

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

No.843/GC/21/SCI(AM)

Dated :18.09.2021

Last Date for submission of Tender : 27.09.2021 (Monday) upto 03.00 p.m.
at Counter No. 17 (R&I)
For any query please contact at Counter No. 41

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

Sealed Tenders are invited from Delhi and NCR regions as per enclosed Proforma - **Annexure 'B'** for coloured printing and preparation of Greeting Cards. Approximately 7,200 Greeting Cards are required annually with matching envelopes the exact number of which may vary at the time of placing the order. The specifications of Greeting Cards and Envelopes are given at **Annexure 'A'**.

Interested parties, if so desire, may contact Branch Officer, Admn. Materials (Purchase & Stores) at Telephone No.011-23115941 or personally visit at Registry's Reception Counter No. 41 near PRO Office for any clarification before quoting the rates on any working day between 10.30 A.M. and 4.00 P.M. (except Saturday, Sunday and holiday).

A. TENDER

1. The Tenderers are required to quote their lowest rates in the enclosed Proforma along with samples of :-
 - (i) Outer cover for Greeting Card – 400 GSM Magnostar and Ivory White Card
 - (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 Tenders once submitted will not be allowed to be withdrawn till finalization of the matter.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. The tender may be sent in three separate sealed envelopes superscribing:
 - (i) Bid Security Declaration/ Bid Security (EMD) Exemption Certificate for printing and preparation of Greeting Cards.
 - (ii) Sample papers, printing sample and Tricolour band for Preparation of Greeting Cards.
 - (iii) Financial Bid for Printing and Preparation of Greeting Cards by post sufficiently early so as to reach the Registry within date and time or may be delivered at Counter No. 17 (R&I).
3. The tenderer is expected to examine all the instructions, Proformas' terms & conditions and specifications of the tender documents. Failing to furnish all information required by the tender documents in any respect will be at the tenderer's risk and may result in the rejection of the tender.
4. The tender received after due date & time for receipt of tenders will not be entertained. In case, the date of submitting the tender is declared as holiday, then the next working day of the Registry will be treated as due date of Tender.

B. TERMS AND CONDITIONS OF TENDER

5. The tenderers are required to submit **Bid-Security Declaration** in place of Earnest Money, as per the Proforma attached as **Annexure- 'D'**. If the firm is already exempted from depositing the EMD/Bid-Security, a Certificate to this effect has to be submitted along with the tender document.
6. The rates should be valid for a minimum period of **45** days from the date of opening of the Tenders. The **rate quoted shall remain static for two years**.
7. Hypothetical/conditional tenders shall 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, the tenderer may be debarred to participate in the tender process of the Supreme Court.
8. Over-writing, over-typing or erasing of the figures which render it doubtful or ambiguous are not allowed and shall render the tender invalid.
9. 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 forms are not transferable and agency shall not be permitted to transfer their rights and obligations to any other person/ organization or otherwise.

10. The tenders shall quote rates both in figures and words with blue/black ball pen. In case of any discrepancy, the figures mentioned in words will be considered.
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 thereof.
12. All the pages of tender document submitted therein must be duly signed and stamped failing which the offer shall be liable for rejection.
13. The Registry is not bound to accept the rates submitted by the lowest tenderer.

C. TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER

14. The Tenderers should specifically state whether rates are inclusive of GST (as applicable) and if it is not, it will be deemed that rates are inclusive of GST.
15. The successful tenderer shall have to deposit **performance security deposit @ 3%** of the total amount of tender by way of Bank Guarantee/Demand Draft drawn in favour of “The Registrar (Admn), Supreme Court of India, New Delhi”. The Bank Guarantee/Demand Draft will be released after 60 days from the date of final bill payment and after satisfactory supply of the material, whichever is later.
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.

19. The tenderers shall give an undertaking (as per **Annexure-'C'**) that the Firm/Partners/ Director/ Proprietor has not been blacklisted/ banned by any Government Department/ Public Sector undertaking/ Autonomous Body.
20. The successful tenderer will have to abide by the terms and conditions as may be fixed from time to time by the Registry.
21. Rates quoted shall include costs of commuting, delivery and no separate travelling charges shall be admissible.

D. PENALTIES

22. 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.
23. Irrespective of the fact as to whether or not the Registry gets work done from outside, the Registry may impose penalty upto 1% per week subject to maximum penalty of 10% of the total cost for delayed delivery.
24. 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.
25. The Performance Security shall stand forfeited in case of breach of any of the conditions mentioned herein and if the supply of the item is found unsatisfactory/not as per specifications.

E. INVITATION OF TENDER

Interested parties may send their lowest sealed tenders in three separate sealed envelopes superscribing (i) Bid Security Declaration/ Bid Security (EMD) Exemption Certificate for printing and preparation of Greeting Cards (ii) Sample papers, printing samples and Tricolour band for Preparation of Greeting Cards and (iii) Financial Bid 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. 17 (R&I) on or before **27.09.2021** (Monday) 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 representative(s) who may wish to remain present. The tenders received after due date and/or time and/or without Bid Security Declaration/ Bid Security (EMD) Exemption Certificate and /or Samples will not be entertained.

In the first instance, envelopes containing Bid Security Declaration/ Bid Security (EMD) Exemption Certificate will be opened, thereafter, the envelopes containing samples will be opened. At last, the envelopes containing financial bid will be opened.

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

Encls: Annexures 'A', 'B', 'C' and 'D'

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

Job Description	Category	Printing
	Name	Greeting Cards for two years
	Qty.	Approximately 7200 annually

Greeting Cards specifications

Outer Cover:

- 400 GSM Imported Magnostar Paper & Ivory White Card
- On the Outer Cover of the Greeting Cards, Supreme Court Emblem in Golden Colour.
- **Embossed leaf/Raised Printing:** Emblem and the words “**Chief Justice**” or **Judge** and “**SUPREME COURT OF INDIA**” with Golden colour outer margin.

Margin Specification:

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

INNER LEAF

- 210 GSM as per sample
- **Photograph** of the Supreme Court of India is to be printed on the left side of the Inner Leaf
- The text of the matter to be printed on the right side of the Inner Leaf of the Greeting Card in Golden Color in Raised or Leaf Printing will be as per the discretion of the Hon'ble the Chief Justice of India, Concerned Hon'ble Judges and Senior Officers of the Supreme Court.

Tricolour Band:

- Tricolour band of good quality tied in Greeting Cards on the left margin without affecting the photograph.

Envelope:

- 120 GSM of D.O. Paper with the matching colour of the Card.
- Printing : Embossed Leaf Printing/ Raised Printing

- Supreme Court Emblem
- Name and address of Hon'ble the Chief Justice of India/Hon'ble Judges and Senior Officers of the Registry.

Note :-

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 Hon'ble Judge and His Lordship's family.

Category I

- Leaf Printing on Outer card and raised Printing in Inner Leaf and Envelope

Category II

- Leaf Printing on Outer card and Leaf Printing in Inner Leaf and raised Printing in Envelope

- **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 not as per specification same will be outright rejected.**

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

**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. GST Registration Number :
4. **Details regarding Outer Cover, Inner Leaf, Tricolour Band and Envelope
(alongwith samples)**
 - (a) Type of paper with GSM for Outer Cover :
 - (b) Type of paper with GSM for Envelope :
 - (d) Tricolour Band with details, if any :
 - (e) Whether Printing samples enclosed
or not :
5. **FOR MAGNOSTAR :**
 - Category -I**
 - Details of Rates with Leaf Card and Raised Printing in Inner Leaf and Envelope :
 - (a) Total Cost
(including Printing cost on the
Outer Card, Inner Leaf and Envelope) :
 - Category -II**
 - 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) :

5A. **FOR IVORY WHITE CARD :**

Category -I

Details of Rates

- Leaf Printing on Outer Card :
- Raised Printing in Inner Leaf and Envelope :

- (a) Total Cost
(including Printing cost on the
Outer Card, Inner Leaf and Envelope) :

Category -II

Details of Rates

- Leaf Printing on Outer Card :
- 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

SUPREME COURT OF INDIA
Admn. Material (P&S)

Annexure 'C'

No. 843/GC/21/SCI(AM)

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 authorized signatory of the
Firm/Company/Organization
Stamp/Seal

Date:

Place:

BID SECURITY DECLARATION IN LIEU OF EARNEST MONEY DEPOSIT
(EMD)

(On Bidder's Letter Head)

I/We, the authorized signatory of M/s _____ participating in the subject Tender No. No.843/GC/21/SCI(AM) dated 18.09.2021 towards the contract for Printing and Preparation of Greeting Cards for a period of two years, do hereby declare:-

- (i) That I/We have availed the benefit of waiver of EMD while submitting the offer against the subject Tender and no EMD is being deposited for the said tender.
- (ii) That in the event I/We withdraw/modify our Bid during the period of validity or I/We fail to execute formal contract agreement within the given timeline or I/We fail to submit the required Performance Security within the given timeline or I/We commit any breach of Tender Conditioners/Contract which attracts penal action in that event I/We shall stand suspended from being eligible for bidding/award of all future contract (s) of Supreme Court of India for a period of one year from the date of committing such breach.

Signature and Seal of Authorized Signatory of Bidder

Name of the Authorized Signatory: _____

Date: