

SUPREME COURT OF INDIA
Tilak Marg, New Delhi – 110201
ADMN. MATERIALS (P&S)

F.No.406/CS/2016/(AM)
Dated : 29/09/2016

NOTICE INVITING TENDER FOR
PRINTING AND PREPARATION OF 11000 MULTICOLOURED SELF
ADHESIVE PARKING STICKERS WITH SUPREME COURT PHOTO

Last date of Tender : 18/10/2016 upto 3.00 P.M

Opening of Tender : 18/10/2016 at 3.30 P.M

Sealed tenders are invited in the enclosed Proforma (**Annexure B**) for printing and preparation of approximately 11000 Nos. of Adhesive Parking Stickers. For more details may refer to **Annexure 'A'**

Before quoting the rates, if any tenderer so desires, may see the design, printing and sample of above Parking Stickers by contacting the Branch Officer, Admn. Materials (P & S), Supreme Court of India, Tilak Marg, New Delhi (Tel. No.: 23388745, 23112257 & 23111403) and personally visit on any working day between 10:30 A.M to 04:00 P.M. and on Saturday between 10:30 A.M. to 12:30 P.M.

A. TENDER

1. The tenderer is required to quote its lowest rates alongwith the samples of multicoloured self adhesive Parking Stickers in round shape with different colour combinations with or without UV Coating, percentage of VAT/TAX, delivery period etc. Tenders once submitted will not be allowed to be withdrawn till finalisation of the matter.

Additional Registrar (AM)

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Signature of Tenderer



2. Two separate envelopes should be used for submitting
(i) Tender Document and
(ii) Sample of Parking Stickers

superscribing

- a) "TENDER FOR MULTICOLOURED SELF ADHESIVE
PARKING STICKERS and
b) SAMPLES FOR MULTICOLOURED SELF ADHESIVE
PARKING STICKERS

If both the envelopes are kept inside a single envelope, it should be specifically written outside the envelopes. Every page must be signed and stamped by the authorised official of the quoting firm, failing which it is liable to be rejected.

3. The tender may be sent by post sufficiently early so as to reach the Registry within time, or may be delivered to the undersigned. If tender is sent through special 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 alongwith his own identity proof to the Reception officer at Reception Counter No. 37 for issuance of Entry Passes.

4. The tenderer is expected to examine all the instructions, Proforma's terms & conditions and specifications in the tender documents. Failing to furnish all information required by the tender document in any respect will be at the tenderer's risk and may result in the rejection of the tender.

5. The tender must be received not later than the date & time specified for submitting the same. In case, the date of submitting the tender will be declared as holiday by the Govt. of India, then next working day will be treated as due date of tender.

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B. TERMS AND CONDITIONS OF TENDER

6. The rates should be valid for a minimum period of 90 days from the date of opening tender.
7. Before submitting the tender, tenderer is requested to see the samples.
8. While deciding upon the selection of Printer, emphasis will be given on the ability and competence of applicant to do good quality works within the specified time schedule. Only those tenderers satisfying the minimum technical standards as required by the Registry will be considered for financial bidding.
9. Registry is not bound to accept the lowest tender and reserves the rights to reject or accept any or all the tenders, partly or completely, at any time without assigning any reason therefor.
10. Hypothetical/conditional tender will not be entertained. Tender once submitted shall not be allowed to be withdrawn or altered. If the tender is withdrawn or altered by the concerned party at any time after it is submitted, appropriate action as deem fit may be taken against tenderer.
11. Overwriting/over-typing or erasing of the figures which render it doubtful or ambiguous and without signature of tenderer is not allowed and shall render the tender invalid.
12. The Registry will deal with the tenderer directly and no middlemen/agents/commission agents etc. should be asked by the tenderer to represent their cause and they will not be entertained by the Registry.
13. Applications containing false and/ or inadequate information are liable for rejection.
14. The tenderer shall quote rates both in figures and words.

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Signature of Tenderer



C. TERMS AND CONDITONS FOR SUCCESSFUL TENDERER

15. The successful tenderer shall have to give performance security deposit @10% of total amount of the Purchase order by way of demand draft drawn in favour of "The Registrar (Admin), Supreme Court of India, New Delhi". The security deposit will be refunded after two months from the date of payment of their bill, after deducting the actual damages, if any, caused due to delay, deficiency in service etc. Name of the firm, telephone number and name of the item may be written on the reverse side of the Demand Draft.

16. The successful tenderer shall get approved the coloured specimen/draft print of the parking stickers before printing and executing the work according to the approved sample.

17. The successful tenderer shall ensure about **the quality of material with or without UV Coating, Printing and long lasting life of parking stickers as after a while sticker should not be become faded and shabby.**

18. The material supplied will be inspected by the Registry and in case the supply is not found strictly in conformity with the approved sample/specifications, the entire supply will be rejected and will have to be replaced with the quality exactly commensurate with the approved sample/specifications at the cost of the tenderer. The decision of the Registry in this regard shall be final.

19. The time is the essence of the tender. The supply of the parking stickers shall be required to be made strictly as per schedule given by the successful tenderer and agreed upon by the Registry. In case supply is not made within the stipulated time and the Registry is forced to make alternative arrangement to meet the emergent demand at higher rates, the loss sustained will be deducted from the bill.

20. The payment will be made after full supply is received and accepted as per approved sample/specifications.

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21. It may be noted that once the order is accepted, tenderer will be bound to execute it within the period specified and no request for increase in rate subsequently nor any excuse for not executing the order on account of non-availability of paper will be entertained. Registry shall not pay any advance to the tenderer against supply order.

22. Pre-production samples to be provided and have to be approved.

23. The successful tenderer has to shred all wastes before disposal and ensure that the Hon'ble Court's logo and materials is not misused, otherwise penalty may be imposed as per discretion of the Competent Authority.

24. The Printer shall (whether or not he responds to this tender notice) treat the details of the documents as secret and confidential.

D. PENALTIES

25. The supply of the Parking Stickres shall be required to be made within one week on receipt of supply order after getting the printed matter approved. The printing should be sharp and clear and should maintain excellent quality. The Registry reserves the right to impose penalty upto the Performance security amount deposited, in case of poor quality printing.

26. Irrespective of the fact as to whether or not the Registry gets the work done from outside the Registry may impose penalty upto 1% the total cost, per week, for delayed delivery, if the delay is due to wilful laches or negligence of the tenderer and it causes financial loss or inconvenience to the Registry.

27. If the delivery is not made in time and the Registry is forced to make alternative arrangement to meet the emergent demand at higher rates, the loss sustained will be deducted from the bill or the Security deposited may be forfeited alongwith any other action as may deem

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appropriate by the Registry.

E. INVITATION OF TENDER

Interested parties may send their tenders in two separate sealed envelopes, one containing (i) Tender Document and the another containing the (ii) Samples of Parking stickers addressed to Shri Basu Dev Sharma, Addl. Registrar, (Admn. Material) or may be handed over personally to Registry's Reception Counter No. 37 near PRO office on or before **18th October, 2016 upto 03:00 p.m.** which may be **opened at 03:30 P.M. on the same day in the Registry** by a Committee of Officers constituted for the purpose before the tenderers or their authorized representatives who may wish to remain present. The tenders received after due date and/or time and/or without Samples will not be entertained. In the first instance, envelopes containing the samples, if received from at least three tenderers will be opened and if the samples are found as per specifications laid down in the Tender Notice, then the envelopes containing Tenders will be opened and if it is found that less than three tenders have been received for the purpose, due to inadequate competition, the same may not be opened and more tenders may be called and will be opened at the place, date and time to be notified in due course to the tenderers.


(Basu Dev Sharma)
Additional Registrar (AM)

Note : Registry shall remain closed from 9th October, 2016 to 16th October, 2016 due to Dussehra holidays.

Enclosure:

Annexures 'A' and 'B'

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

ANNEXURE-A

No.406/CS/16/SCI(AM)

Dated : 29th September, 2016

Date of opening of Tender : 18th October, 2016

S.No.	Quantity of Stickers for SCBA	Specification
1	Car Parking: 10000 14.5 cms diameter in multicolour Front side gumming.	Should be Serial Numbered, long lasting life. UV Coating (Space should be provided for vehicle no. and other details, as per sample) Stickers should be in round shape with different colour and to be approved before final printing.
2	Two Wheeler : 500 for Members : 500 for Staff 11.2 Cms diameter in multicolour Back side gumming.	Should be Serial Numbered UV Coating (Space should be provided for vehicle no. and other details, as per sample) Stickers should be in round shape with different colour and to be approved before final printing.

- Quantity may vary at the time of placing the purchase order
- Before executing complete order, samples have to be approved from Competent Authority

Note :

i) Tenderer should furnished samples of multicoloured self adhesive Parking Stickers in round shape with different colour combinations with UV Coating.

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

ANNEXURE-B

No.406/CS/16/SCI(AM)

Dated : 29th September, 2016

Date of opening of Tender : **18th October, 2016**

TO BE FILLED BY THE TENDERER FOR THE PRINTING AND PREPARATION OF 11000 NOS. MULTICOLOURED SELF ADHESIVE PARKING STICKERS WITH SUPREME COURT EMBLEM

1	Name of the Applicant/Firm/ Company	
2	Registered Address Address for Communication: Contact Information Office Phone Number Residence Phone Number	
3	Mobile Number: Fax: E-Mail:	
4	Status of the Firm: Company/Partnership/Proprietary Firm/ Individual	
5	Name of the Partners/ Proprietor/ Director	
6	Year of Establishment Registration Details Companies/ firm Registration Number & Date: TIN No. :	
7	Value Added Tax No: Income tax PAN Others, if any:	
8	Please confirm that you will supply the items as per Registry's specifications, within the time period mentioned	

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9	<p>Delivery Schedule</p> <p>(a) Time to be taken for 1st Proof</p> <p>(b) Time to be taken for subsequent proofs</p> <p>(c) Time to be taken for final supply after approval of final proof</p>
10	<p>Details of Rates: 11000 Parking Stickers</p> <ul style="list-style-type: none"> • For 10000 nos. of Car Parking Stickers <ul style="list-style-type: none"> ◦ with UV coating ◦ without UV coating • For 1000 nos. of Two Wheelers Parking Stickers <ul style="list-style-type: none"> ◦ with UV coating ◦ without UV coating • Cost PVC Gum sheet for Car Stickers i.e. 15 cms diameter • Cost of PVC Gum sheet for two wheelers i.e. 11.6 cm diameter <p>VAT/TAX</p> <p>GRAND TOTAL</p>
11	Discount, if any
12	Validity of Rate
13	Whether Samples Submitted
14	Details of work done in last 3 years
15	Whether all the terms and conditions of Notice Inviting tender are acceptable (if not stated expressly it will be presumed that all the terms & conditions are acceptable)

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Signature of Tenderer

