

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

No.843/GC/17/SCI(AM)
Dated : 25.08.2017

Last date for Submission of Tender is
04.09.2017 upto 3.00 P.M.

NOTICE INVITING TENDER FOR AWARDING CONTRACT FOR PRINTING AND
PREPARATION OF GREETING CARDS FOR A PERIOD OF TWO YEARS

Sealed Tenders are invited as per enclosed Proforma - Annexure 'A' for coloured printing and preparation of Greeting Cards on **Imported Magnostar Paper of 400 GSM for outer cover and 210 GSM Magnostar Photo Paper for inner leaf with tricolour band of good quality tied in the Greeting Cards on the left margin without affecting the photograph.** On the outer cover of the Greeting Cards, **Supreme Court Emblem in Golden colour in Embossed Leaf Printing** is to be printed with the words "**Chief Justice**" or "**Judge**" and "**SUPREME COURT OF INDIA**" in Leaf Printing below the Emblem along with golden colour outer margin should be as under :

- margin on outer cover is in two lines in golden colour
- difference between these lines is 2 mm
- outer line should leave a gap of 1 cm uniformly from the edge of all the four sides of the paper.

Photograph of the Supreme Court of India is to be printed on the left side of the inner leaf. **THE PAPER QUALITY, PRINTING QUALITY AND THE CLARITY OF PHOTOGRAPH SHALL BE THE MOST IMPORTANT AND CRUCIAL TERM OF THE CONTRACT.**

- **Samples of the Greeting Card should be strictly as per the specifications; if the samples of Greeting Card are inferior than the mentioned quality, they will be outright rejected.**

The text of the matter to be printed on the right side of the Inner Leaf of the Greeting Card in **Golden colour in Raised or Leaf Printing** will be as per the discretion of the Hon'ble Chief Justice of India, concerned Hon'ble Judges and Senior Officers of the Supreme Court.

The envelopes will be of **D.O. Paper of 120 GSM** with the matching colour of the card and also be got printed in either **Embossed Leaf or in Raised Printing** with Supreme Court Emblem, name and address of Hon'ble the Chief Justice of India/Hon'ble Judges and Senior Officers of the Registry. The matter of Greeting cards of each Hon'ble Judge may be different as per occasion of festivals (Diwali, Eid, Season Greetings or New Year) with different number of Cards, name of the Hon'ble Judge and His Lordship's family.

At present, approximate requirement is for **8200** Greeting Cards per year with matching envelopes the exact number of which may vary at the time of placing the order.

Any inquiry regarding aforesaid matter can be made by contacting Branch Officer, Admn. Materials(P&S), Supreme Court of India, Tilak Marg, New Delhi (Tel. No.23388745, 23112257 & 23111403) or can personally visit Registry's Reception Counter No. 37 near PRO Office for seeing the sample or for any clarification before quoting the rates on any working day between 10.30 A.M. to 4.00 P.M. except Saturday/ Sunday / Holiday.

A. TENDER

1. The Tenderers are required to quote their lowest rates in the enclosed Proforma alongwith samples of
 - (i) Outer cover for Greeting Card – 400 GSM Magnostar
 - (ii) Inner leaf – 210 GSM
 - (iii) Paper to be used for Envelope - 120 GSM D.O. Paper
 - (iv) tricolour band and
 - (v) samples of printing (Embossed Leaf and in Raised Printing)

Sample should be complete in all respects mentioning GSM, quality of paper, delivery period, discount if any, percentage of GST. Tenders once submitted will not be allowed to be withdrawn till finalization of the matter.

2. Three separate sealed envelopes should be used for submitting and each envelope superscribing
 - (i) Earnest Money
 - (ii) Sample paper for outer cover, Inner leaf, Paper to be used for Envelope, tricolour band and printing and
 - (iii) Tender Document for Printing and Preparation of Greeting Cards

If all the three envelopes are kept inside a single envelope, it should be specifically written outside the envelopes. All the three envelopes must be submitted only on the enclosed performa. Every page must be signed and stamped by the authorized 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 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 Counter No. 37 for issuance of Entry Pass.
4. The tenderer is expected to examine all the instructions, Proforma's terms and conditions and specification 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 day will be treated as due date of Tender.

B. TERMS AND CONDITIONS OF TENDER

6. The tenderers are required to send their rates alongwith the **Demand Draft** of Rs. **2,000/- (Rupees Two Thousand only)** drawn in favour of the Registrar (Admn.) Supreme Court of India, payable at New Delhi as the "Earnest Money" which will be refunded to the unsuccessful tenderer on their written request. **Name of the firm, telephone number and name of the job** may be indicated on the reverse side of the Demand Draft. In case supplier/dealer is registered with DGS & D/NSIC, photocopy of such certificate is to be required.

7. The rates should be valid for a minimum period of 120 days from the date of opening of the Tenders. **The rate quoted shall remain static for two years.**
8. Hypothetical/conditional tenders will not be entertained. Tender once submitted shall not be allowed to be withdrawn or altered, otherwise appropriate action as may be deemed fit by the Registry will be taken against that Tenderer, including forfeiture of Earnest Money.
9. Over-writing, over-typing or erasing of the figures which render the Tender doubtful or ambiguous are not allowed and shall render the tender invalid.
10. The Registry will deal with the tenderer directly and no middle-men/agents/commission agents etc. should be asked by the tenderer to represent their cause and they will not be entertained by the Registry. The tender form is not transferable and agency shall not be permitted to transfer their rights and obligations to any other person/ organization or otherwise.
11. The Registry, in its discretion, reserves the right to reject or accept any or all the tenders, wholly or partly, without assigning any reason therefor.
12. The Earnest Money/ Security shall stand forfeited in case of breach of any of the conditions mentioned herein and if the supply is found unsatisfactory.
13. All the pages of quotations including the documents submitted therein must be duly signed and stamped failing which the offer shall be liable for rejection.
14. The Registry is not bound to accept the rates submitted by the lowest tenderer.

C. TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER

15. The successful tenderer shall have to deposit Performance security @ **10%** of the total amount of the Purchase Order within one week from the date of receipt of the Purchase Order. The security deposit will be refunded after 60 days after payment of the final bill on completion of the said job successfully and satisfactorily as per requirement.
16. The successful tenderer shall have to supply 2-3 proofs of the Greeting Cards on most urgent basis, as and when required, and the Greeting Cards will have to be delivered within the stipulated period. **The prompt delivery shall be an integral part of the contract.**

17. The supply of the Greeting Cards shall be required to be **made within one week** on receipt of supply order after getting the printed matter approved. Thereafter, as and when required, the Greeting Cards after printing of matter shall be delivered **within two days**. The printing should be sharp and clear and should maintain excellent quality.
18. The supply of the material shall be required to be made as per schedule given by the successful tenderer and agreed upon by the Registry. The payment will be made after full supply is received and accepted as per approved sample/specifications.

D. PENALTIES

19. If delivery of the Greeting Cards is not made within the stipulated time, and the Registry is forced to get printed some Greeting Cards from open market to meet the emergent demand, the Security Deposit may be forfeited along with any other action as may be deemed appropriate by the Registry.
20. Irrespective of the fact as to whether or not the Registry gets work done from outside, the Registry may impose penalty of **1%** of total cost per day for delayed delivery of the supply if the delay is due to willful laches or negligence of the tenderer and it causes financial loss or inconvenience to the Registry.
21. The printing of the Greeting Cards should maintain good quality and should be exactly as per our approved sample. The quality of photograph also should be good and as near as the original photograph. The supply will be inspected by the Registry and in case the supply is not found strictly in conformity with the approved sample, the entire supply will be rejected and will have to be replaced with the quality exactly commensurate with the approved sample at the cost of tenderer. The decision of the Registry in this regard shall be final.

E. INVITATION OF TENDER

Interested parties may send their lowest sealed tenders in three separate sealed envelopes, one containing (i) Earnest Money (ii) Tender, and (iii) Samples of **outer cover, inner leaf, Paper to be used for envelope, tricolour band and printing samples superscribing** (a) Earnest Money for Greeting Cards, (b) Samples of Greeting Cards and (c) "**TENDERS FOR PRINTING AND PREPARATION OF GREETING CARDS**" on the cover of each envelope respectively addressed by name to the undersigned or may be handed over personally to Registry's Reception Counter No. 37 near PRO office on or before **04.09.2017** upto 03:00 p.m. which will be opened at 03:30 p.m. on the same day 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 Earnest Money and /or Samples will not be

entertained. In the first instance, envelopes containing Earnest Money will be opened, thereafter, the envelopes containing samples will be opened. If samples of the three tenderers are found to be as per requirement, only 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 may be opened at the place, date and time to be notified, to the tenderers, in due course

Encl: Proforma

sd/-
(Neena Ahuja)
Deputy Registrar (AM)

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

Dated: 25.08.2017

Due Date : 04.09.2017

PROFORMA TO BE FILLED BY THE TENDERER FOR PRINTING AND
PREPARATION OF GREETING CARDS

1. Name of the tenderer :
with Address
2. Name of the Contact Person
with Telephone/Mobile No./Fax No.
Email I.D. No. :
3. Traders Identification Number :
4. GST Registration Number :
5. **Details regarding Outer Cover, Inner Leaf, Tricolour Band and Envelope
(alongwith samples)**
 - (a) Name and GSM of Outer Cover:
 - (b) Name and GSM of Inner Leaf :
 - (c) Name and GSM of Envelope :
 - (d) Tricolour Band with details, if any :
 - (e) Whether Printing samples enclosed
or not :
4. **Details of Rates with Leaf Printing on Outer Card and Raised Printing in
Inner Leaf and Envelope :**
 - (a) **Total Cost**
(including Printing cost on the
Outer Card, Inner Leaf and Envelope)
5. **Details of Rates with Leaf Printing on Outer Card and Leaf Printing in
Inner Leaf and Raised Printing in Envelope :**
 - (a) **Total Cost**
(including Printing cost on the
Outer Card, Inner Leaf and Envelope)

6. (a) Percentage of GST
(b) Discount, if any
7. Delivery Schedule
(a) Time to be taken for giving proof :

(b) Time to be taken for final supply
after approval of final proof. :
8. Any other information :

Dated :

Signatures with Stamp