

SUPREME COURT OF INDIA  
Tilak Marg, New Delhi- 110001  
ADMN. MATERIALS (P & S)

F. No. 507/LBB/SCL/22/SCI(AM)  
Dated: 14.12.2022

**Last date for submission of Tender – 05.01.2023 upto 3:00 P.M.  
at Counter No. 17 (R&I).  
Date of Opening of Tender– 05.01.2023 at 3:30 P.M.**

**NOTICE INVITING TENDER**  
**FOR BINDING OF BOOKS AND OTHER LIBRARY ITEMS**

Sealed tenders are invited from Delhi-NCR based dealers for empanelment of **two** binders, on the Proformas attached herewith as mentioned in Schedule – ‘A’ and Annexure -”A” for binding of books, other library items and other documents for a period of two years according to the specifications noted against each item along with terms and conditions. Specifications of binding materials to be used in binding are mentioned in Schedule 'B'. Specimen copies of the said items may be inspected at the Library of the Court before quoting the rate. Interested parties, if so desire, may also contact the Branch Officer (Telephone No. 011-23115941) and can personally visit Reception Counter of Additional Building Complex, Supreme Court of India on any working day of the Registry between 10:30 AM and 4:30 PM except Saturdays/Sundays/Holidays for any clarification.

The tenderer shall collect one copy of the Law Report and one copy of the Gazette from the Library for sample binding. The same shall be submitted along with tender, as a specimen of your workmanship of the tenderer. This is the mandatory requirement. The tenderer should also submit samples of the binding material (Board, Leather, Thread, Cloth, Rexine, Tooling Gold Leaf and end papers) properly fixed on mounts of the size of cheque book and the same should be stitched in the form of a booklet. All samples should be **duly stamped with name of binder and bear signatures of the proprietor.**

Tenderer may also state whether they have **experience of binding legal documents in any institution.** If yes, the names of institutions may be enumerated.

**A. TENDER**

(1) The tenderer is required to quote its lowest rates **as per the enclosed Proformas (Schedules ‘A’ & ‘B’)** along with the required samples, clearly specifying the brand of materials to be used for binding.

(2) Three separate sealed envelopes should be used for submitting :

- (i) Earnest Money
- (ii) Samples of binding material and
- (iii) Tender Documents

superscribing on the cover of the respective envelopes:

- (i) Earnest money for Tender of Binding of Books and other library items,
- (ii) Samples of binding material on the cover of the respective envelopes and
- (iii) Tender for Binding of Books and other Library items.

**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 as per the enclosed proformas. 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 this Registry within time or may be delivered to Ms. Padma Sunder, Assistant Registrar (AM). If tender is sent through Messenger, an authority letter from the Tenderer with proof of identity may also be given to the Messenger.

(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 and time specified for submitting the same. In case the date of submitting the tender is declared as holiday by the Govt. of India, then next working day of the Registry will be treated as due date of the tender.

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

(6) The tenderer is required to send their rates along with the **Demand Draft of Rs. 9000/- (Rupees Nine Thousand only) drawn in favour of the Registrar (Admn.), Supreme Court of India, New Delhi as the Earnest Money** which will be refunded to the unsuccessful tenderer on their written request with respect thereto. Name of the firm, telephone number and name of the job may be indicated on the reverse side of the Demand Draft. All tenders which are received without earnest money will be rejected. In case

supplier/dealer is registered with Registry, NSIC & MSME photocopy of such certificate is to be required.

(7) Earnest Money Deposit of unsuccessful tenderers would be returned by way of RTGS/NEFT after the contract has been finally awarded to the successful tenderer. A copy of cancelled cheque is required to facilitate refund of E.M.D amount.

(8) Nature of different types of binding is given in Schedule 'A' to the tender. The tenderer should quote rates against each item mentioned in Schedule 'A' as per nature of binding.

(9) The rates for each type of binding should be clearly quoted without overwriting and in such a way that any interpolation is not possible. No blank space should be left which would otherwise make the tender rejected. 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.

(10) If the tender of any binder is accepted for inclusion in the panel, he will have to enter into a contract with the Registrar, Supreme Court of India.

(11) The Registrar, in his discretion, reserves right to accept or reject any or all the tenders, partly or completely, at any time without assigning any reason therefor. any tender without assigning any reasons thereof.

(12) No request for escalation of rates would be entertained after finalization of tender. The Contract and the rates would be valid from the date of awarding the Contract or from the date of letter or awarding of contract till the completion of all work falling under the purview of the Contract, except in case of reasons beyond control subject to the approval of Competent Authority.

(13) The tenderer should have been in the business of binding Law Journals and legal documents for a minimum period of **3 years** and they should state experience of binding of legal documents in any institution along with name of institutions, name of contact person and contact telephone number for verification. Before awarding the final contract, inspection may be carried out by the Supreme Court Registry of the premises of the binder(s) in order to ascertain the requisite infrastructure of the binder. Delivery of material within the agreed time limit will be an integral and essential part of the contract and therefore extension of time shall not be given.

(14) The tenderer shall collect one copy of "Law Report" and one copy of "Gazette" for sample binding from the Library. The same shall be submitted alongwith the tender as a specimen of his workmanship.

(15) Hypothetical/conditional tenders will not be entertained. Tender once submitted shall not be allowed to be withdrawn or altered. The tenderer after submitting his tender, shall not rescind his offer or modify the terms and condition thereof in any manner, else the E.M.D. shall be forfeited and tenderer shall be blacklisted.

(16) The tenderer should furnish additional information regarding place of binding firm, machinery used for binding purposes, available manpower and type of adhesive used for binding as at S.No. 13 of Annexure 'A'.

- (17) The Registry will deal with the tenderer directly and no middlemen/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.
- (18) The rates should be valid for a minimum period of **60** days from the date of opening of the tender.
- (19) The tenderer has to mention its infrastructure and file the Income Tax Returns of last 3 years.
- (20) Sub-tendering or sub-letting is not allowed. In case at any stage it comes to notice of the Registry that the Job is being done by the binder through outsourcing, the security deposit shall be forfeited and binder shall be declared blacklisted.
- (21) The tenderer shall quote rates both in figures and words.
- (22) 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.
- (23) The tenderer should submit proof of his/her domicile in Delhi-NCR along with address of the office.
- (24) The E.M.D shall be forfeited:
- a) If the bidder withdraws his/her bid during the period of bid validity.
  - b) In the case of successful tenderer, if he fails to furnish the required Performance Security within the specified time limit.

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

- (25) The successful tenderer shall have to deposit the Performance Security of **Rs.13,500/- (Rupees Thirteen thousand five hundred only)** by way of **Demand Draft drawn in favour of “The Registrar(Admn.), Supreme Court of India, New Delhi.”** within one week from the date of intimation of the Contract awarded. The same will be refunded only after two months from the date of finalization of the last bill.
- (26) The successful tenderer shall have to enter into **an agreement with the Registry in the prescribed proforma on a Non-Judicial stamp paper of Rs. 100/- within seven days of the issue of the work order** and the contract will be executed between the Registrar and the successful tenderer on the terms and conditions settled between the parties with the approval of the Competent Authority of the Supreme Court of India.
- (27) It will be the responsibility of the Binder to collect books from the Library for binding and return them after binding at his own cost.

(28) Books taken for binding should be returned duly bound within 15- 21 days or the day(s) fixed by the Library from the date of delivery of books for binding by the Library without any further delay and damage.

(29) The rates quoted will be valid for a period of two years from the date of enforcement of contract till the Contract is over.

(30) Payment for binding shall be made within 15 – 21 working days after submitted bill (in triplicate) addressed to “The Registrar, Supreme Court of India, New Delhi “ after completion of work.

(31) The Registry gives no guarantee as to the quantum of work to be given to the binder, and the Registrar in-charge shall be at liberty not to assign any work to the binder. The Registry reserves the right to allocate/distribute work amongst the appointed binder from time to time.

(32) Even after awarding the said Contract, the Registry reserves the right to terminate the same at any time, if the services of the Contractor are not found satisfactory.

(33) In case binder expresses his unwillingness to perform the contract, once it is complete and is awarded, with unsatisfactory reasons at any subsequent point of time during the period of its validity, it shall be declared blacklisted and security deposit shall be forfeited.

(34) No deviation in quality/specification of materials as shall be given with the specific job work, will be permitted.

#### **D. PENALTIES**

(35) If delivery is not made in time and the Registry is required to get the work done from outside at higher rates, the loss sustained will be deducted from the bill.

(36) Irrespective of the fact as to whether or not the Registry gets the binding done from outside the Registry may impose penalty upto 1% of the total cost per day, if the delay is due to willful latches or negligence on the part of the tenderer and it caused financial loss or inconvenience to the Registry.

(37) In case of damage to any book, the Registrar, has also the right to impose penalty or shall direct the Binder to replace the book.

(38) The bound material supplied by you will be inspected by the Committee of Officers of the Registry. In case the supply is not found strictly in conformity with the approved sample/specifications, the entire supply will be rejected and the work will be got done from other dealer and in case of higher payments as compared to approved rates the difference will be deducted from the security deposit of the tenderer/from the bill.

## **E. INVITATION OF TENDER**

Interested parties may send their tenders in three separate sealed envelopes one containing (i) Earnest Money for Binding of Books and other Library items; (ii) Samples of binding material; (iii) Tender for Binding of Books and other Library Items addressed by name to Ms. Padma Sunder, Assistant Registrar (AM) so as to reach on or before **05.01.2023 upto 3.00 P.M.** or may be handed over personally to her or may be delivered at the Registry's Reception Counter No. 17 (R&I) **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.

Sd/-  
**(Anil Kumar Sharma)**  
**Additional Registrar (AM)**

Encls. : Schedules - 'A' and 'B' Annexures - 'A' and 'B'

Please Note: Contract will be started after 08.04.2023

**Note: The Registry will remain closed from 26<sup>th</sup> December, 2022 to 31<sup>st</sup> December, 2022 on account of Christmas Holidays**

**SUPREME COURT OF INDIA  
(ADMN. MATERIALS BRANCH)**

<b>S. No.</b>	<b>TYPE OF DOCUMENT</b>	<b>NATURE OF BINDING REQUIRED</b>	<b>RATE (RS.)</b>
1.	Law Journal/ Reports/ Books	Half leather with cloth rexine, Gold printing & Sectional Stitching.	
2.	Law Journals/ Reports/ Books	Half leather with cloth rexine, Gold printing & Crossed Stitching.	
3.	Law Reports (Special Binding)	Full foam leather with Gold printing & Sectional Stitching	
4.	Gazettes	Half leather with cloth rexine, Crossed stitching & Ink printing.	
5.	Yearly compilation of Bills, Acts and Reports and legislature material	Cloth Rexine bound in full with Gold printing & Crossed stitching	
6.	Lok Sabha & Rajya Sabha debates and other publications	Cloth Rexine bound in full with Gold printing & Crossed stitching	
7.	Legal documents Catalogue Supplements for Kutcha binding	Kutcha binding with ink printing & crossed stitching	
8.	Rebinding of Journals and Law Reports & Books	Half leather with cloth rexine Gold printing & proper stitching	
9	Rebinding of Gazettes	Half leather with cloth rexine, crossed stitching and ink printing	

Signature of Tenderer

<b>S. No.</b>	<b>TYPE OF DOCUMENT</b>	<b>NATURE OF BINDING REQUIRED</b>	<b>RATE (RS.)</b>
10.	Folders for Judgments today, Supreme Court Reports. All India Reporter & Supreme Court Cases (10 x 8")	Full cloth rexine with gold printing.	
11.	Board Binding (Free size)	Board binding in full with ink printing.	
12.	Labels for Law Reports	Leather labels with Golden Tooling (with name/ year/ vol. of the journals)	
*13.	Misc. Binding of Register/Note books (to be done within the premises only)	Rexine Binding	
		Cloth Binding	
		Paper Binding	
14.	Unbinding of Journal/ Reports/ Books		
15.	Table Pads/ Repair of Table Pads	Table Pads	
		Repair of Table Pads	

\* not related to the Library /law book binding (optional)

Signature of Tenderer



**SCHEDULE 'B'**

**SPECIFICATIONS OF QUALITY OF THE BINDING MATERIALS :-**

<b>S.No.</b>	<b>Material</b>	<b>Specifications</b>
01	Split Board	Good quality single ply free mill board binding cover is to be used.
02	Leather	Good quality goatskin leather free from acidic effects should be used and it should have colour which is fast with respect to the light and moisture.
03	Thread	Strong and durable threads of some standard mill, 6 cords cotton thread for small and medium weight & 9 cords nylon thread for all periodicals and book of bigger size and heavy weight.
04	Tape	Good quality unbleachable cotton tape of 1 c.m. width.
05	Cloth Rexine	Good quality rexine cloth of fast colour and fine finish to be used. Imitation or plastic cloth/ paper is not be used at all.
06	Tooling Gold leaf	Should be of good quality.
07	Adhesives	Best quality flexible glue due quantity of insecticide.

**(B) TECHNICAL NOTES ON REINFORCED LIBRARY BINDING**

The binding in its materials and craftsmanship should be sufficiently durable to stand the pressure of heavy use.

<b>S.No.</b>	<b>Material</b>	<b>Specifications</b>
01	Assembling	Checking for completeness of the documents and the correct sequence of the pages & sections. No payment will be made for binding of any damaged or imperfect volume; the same should be returned to the library unbound.

S.No	Material	Specifications								
02	Sewing	<p>Damaged leaves are to be repaired neatly before sewing. Books printed on paper of good quality are to be sewn all along one section on, unless the thinness of paper makes it necessary to sewn two sections on. The sewing is to be done with suitable thread over cotton tapes according to the height of the books, there should be number of tapes in the Books.</p> <table data-bbox="607 320 1197 475"> <thead> <tr> <th data-bbox="607 320 977 357"><u>Height in cms.</u></th> <th data-bbox="977 320 1197 357"><u>No. of Tapes</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="607 357 977 394">1. Not more than 15</td> <td data-bbox="977 357 1197 394">2</td> </tr> <tr> <td data-bbox="607 394 977 430">2. Between 15 &amp; 25</td> <td data-bbox="977 394 1197 430">3</td> </tr> <tr> <td data-bbox="607 430 977 475">3. Between 25 &amp; 35</td> <td data-bbox="977 430 1197 475">4</td> </tr> </tbody> </table> <p>The tapes, in excess of two, are to be equally spaced between the stitching nets near the head and tail of the book. Straight line machine stitching is not to be used. Sewing is to be so done that when the book is opened, the pages of its two halves lie flat on a flat surface.</p>	<u>Height in cms.</u>	<u>No. of Tapes</u>	1. Not more than 15	2	2. Between 15 & 25	3	3. Between 25 & 35	4
<u>Height in cms.</u>	<u>No. of Tapes</u>									
1. Not more than 15	2									
2. Between 15 & 25	3									
3. Between 25 & 35	4									
03	Forwarding	<p>Three side edges of the book are to be cut accurately. If any printed matter or map of plate is damages in cutting, the binder shall have to replace the book or pay its cost. Headbands may be worked or pieces of string may be inserted into the turning of the leather at the head and tail in the place of headbands.</p>								
04	Finishing	<p>Tooling should be durable and easily readable and the surface may be varnished with shellac or celledose or any other material not harmful to the covering material. In addition, the book seal/ slips and pockets (provided by the library) are to be pasted in each book.</p>								

**ANNEXURE - "A"**  
**SUPREME COURT OF INDIA**  
**ADMN. MATERIALS (P&S)**  
**PROFORMA**

**TO BE FILED BY THE TENDERER WITH REFERENCE TO BINDING WORK OF**  
**THE LIBRARY BOOKS**

- 1 Name of the firm :
- 2 Address :
- 3 Telephone Nos. :
- 4 Mobile Phone Numbers with name of the contact person :
- 5 Fax Number :
- 6 E-Mail address :
- 7 Registration with Tax Authorities
  - i) Income Tax (PAN) No. :
  - ii) GST No. :(furnish copies of Income Tax)
- 8 List of clients with the name of contact person and Telephone No. :
- 9 Whether last three years returns copies filed :
- 10 Whether all the terms & Conditions of NIT are agreeable :
- 11 Has Binder been blacklisted by any Government Organisation
- 12 Time of delivery of the book :
- 13 Additional Information:
  - a) Place of Binding firm
  - b) Machinery used for binding :
  - c) Manpower available
  - d) Type of Adhesive used for binding
- 14 Remarks, if any :

**ANNEXURE - "B"**  
**SUPREME COURT OF INDIA**  
**ADMN. MATERIALS (P&S)**

**UNDERTAKING**

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 / banned by any Central/ State Government /Public Sector Units / Autonomous Bodies.

Signature  
of the authorized signatory of the firm/  
company/organization with  
Official Stamp/ Seal

Date: .....

Place: .....