. Sometimes the tenderer also has to provide the books specifically required by library on urgent basis. Payment for approved books will be made on bills raised by the vendors against the orders placed.

10. The tenderer applying for General Books (Indian Publications) are also required to provide the latest published General Books on Approval basis to the library for placing the same before the Library Committee for their approval.
11. The rates should be valid for a period of 60 days from the date of Opening of Tender Documents. The tenderer shall not be entitled during the said period of 60 days to revoke or cancel its tender or to vary the tender or any terms thereof.
12. The Supreme Court Registry reserves the right to empanel any vendor and to cancel the empanelment at any time, without giving any notice and without giving any reason.
13. Submission of the application does not confer any right on any applicant for empanelment with this Court.
14. The decision of this Court on all the matters connected with or incidental to empanelment shall be final and binding on all and shall not be called in question on any ground.
15. Empanelment will not ipso facto confer any right on any vendor to receive Notice Inviting Tender from the Court.
16. Supreme Court Registry reserves right to call for any information and record, inspect the premises of any applicant, before as well as, during empanelment.
17. The Supreme Court Registry reserves the right to purchase any material from any other vendor who is not empaneled with it.
18. For supply of foreign books, only authorised, distributors/ agents of the publishers / distributors will be entertained for empanelment. Discount to be offered will be applicable on RBI Conversion Rates. If the RBI Conversion rates for any currency is not available, then SBI conversion rates will be applicable.
19. The panel of vendors approved for particular category will be kept alive initially for a period of two years which is extendable for a further period of two years on the same or more percentage of discount subject to satisfactory performance of the vendor during the initial contract period of two years.

20. Each Tenderer has to fill in the undertaking as mentioned in **Annexure 'C'** stating that whether the firm has been blacklisted/ banned by any Government Department/ Public Sector undertaking/ Autonomous Body or not.

C. INVITATION OF TENDER

Interested parties may send their sealed tender in two separate sealed envelopes containing (a) “Earnest Money in respect of Tender for Empanelment of Vendors for supply of Library Materials” and (b) “Tender for Empanelment of Vendors for supply of Library Materials” respectively addressed by name to the undersigned so as to reach on or before **15.02.2023 upto 3 P.M.** or may be handed over personally or may be delivered at the Registry’s Reception Counter No. 17 (R&I) **which will be opened at 4 P.M.** by a Committee of Officers constituted for the purpose before the tenderers or their authorized representatives who may wish to remain present.

The tender received after due date and/or time and/or without EMD will not be entertained. In the first instance, envelopes containing EMD and thereafter envelopes containing tender documents will be opened.

Sd/-
(Anil Kumar Sharma)
Additional Registrar (AM)

Encls. : Annexures - ‘A’, ‘B’ and ‘C’

ANNEXURE - ‘A’

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

F.No. 23/428/LVE/21/SCI(AM)

PROFORMA

TO BE FILLED BY THE TENDERER WITH REFERENCE TO
NOTICE INVITING TENDER

FOR EMPANELMENT OF VENDORS FOR SUPPLY OF LIBRARY MATERIALS FOR
A PERIOD OF TWO YEARS (EXTENDABLE FOR TWO MORE YEARS)

1) Name of the Applicant/Firm: _____

2) Address: _____
(Attach documentary proof)

3) Constitution of the Applicant: _____
Proprietorship/Partnership/Company

4) Name & Address of
Proprietor/Partner/Directors
of the applicant _____

5) Telephone Nos. Off. _____ Res _____ Fax : _____

E-mail:- _____ Mobile _____

6) Turnover for the last three years
(Attach documentary proof)

Turnover for the 2020	Turnover for the 2021	Turnover for the 2022

7) List of regular clients with the name of contact person and Telephone No. :

S.No.	Name of the Regular Client	Name of the Contact Person	Telephone No.
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

8) The item(s) for which empanelment is filled:-

S.No.	Name of the Books	Please tick
01	Law Books (Indian Publication)	
02	General Books (Indian Publication)	
03	Law Books (Foreign Publication)	
04	General Books (Foreign Publication)	
05	Law Books (Indian Reprint of Foreign Publications)	
06	Central Bare Acts/Rules	
07	State Bare Acts/ Rules / Manuals	
08	Manual of Central Acts/ Rules	
09	Manual of State Acts/ Local Laws	
10	Swamy's/ Nabhi's Publications	
11	Excise & Custom Manual / GST Law Manual/ Tariff (Centax	

	Publications)	
12	Income Tax Act/ Rules (Taxmann Publications)	
13	E-books (General)	
14	E-books (Legal)	

9) Please specify, in words and figures, discount offered, which you will be giving for at least two years, from the date of empanelment, on the items for which empanelment is sought:-

S.No.	Name of the Books	% of discount offered in Word	% of discount offered in Figure
01	Law Books (Indian Publication) <u>Single discount</u> is to be mentioned against this category for all publishers.		
02	General Books (Indian Publication)		
03	Law Books (Foreign Publication) <u>Single discount</u> is to be mentioned against this category for all publishers.		
04	General Books (Foreign Publication)		
05	Law Books (Indian Reprint of Foreign Publications)		
06	Central Bare Acts : Published by		
6a	Universal LexisNexis		
6b	Professional Book Publishers		
6c	Eastern Book Company		
6d	Law Publishers (India) Pvt. Ltd.		
6e	Akalank Publications		
6f	Other Publishers (Please specify)		

S.No.	Name of the Books	% of discount offered in Word	% of discount offered in Figure
07	State Bare Acts/ Rules / Manuals		
08	Manual of Central Acts/ Rules		
09	Manual of State Acts/ Local Laws		
10	Swamy's / Nabhi's Publications		
11	Excise & Customs Manual / GST Law Manual/ Tariff (Centax Publications)		
12	Income Tax Act/ Rules (Taxmann Publications)		
13	E-books (General)		
14	E-books (Legal)		

10) (PAN) :

(Attach photocopy)

11) GSTN :

(Attach photocopy)

Signature:_____

(Authorised Signatory)

Name:_____

Designation:_____

Stamp of Applicant:_____

ANNEXURE – 'B'

The amount to be deposited as Performance Security is mentioned below :

S.No.	Name of the Books	Performance Security
01	Law Books (Indian Publication)	10,000/-
02	General Books (Indian Publication)	1,000/-
03	Law Books (Foreign Publication)	7,000/-
04	General Books (Foreign Publication)	1,000/-
05	Law Books (Indian Reprint of Foreign Publications)	1,000/-
06	Central Bare Acts/Rules	5,000/-
07	State Bare Acts/ Rules / Manuals	1,000/-
08	Manual of Central Acts/ Rules	1,000/-
09	Manual of State Acts/ Local Laws	1,000/-
10	Swamy's/ Nabhi's Publications	1,000/-
11	Excise & Customs Manual / GST Law Manual/ Tariff (Centax Publications)	1,000/-
12	Income Tax Act/ Rules (Taxmann Publications)	1,000/-
13	E-books (General)	2,000/-
14	E-books (Legal)	5,000/-

UNDERTAKING

I/We undertake that_____ (Name of the Firm/Partners/Director/Proprietor) has not been blacklisted/banned by any Government Department/Public Sector undertaking/Autonomous Body.

Signature of the authorized signatory of the
Firm/Company/Organization
Stamp/Seal