

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

F.No. 417/21/AR/SCI(AM)

Dated : 20.09.2021

Last Date for submission of Tender: 28.09.2021 upto 3.00 p.m.
at Counter No. 17 (R&I)
For any query please contact at Counter No. 41

NOTICE INVITING TENDER FOR PRINTING AND PREPARATION OF 75 COPIES OF
SUPREME COURT OF INDIA ANNUAL REPORT 2020-2021 ALONG WITH E-BOOK

Sealed tenders are invited as per the enclosed Proformas (**Annexures A to D**) for high quality printing and preparation of Annual Report 2020-2021.

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 tenderer is required to quote its lowest rates as per the enclosed Proforma (Annexure "A" as per specification given in Annexure "B") for **Printing and Preparation of Annual Report – 2020-2021**. Tenders once submitted will not be allowed to be withdrawn till finalization of the matter.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 Annual Report 2020-2021.
 - (ii) Sample for Annual Report 2020-2021 (paper and printing samples).
 - (a) printing proof of cover and inner pages
 - (b) paper to be used for cover and inner pages
 - (c) Samples of printed material to show the quality of printing
 - (d) Samples of Hard Board
 - (iii) Financial Bid for Supreme Court of India Annual Report 2020-2021 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 must be received not later than the date & time specified for submitting the same. 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.

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. The Registry will deal with the tenderer directly and no middlemen/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.

9. Over-writing, over-typing or erasing of the figures which render it doubtful or ambiguous are not allowed and shall render the tender invalid.

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.

14. The tenderer has to mention its infrastructure and annual business turnover of last 2-3 years.

C. TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER

15. 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.
16. 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.
17. The successful tenderer shall get approved the sample of the above books/Paper and printing before printing and executing the order according to the approved specimen.
18. The supply of the printed material shall be required to be made as per schedule given by the successful tenderer and agreed upon by the Registry. The delivery of printed material within the stipulated time shall be an integral and essential part of the agreement since the Annual Report is to be released on the specified day.
19. The printed material supplied will be inspected by the Inspection Committee comprising of Senior Officers of the Registry and in case the supply is not found strictly in conformity with the approved samples/specifications, the entire supply will be replaced at the cost of the successful tenderer.
20. If necessary, more copies may be got prepared till the finalization of Annual Report for the next year after getting prepared the required numbers of copies printed and prepared in the first instance. Therefore, the successful tenderer is required to keep the data in CD/Computer in safe custody so that whenever required more copies may be got printed and prepared by the successful tenderer immediately. The soft copy of the Annual Report 2020-2021 should be handed over to the Registry in Pen drive/ CD along with the printed material along with E-Book. In this connection the tenderers are also required to give rates for additional number of copies that may be required to be printed this year.
21. The payment will be made only after the complete and satisfactory supply is received from the Tenderer.
22. The Annual Report is to be printed within the time limit prescribed in the order awarding the contract.
23. The successful tenderer will have to abide by the terms and conditions as may be fixed from time to time by the Registry.
24. Rates quoted shall include costs of commuting, delivery and no separate travelling charges shall be admissible.

25. 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.

D. PENALTIES

26. If delivery is not made within the specified date and 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 will be deducted from the performance security Deposit by the tenderer. The delivery of printed material within the stipulated time shall be an integral and essential part of the agreement **since the Annual Report is to be released on the specified day**. The Registry reserve the right to recover damages upto the amount of Performance Security in case the quality is low or in case of deficiency of service.

27. 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.

28. The printing of the **Annual Report 2020-2021** should maintain good quality and should be exactly as per the approved sample. The quality of photograph also should be good and as near as the original/approved 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.

29. 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 Annual Report 2020-2021 (ii) Sample for Annual Report 2020-2021 (paper and printing samples) (a) printing proof of cover and inner pages (b) paper to be used for cover and inner pages (c) Samples of printed material to show the quality of printing (d) Samples of Hard Board and (iii) Financial Bid for Supreme Court of India Annual Report 2020-2021 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 **28.09.2021 upto 3:00 P.M.** which will be opened at 3:30 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 shall 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.

(Anil Kumar Sharma)
Additional Registrar (AM)

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

SUPREME COURT OF INDIA

Tilak Marg, New Delhi-110001

SUPREME COURT ANNUAL REPORT-2020-2021

PROFORMA

TO BE FILED BY THE TENDERER WITH REFERENCE TO PRINTING AND PREPARATION OF 75 HARD BOUND COPIES OF ANNUAL REPORT 2020-2021 WITH THE SIZE OF 8.8" X 11.7"(approx) RUNNING INTO APPROXIMATE 426 PAGES HAVING COLOURED PHOTOGRAPHS ALONG WITH THE E BOOK

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 of Rates:
 - (a) **Per page cost for 75 Hard Bound** : Rs. Per page Total (for 426 pages)
Copies of Annual Report containing : Rs. Rs.
approx. 426 (including 1+1 blank)
Pages including Printing, Designing
& Binding charges etc.
(complete in all respects)
 - (b) **Rate of E-Book (if any)**
5. GST if any :
6. Grand Total : Rs. Rs.
7. Charges for additional copies of
Annual Report, if later on required :
8. Delivery Schedule
 - (a) time to be taken for 1st proof :
 - (b) time to be taken for subsequent proofs:
 - (c) time to be taken for final supply after
approval of final proof :
9. Any other information :

Dated :

Signatures with Stamp

SUPREME COURT OF INDIA

Tilak Marg, New Delhi-110001

JOB DESCRIPTION (SUPREME COURT ANNUAL REPORT 2020-2021)

Job Description	Category	Printing & Designing
	Name	Supreme Court Annual Report 2020-2021
	Quantity	75 Hard Bound Copies*
	Specification (as per sample)	Size- 8.8” x 11.7” (approx) Cover – 330 GSM Card Multicolour Printing Inner Page - 170 GSM Matt Art Paper Printing – Multi Colour Printing and Leaf Printing Board- 40/44 oz – Hard Bound + Leaf Printing Pages : 426 pages (approx.)
	Printing	Sharp and clean
	Binding	Durable
	F.O.R	Supreme Court of India
	Performance Security	3% of the Tender amount

*Quantity may vary.

UNDERTAKING

I/We undertake that (Name of the Firm/Partners/Director/Proprietor) 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

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. F.No. 417/21/AR/SCI(AM) dated 20.09.2021 towards the job of Printing and Preparation of 75 copies of Supreme Court of India Annual Report 2020-2021, 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: