

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

Due Date: 25-03-2019

F.No. 23/428/LVE/19/SCI(AM)

Date : 28-02-2019

NOTICE INVITING TENDERS FOR EMPANELMENT OF VENDORS FOR SUPPLY  
OF LIBRARY MATERIALS

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 material 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) Indian Reprint of Foreign Books
- (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 & Custom Manual (Centex Publications)
- (xii) Income Tax Act / Rules (Taxmann Publications)

TERMS & CONDITIONS

- 1) The applicants interested in empanelment with the Supreme Court Judges Library, may send their applications in prescribed proforma alongwith the proof of their turnover for the last three years, mentioning that they possess necessary capacity and facilities for supply of particular items.

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- 2) The tender may be sent by post sufficiently early so as to reach the Registry within time, or may be delivered at Reception Counter No. 37. If tender is sent through Messenger, an authority letter from the tenderer with proof of identity may also be given to the Messenger so that he could show the same along with his own identity proof to the Reception Officer at Reception Counter No. 37 at the time of opening of tender.
- 3) The applicants should specifically mention the "**Items**" for which they seek empanelment alongwith **maximum library discount** offered by them for purchase of Law Books, Central Bare Acts/ Rules & State Bare Acts, General Books etc. **Vendors are directed to quote single discount for category no. (i) & (iii) relating to Law Books (Indian Publications) & Law Books (Foreign Publications) for all Publishers.**
  - (3a) The applicant vendors 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. Payment for approved books will be made on bills raised by the vendors against the orders placed.
  - (3b) The vendor 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.
- 4) The Supreme Court reserves the right to empanel any vendor and to cancel the empanelment at any time, without giving any notice and without giving any reason.
- 5) Submission of the application does not confer any right on any applicant for empanelment with this Court.
- 6) 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.
- 7) Empanelment will not ipso facto confer any right on any vendor to receive Notice Inviting Tender from the Court
- 8) Supreme Court reserves right to call for any information and record, inspect the premises of any applicant, before as well as, during empanelment.

- 9) The application form can be obtained without any payment, from the Branch Officer, Admn. Material, during office hours (Tel: 23111483/ 23112235) or can also be downloaded from the Website of the Supreme Court of India i.e. [www.sc.gov.in](http://www.sc.gov.in), [www.eprocure.gov.in](http://www.eprocure.gov.in).
- 10) The Supreme Court reserves the right to purchase any material from any other vendor who is not empaneled with it.
- 11) 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.
- 12) The panel of vendors approved for particular category will be kept alive initially for a period of two years.
- 13) Each Tenderer has to fill in the undertaking as mentioned in **Annexure 'B'** stating that whether the firm has been blacklisted/ banned by any Government Department/ Public Sector undertaking/ Autonomous Body or not.

The interested parties may send their sealed Tender superscribing (I) "TENDER FOR EMPANELMENT FOR SUPPLY OF LIBRARY MATERIAL" with name and address of the tenderers on the tender addressed by name to the undersigned so as to reach on or before **25-03-2019 upto 3.00 P.M.** which may be opened at 3.30 P.M. on the same day by a Committee of Officers constituted for the purpose, before the tenderers or their authorised representatives who may wish to remain present. The tenders received after due date and time or without envelope may not be entertained.

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(BASU DEV SHARMA)  
ADDITIONAL REGISTRAR (AM)  
28-02-2019

SUPREME COURT OF INDIA  
Admn. Material(P&S)

Due Date: 25-03-2019

F.No. 23/428/LVE/19/SCI(AM)

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**REQUISITE INFORMATION**

- 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)**

S.No.	Turnover for the 2016	Turnover for the 2017	Turnover for the 2018
01			

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 Book (Indian Publication)	
03	Law Books (Foreign Publication)	
04	General Books (Foreign Publication)	
05	Indian Reprint of Foreign Books	

S.No.	Name of the Books	Please tick
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 (Centex Publications)	
12	Income Tax Act/ Rules (Taxmann Publications)	

- 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 Book (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	Indian Reprint of Foreign Books		

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S.No.	Name of the Books	% of discount offered in Word	% of discount offered in Figure
06	<b>Central Bare Acts : Published by</b>		
6a	Universal Law Publishing Co. Pvt. Ltd.		
6b	Professional Book Publishers		
6c	Eastern Book Company		
6d	Law Publishers (India) Pvt. Ltd.		
6e	Akalank Publications		
6f	<b>Other Publishers (Please specify)</b>		
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 (Centex Publications)		
12	Income Tax Act/ Rules (Taxmann Publications)		

- 10) Permanent Account Number :  
(PAN) of the Applicant allotted  
under the Income Tax Act  
**(Attach photocopy)**
  
- 11) GST. NO. :  
**(Attach photocopy)**

Signature: \_\_\_\_\_  
(Authorised Signatory)  
Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Stamp of Applicant: \_\_\_\_\_

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**ANNEXURE - 'B'**

**UNDERTAKING**

I/We undertake that (name of the company) has not been blacklisted/banned by any Government Department/Public Sector undertaking/Autonomous Body.

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

Date:  
Place: