

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

F.No. 840/PC/18/SCI(AM)
Dated: 10/12/2018

Last Date of Tender: 03.01.2019 upto 3.00 P.M.

Opening of Tender : 03.01.2019 at 3.30 P.M.

NOTICE INVITING TENDER FOR AWARDING OF CONTRACT OF VARIOUS
PRINTING WORK

Sealed tenders are invited as per enclosed Proforma - Annexure-"A" for awarding the Contract in respect of the printing and preparation of Letter Head Pads, D.O. Envelopes, visiting cards, invitation cards and for other printing work of the Registry in Ordinary Printing, Screen Printing, Raised Printing and Special Raised Printing having emblem in die printing and leaf printing for a period of two years.

Approximately 500 Nos. letter head pads each containing 100 sheets and 10000 Nos. D.O. Envelopes are got printed in a year. The exact quantity of above letter head pads and envelopes may increase or decrease. The orders for printing are given at different intervals as and when they are to be got printed.

The rate should be quoted for cost of Letter Head Papers and Envelopes, Visiting Cards, Invitation Cards and other Misc Printing Material. The tenderer is required to quote its rates for good quality visiting cards and invitation cards inclusive of cost of cards and printing.

Before quoting the rates, interested parties, if so desire, may see the design and sample of the letter heads, envelopes etc by contacting Branch Officer, Admn. Materials (Purchase & Store) Telephone No. 23388745, 23111403, 23112257 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

4.30 P.M. except Saturday/ Sunday/ Holiday. Terms and Condition of the Tender also download from website: "www.sci.gov.in", and "eprocure.gov.in"

A. TENDER

1. The Tenderer is required to quote its lowest rates in the enclosed Proforma mentioning discount , if any, percentage of GST etc. alongwith sample of ordinary printing, Screen printing, Raised printing and Special Raised Printing. Tenders once submitted will not be allowed to be withdrawn till finalization of the matter.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
 - (i) Earnest Money
 - (ii) Samples of different type of Printing and
 - (ii) Tender document for Printing

Superscribing on the cover of respective envelopes

- (i) Earnest Money for Printing
- (ii) Samples of Paper & Printing
- (iii) Tender Document of Printing

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 Proforma. 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 special messenger, an authority letter from the Tenderer with proof or identity may also be given to the Messenger so that he could show the same alongwith his own identity proof to the Reception Counter No. 37 for issuance of Entry Passes.

4. 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 of the Registry will be treated as due date of tender.

B. TERMS AND CONDITIONS OF TENDER

5. The tenderer is required to send their tender along with a Demand Draft of **Rs. 7,000/- (Rs. Seven thousand only)** drawn in favour of “ The Registrar, Supreme Court of India, as earnest money which shall be returned to unsuccessful tenderer on their written request. Name of firm and telephone number and name of the item to be supplied may be written on the reverse side of Demand Draft.
6. The Tenderer is required to quote its lowest rate and discount, if any percentage of GST, delivery period as per Annexure 'A' enclosed.
7. The rates should be valid for a minimum period of 120 days from the date of opening of Tenders. The tenderer after submitting his tender, shall not rescind his offer or modify the terms and conditions thereof in any manner, else the EMD shall be forfeited and the tenderer shall be blacklisted.
8. 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 may be taken.
9. Over-writing/over-typing or erasing of the figures are not allowed and shall render the tender invalid.
10. The Registry will deal with the tenderer directly and no middlemen/agents/commission/agents etc. should be asked by the tenderers 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 partly or completely at any time without assigning any reason thereof.

12. The tenderer should be capable of printing and should have 3 years experience and expertise for quality printing and should have requisite infrastructure including latest technology and adequate binding arrangements etc. to carryout the job to the satisfaction of the Registry, within the requisite time as time as stipulated by the Registry from time to time. **Delivery of printed material within the agreed time limit will be an integral and essential part of the contract. In case of emergency, the work will have to be done on the same day.**
13. The tenderer shall give an undertaking (as per Annexure B) that the firm/Partners/Director/ proprietor has not been blacklisted and their business dealings with Central/State government/ Public Sector units/Autonomous bodies have not been banned/terminated on the account of poor performance.
14. The Registry is not bound to accept the rates submitted by the lowest or any other tenderer nor does it undertake to assign any reasons for its decision in this matter.
15. Application containing false and/ or inadequate information are liable for rejection.
16. The tenderer shall quote rates both in figures and words.
17. Spoilage @ 2% will be allowed of the paper supplied by the registry. Market price of the paper shall be recovered from the printer in case he fails to return unutilised paper to the registry.

C. TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER

18. The successful tenderer shall have to give performance security deposit @10% of the total amount of the Purchase order by way of demand draft drawn in favour of “ The Registrar (Admn), Supreme Court of India, New Delhi”. The security deposit will be refunded after two months from the date of payment of their last bill, after deducting the actual damages, if any, caused due to delay

on deficiency in service etc. Name of the firm, telephone number and name of the Contract may be written on the reverse side of the Demand Draft. The security deposit will be refunded after three months on expiry of the Contract of Printing.

19. Specimen of letter heads/envelopes alongwith the paper required for printing the same will have to be collected from the Registry and proof for approval of the same will be required to be delivered in the Registry. After final printing, the letter heads and envelopes are to be delivered in the Registry by the tenderer.
20. The printer has to shred all the waste papers before disposal and ensure that the printed material is not misused.
21. The quantity of letter head pads required to be printed at a time varies from one pad to five pads as per requirement.
22. Execution of the work is to be done expeditiously but not later than six days and in emergency the work is to be executed on the same day.
23. The payment will be made after full supply is received and accepted as per approved sample/specification.

D. PENALTIES

24. If the work is not done in time and the Registry is required to get the printing work done from outside at higher rates, the loss sustained will be deducted from the bill.
25. Irrespective of the fact as to whether or not the printing is done from outside, penalty @ 1% of the total cost of such work per day would be imposed in case of delay or deficiency of service and the amount would be deducted from the bill.
26. The printing would be inspected by the senior officers of the Registry and in case the printing is not found strictly as per the required quality, the same will be rejected and will have to be replaced with the quality exactly commensurate with the approved specification/sample at the cost of the tenderer. The decision of the Registry in this regard shall be final.

27. In case the services of the successful tenderer is not found satisfactory the Registry reserves the right to cancel the Contract immediately and impose any penalty as may deem fit by the Registry in addition to forfeiture of security deposit.

E. INVITATION OF TENDER

Interested parties may send their lowest sealed tender in three separate sealed envelopes containing (1) Earnest Money, (ii) Samples and (iii) Tender Document superscribing (a) Earnest Money for “ Printing Contract” (b) Samples of Paper & type of Printing and (c) Tender Document for Printing Contract, 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 **03/01/2019** 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 earnest money and/or samples, will not be entertained. In the first instance, envelopes containing Earnest Money and thereafter the envelopes containing samples and tender documents will be opened.

(Basu Dev Sharma)
Additional Registrar(AM)

Encl: Annexures 'A' and 'B'

Note : Registry will remain closed from 25.12.2018–01.01.2019 (both days inclusive, due to Christmas/New Year holidays)

PROFORMA
TO BE FILLED BY THE TENDERER
FOR THE CONTRACT OF PRINTING

Last date of Tender : 03.01.2019

1. Name of the tenderer :
with Address
2. Name of the Contact Person
with Telephone/Mobile No.:
Fax No./E-mail ID
3. PAN number :
(Copy to be attached)
4. GST Registration Number:
(Copy to be attached)
5. **Details of Printing and Rates (GST)**

S.No.	Name of item	Specification	Rates
i)	Letter Head	<ul style="list-style-type: none"> • Letter Head - German D.O. in the size of 210 mm x 297 mm per Pad (containing 100 sheet) • Letter Head - German D.O. in the size of 180 mm x 220 mm per Pad (containing 100 sheet) • Letter Head – Galgo Cream/White in the size of 210 mm x 297 mm per Pad (containing 100 sheet) • Letter Head – Galgo Cream/White in the size of 180mm x 220 mm per Pad (containing 100 sheet) 	
ii)	White Envelope	Maplitho SW Century Paper, 80 GSM and flap in the size of 1.75" with good quality self gumming in the following sizes <ul style="list-style-type: none"> • 6.5"x3.75" (Back shape) • 9" x4.15" (American size) • 10" x4.15" (American size) • 11" x5" (American size) 	

iii)	Cream Envelope	<p>100 GSM paper with matching colour of Galgo Cream Letter Head in good self gumming and without gumming quality paper in the following sizes</p> <ul style="list-style-type: none"> • 6.5" x 3.75" (Back shape) • 9" x 4.15" (American size) • 10" x 4.15" (American size) • 11" x 5" (American size) 	
iv)	Visiting Card	<ul style="list-style-type: none"> • Good quality card in Ivory, Plastic, Galgo and Handmade in white and cream colour with box • Medical cards as per specification of visiting cards 	
v)	Invitation Card	<ul style="list-style-type: none"> • Good quality Ivory card in 300 GSM in the size (7" x 5") with matching envelope • GSM 300 Cream Galgo Imported Sheet (env. +card)11 x 10 two folded • Leather Grains cream sheet : 300-400 GSM 	
vi)	Other items	<ul style="list-style-type: none"> • Leaf Printing on diary • Coloured Flags as per sample <ul style="list-style-type: none"> • Paper : Pulp Board 11 kg approx. • size : 1" x 3.5" • file folder <ul style="list-style-type: none"> • Size : 12.5" x 9" and 7.5" x 10.5" • GSM : 300 GSM • Brand of Paper : Cream / White Galgo • Certificate : (black Printing) <ul style="list-style-type: none"> • Size : 8.5" x 11" • Paper : Art Card • GSM : 300 GSM • Certificate : Coloured Printing (multi Colored) <ul style="list-style-type: none"> • Size : 21 - 23 x 30 -33 (approximately) • Paper : Art Card • GSM : 300 GSM 	

vii)	Envelopes	<ul style="list-style-type: none"> • Envelopes : GSM 120 Cream Galgo Imported Sheet (with printing) <ul style="list-style-type: none"> • A-4 Size • A-6 Size • Envelopes : Laminated Yellow Colour (without printing) (as per sample) <ul style="list-style-type: none"> • 10” x 12” • 16”x 11” 	
Type of Printing			
		Printing Specification	Rates
viii)		Ordinary Printing (per thousand) alongwith such printing samples	
ix)		Raised Printing (per hundred) alongwith such printing samples	
x)		Special Raised Printing (per hundred) alongwith such printing samples	
xi)		Screen Printing (per hundred) alongwith such printing samples <ul style="list-style-type: none"> (i) First hundred with charges of negative (ii) Second hundred onwards (iii) Bottom printing 	
xii)		Die Printing of Emblem (per hundred) (<u>alongwith such printing sample</u>) For Golden Colour For any other colour	
xiii)		<ul style="list-style-type: none"> • Leaf Printing of Emblem (per hundred) (<u>alongwith such printing sample</u>) For Golden Colour For any other colour	

xiv)	<ul style="list-style-type: none"> • Pad making charges (<u>Per pad of hundred letter heads</u>) • Legal Size • Pad of 1/4 size • Pad of 1/5 size • Pad of 1/6 size • Pad of 1/8 size 	
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6. Delivery Schedule

(a) Time to be taken for giving 1st proof :

(b) Time to be taken for subsequent proofs :

(c) Time to be taken for final supply
after approval of final proof. :

7. Whether, in case of emergency, the work
will be done on the same day :

8. Additional information, if any :

Signature :
Name of the Firm :

Dated :

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: