

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

No.406/MB&NB/16/SCI(AM)  
Dated :16th February, 2016

**NOTICE INVITING TENDER FOR PRINTING AND PREPARATION OF  
MINUTE BOOKS AND NOTE BOOKS**

Last Date of Submission of Tender : 02/03/2016 (upto 1500 hours)

Date of Opening of Tender : 02/03/2016 (at 1530 hours)

Sealed tenders are invited as per '**Annexure-A**' enclosed herewith for awarding the Contract of printing and preparation of **95 Minute Books in the size of 11" x 8.5"** containing **300 pages** and **95 Note Books in the size of 9" x 6"** containing **100 pages** consisting of **Berga Paper- 100 GSM in Calico Binding- Brown colour having Golden Leaf Printing** on the cover exactly in the same size, pattern and quality of the sample books kept in the Registry and **bind/place one bookmark in each Minute Book**. The tenderer shall also supply as and when required, such number of Minute Books as may be required with the name of the concerned Hon'ble Judge printed for the use of Hon'ble Judges of the Supreme Court of India **during a period of two years**.

Before quoting the rates, if any tenderer so desires, he may see the design and sample of the Minute Book and Note Book of the Hon'ble Judges by contacting the Branch Officer, Admn. Purchase, Supreme Court of India, Tilak Marg, New Delhi (Tel. No. 23388745, 23112257 & 23111403) on any working day between 10.00 A.M. to 4.30 P.M. except on Saturday upto 12.00 noon.

## **A. TENDER**

1. The tenderers are required to quote their lowest rates as per '**Annexure-A**' alongwith sample of Calico material used for Binding, sample of Golden Leaf Printing, sample of Binding, sample of Berga Paper mentioning GSM, discount if any, percentage of Sales Tax/VAT, delivery period etc.
2. Two separate envelopes should be used for submitting superscribing  
(i) Tender document for Minute Book and Note Book, and  
(ii) Samples for Minute Book and Note book  
on the cover of the respective envelopes. If both the envelopes are sent inside a single envelope, it should be specifically written outside the envelope.
3. The Tender may be sent by post sufficiently early so as to reach the Registry within time, or may be delivered to 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 at Reception Counter No. 37 at the time of opening of tender.

## **B. TERMS AND CONDITIONS OF TENDER**

4. The rates for Minute Books and Note Books, should be clearly quoted without overwriting and in such a way that any interpolation is not possible. No blank space should be left. Overwriting/ overtyping 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.
5. The Registry, in its discretion, reserves its right to accept or reject any or all the tenders, partly or completely, at any time without assigning any reason therefor.
6. Registry is not bound to accept the lowest tender and reserves rights to reject any tender without assigning any reasons therefor.
7. Hypothetical/conditional tenders will not be entertained. Tender once submitted shall not be allowed to be withdrawn or altered. If the tender is withdrawn or altered by any tenderer at any time after it was submitted, appropriate action may be taken against the tenderer.

8. Tenders containing false and/or inadequate information are liable for rejection.
9. The Registry will deal with the tenderer directly and no middlemen/ agents etc. should be asked by the tenderer to represent their cause and they will not be entertained by the Registry.
10. The tenderer should be capable of printing and binding and should have experience and expertise for quality printing as well as binding and should have requisite infrastructure and adequate binding arrangements etc. to carryout the job to the satisfaction of the Registry, within the requisite time as stipulated by the Registry from time to time. **Delivery of Minute Books and Note Books within the agreed time limit will be an integral and essential part of the contract and the same will have to be delivered in the stationery godown of the Registry.**
11. The rates should be valid for two years from the date of awarding of contract.
12. Tenderers may quote their unconditional rates strictly.
13. The tenderer should not have been blacklisted by any Department/ Ministry of the Govt.of India/PSU/State Govt. A declaration to this effect has to be submitted by the tenderer.
14. The Registry may cancel the order if the required Minute Books and Note Books are not supplied in time or do not meet the specifications envisaged by the Registry.
15. The tender must be received not later than the date and 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 the tender.
16. All the pages/documents of tender should bear the signature of the tenderer. All the entries by the tenderer should be in one ink and legibly written. There should be no overwriting in the tender. All corrections and cuttings should bear initials of the tenderer with date. Corrections without initials of the tenderer may lead to rejection of the tender.

### **C. TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER**

17. The successful tenderer shall have to give the Performance Security at **10%** of the total amount of the contract within one week from the date of intimation of the contract awarded. The same will be refunded after two months from the date of finalization of the bill.
18. The successful tenderer shall get **approved** the sample of the Minute Book and Note Book before on receipt of supply order.
19. The material supplied will be inspected by a Committee of Officers of the Registry. In case the material is not found strictly in conformity with approved samples/specifications, the entire supply will be replaced at the cost of the successful tenderer.
20. The Registry will not pay any advance to the agency. Payment will be made only after satisfactory completion of the job.
21. After entering into contract, successful tenderer shall not be permitted to increase his rates under any circumstances during the contract. The tenderer, who declines to supply at contracted price, will be penalised as per discretion of the Registry besides barring him from entering into any contract in future.
22. The defective or damaged material, if any, will have to be replaced by the successful tenderer free of cost.
23. The Registry shall have the right to enter into the premises of printer at any time for inspection of the press to physically verify the progress of the assigned job. The printer shall extend full cooperation to facilitate inspection and answer the queries of the officials of Registry.
24. Printer shall be responsible for all taxes, duties and license fee etc. on his own. Only VAT (if specified by the printer) shall be paid by the Registry as admissible under the rule. Any excess claim by the printer shall be disallowed.
25. The Printer has to shred all waste papers before disposal and ensure that the printed material is not misused.

### **D. PENALTIES**

26. If delivery is not made in time and the Registry is required to get the work done from other dealer and in case of higher payments as compared to approved rates, the difference amount will be deducted from the performance security deposit of the tenderer.

27. Irrespective of the fact as to whether the Registry gets printed and prepared Minute Book or Note Book from open market to meet the emergent demand, the Security deposit may be forfeited alongwith any other action as may be deemed appropriate by the Registry.
28. The supply of the Minute Book and Note Book with sharp and sufficiently legible Print shall be required to be made within **agreed time limit**, and in case supply is not made within the stipulated time, the Registry may impose penalty upto **1 %** of the total cost, per day, for the delayed delivery of the supply if the delay is due to willful laches or negligence on the part of the tenderer and if it causes financial loss or inconvenience to the Registry.

### **E. INVITATION OF TENDER**

Interested parties may send their tenders in separate sealed envelopes containing (a) Tender Document for Minute Book and Note Book; (b) Sample for Minute Book and Note Book -2016 addressed by name to Mr. Rakesh Sharma, Deputy Registrar (PR), so as to reach on or before **02/03/2016 upto 3.00 P.M.** which will be **opened at 3.30 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 case less than three samples/tenders are received, due to inadequate competition, the same may not be opened and more tenders may be called and opened later at the place, date and time to be notified in due course.

(Rakesh Sharma)  
Deputy Registrar (PR)

Encl: Annexure - "A"

Please Note: Contract will be started after 06.04.2016.

**ANNEXURE-'A'**

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

*No.406/MB&NB/16/SCI(AM)*

*Dated : 16th February, 2016*

**PROFORMA TO BE FILLED BY THE TENDERER FOR THE PRINTING**  
**AND PREPARATION OF MINUTE BOOKS AND NOTE BOOKS**

|   |  |  |
|---|--|--|
| 1 | Name of the firm with Address  |  |
| 2 | Whether Proprietorship/ Partnership/ Pvt. Ltd./ Public Ltd. Co.  |  |
| 3 | Name of the Proprietor, Partners, Directors with Phone No(s)   |  |
| 4 | Year of Establishment  |  |
| 5 | Registration with Tax Authorities  |  |
|   | Income Tax PAN) No.  |  |
|   | Sales- tax No.   |  |
|   | Service Tax No.  |  |
| 6 | Names of the Banks with address, A/c No. IFSC Code   |  |
| 7 | Has Printer been blacklisted by any Government Organisation  |  |
| 8 | Page to be used for printing (alongwith sample of paper)<br><br>INNER PAPER                      HARD<br><br>BOARD<br>Brand<br>GSM<br><br>Whether samples enclosed or not: |  |

| 9 | Detail of Rates  | Quoted Rate |
|---|--|-------------|
|   | <p>a) Rates of Minute Book in Calico Binding (with Pagination and Golden Leaf Printing on the cover) 300 Pages with one bookmark.</p> <ul style="list-style-type: none"> <li>• without Golden Leaf Printing</li> </ul> <p>b) Rates of Note Book in Calico Binding (with Golden leaf Printing on the cover) 100 Pages with</p> <ul style="list-style-type: none"> <li>• without Golden Leaf Printing</li> </ul> <p>c) Rates of Ruling in the Pages of Minute Book in Calico Binding (with Pagination and Golden Leaf Printing on the cover) 300 pages with one bookmark.</p> <ul style="list-style-type: none"> <li>• without Golden Leaf Printing</li> </ul> <p>d) Rates of Ruling in the Pages of Note Book in Calico Binding (with Golden leaf Printing on the cover) 100 Pages</p> <ul style="list-style-type: none"> <li>• without Golden Leaf Printing</li> </ul> |             |
|   | VAT %  |             |
|   | Discount, if any   |             |
|   | Delivery Schedule  |             |
|   | Whether all the terms and conditions of Notice Inviting Tenders are acceptable<br><i>(if not filled, it will be presumed that all the terms and conditions are acceptable)</i>   |             |
|   | Additional Information:  |             |

This is to certify that I/we before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them. I/We also certified that the Firm has never been blacklisted with any Govt. Department.