

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

Due date **25/10/2017**

F.No.SCR/EB/MC-40/17/SCI(AM)

Dated **04/10/2017**

NOTICE INVITING TENDERS FOR PRINTING AND BINDING OF SUPREME COURT REPORTS (SCR) AND / COURT NEWS LETTER

Sealed tenders are invited for the two publications as given below:

1. APPOINTMENT OF THREE PRINTERS FOR SUPREME COURT REPORTS

(SCR): For Printing and Binding of **1500** copies of **Supreme Court Reports** for a period of two years commencing from 2018 having 12 volumes, in a year, each volume containing 4 parts of approximately 300 pages each, required to be printed on weekly basis and 12 volume Indices containing approximately 120 pages each, required to be printed on monthly basis. The number of volumes and volume indices may increase/decrease depending upon number and volume of judgments delivered in a year. As on date, 1500 copies of the Supreme Court Reports (SCR) are to be printed, of which **1465** copies are required to be supplied by the Printer to the Assistant Controller (Business), Department of Publication, Govt. of India, Civil Lines, Delhi-110054, **30** copies to the Supreme Court Judges Library and **05** copies to the Editorial Branch. The Printer of Supreme Court Reports (SCR) has to print complete 2018 and 2019 SCRs even if the work of these two years may extend to 2019 or beyond.

The number of copies printed may also vary as required by the Registry. Also, if and when required, the printer may have to undertake printing/re-printing of Supreme Court Reports (SCR) for the previous years.

2. APPOINTMENT OF TWO PRINTERS FOR COURT NEWS LETTER:

For printing and binding of quarterly magazine "**Court News Letter**" for a period of two years commencing from 2018. For each quarter, different issues of the magazine consisting of 600 copies are printed totaling to 2400 copies in a year and 4800 copies in two years. The tenderers may quote their rates including Printing and Paper cost, Lamination on cover and Scanning charges each for Black and white and coloured pictures. However, the number of copies required may vary as required by the Registry year to year. The printer of Court News Letter has to print issues of 2018 and 2019 even if the work of these two years may extend to 2019 or beyond. Also, if and when required, the printer may have to undertake printing of Court News Letter for the previous years.

Specimen of Supreme Court Reports (SCR): Available with the Editorial
and Court News Letter Branch in the Registry

Following Documents are deemed to be part of the Tender:

- 1) Annexure-A Application Form
- 2) Annexure-B Job Description for Supreme Court Reports (SCR)
- 3) Annexure-C Job Description for Court News Letter
- 3) Annexure-D Tender Document (Rates)
- 5) Annexure-E Declaration

The prospective tenderers are required to go through the terms of the Annexures **B & C** very carefully.

A. TENDER

(1) The tenderers are required to quote their lowest rates as per the enclosed Proformas (Annexures) for **Printing and Binding of (a) Supreme Court Reports (SCR) parts and Volume indices; (b) Court News Letter** which should be valid for **two years** from the date of awarding of Contract.

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

(i) Tender

(ii) Earnest Money, and

(iii) Sample of outer cover paper with lamination (for SCR parts and volume indices) and sample of cover paper, inner page, lamination & printing (for Court News Letter) superscribing on the cover of the respective envelopes:

- (a) "Tender for Printing and Binding of Supreme Court Reports or/and "Tender for Printing and Binding of Court News Letter"

- (b) "Earnest Money for the: "Tender for Printing and Binding of Supreme Court Reports and / or Court News Letter:" and
- (c) "Samples" for Supreme Court Reports and /or "Samples" of Court News Letter

(3) The Tender may be sent by post sufficiently early so as to reach this Registry within time or may be delivered to the undersigned. If tender is sent through 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 along with his own identity proof to the Reception Officer at Counter No. 37 for issuance of entry pass.

(4) (i) The tenderers are required to send their tenders along with a Demand Draft of

- a) Rs. 60,000/- (Sixty thousand only) as Earnest Money in respect of SCR
- b) Rs. 5000/- (Five Thousand only) as Earnest Money in respect of Court News Letter

drawn in favour of "The Registrar (Admn), Supreme Court of India", which will be refunded to the unsuccessful tenderers on their written request. Name of the firm/company, telephone number and name of the item may be written on the reverse side of the Demand Draft. The EMD shall be refunded to the unsuccessful tenderers after finalisation of the Contract.

(ii) No Earnest Money shall be required from the Tenderers whose names are included in **DGS&D/NSIC** list or registered in NSIC/Small Scale Industrial Unit but the tenderer is required to submit the photocopy of valid certificate along with the tender in place of earnest money.

(5) 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 every respect will be at the tenderer's risk and may result in the rejection of the tender.

(6) 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

(7) Only the Printers having their own established printing press with at least one four colour dominant offset printing machine with other in-house facilities of binding, lamination and cutting and those preferably having previous experience in Law Books Printing/publication works should quote in the prescribed form. The certified copies of documents of registered established printing press, textbook printing / publication works and GST Registration certificate and the samples of papers should be enclosed along with the Tender Form.

(8) The rates should be valid and remain static for a minimum period of **2** years from the date of awarding the Contract.

(8A) The contract is initiate for two years, however, if the job of the printer are found to be satisfactory by this court, the contract could be extended in writing, on the terms and condition as may be deemed fit by the Registry.

(9) 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 the concerned party at any time after it is submitted, appropriate action may be taken.

(10) Over-writing/over-typing or erasing of the figures are not allowed and shall render the tender invalid, if it appears to be ambiguous and doubtful.

(11) The Registry will deal with the tenderers directly and no middlemen/agents/commission agents 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/organisation or otherwise.

(12) The tenderer should have experience and expertise for quality printing and should have requisite infrastructure including latest technology and adequate binding, cutting and lamination arrangements etc. to carry out the job to the satisfaction of the Registry, within the requisite time as stipulated by the Registry from time to time. Before awarding the final contract, inspection may be carried out by the Supreme Court Registry of the premises / printing press of the printer(s) in order to ascertain the requisite infrastructure of the printer. Delivery of printed 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.

(13) 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 unutilized paper to the Registry.

(14) The tender (s) of the printing press already debarred by the Supreme Court of India shall not be accepted.

(15) The tender will be opened by the Tender Opening Committee constituted by the Registry in presence of the tenderer (s) or their representatives (not more than one) who wish to be present on the date and time indicated above.

(16) The tenderer should also mention the turnover of the business for the last three years and attach documentary proof in that respect.

(17) 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 therefor.

(18) The tenderer shall quote rates both in figures and words.

(19) All the pages of quotations including the documents submitted therein must be duly signed and stamped failing which the offer shall be liable for rejection.

(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 printer through outsourcing, the security deposit shall be forfeited and printer shall be declared blacklisted.

(21) The Registry, in its discretion, reserves the right to make any change, at any time, in the terms and conditions of the Notice Inviting Tender and reject or accept any or all the tenders, partly or completely, at any time without assigning any reason therefor.

(22) The EMD shall be forfeited:

- a) If the bidder withdraws his 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

(23) The printer shall at its' own cost submit the proofs (Prints) of the cover pages of the SCR parts and volume indices and / or Court News Letter, as the case may be, to the Registry for its approval before final printing in bulk. Insofar as the inner pages of SCR parts and volume indices are concerned, the Editorial Branch of the Supreme Court Registry shall hand over soft-copy of the matter (in print ready format) for submission of proofs and final printing by the printer. In so far as the text pages of Court News Letter are concerned, the soft copy of the matter shall be handed over in MS Word format to the printer for conversion to print ready format at their end and for submission of the proofs for approval before final printing.

After final printing of SCR parts and volume indices and / or Court News Letter, as the case may be, the printer shall handover the proofs of the same to the Editorial Branch of the Registry.

(23A) If necessary, additional number of copies of SCR parts and volume indices and / or Court News Letter, as the case may be, may be required to be printed at any stage. In this connection the tenderers are also required to give their rates for additional number of copies which may be required in future.

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

(25) 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.

(26) In case printer 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.

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

(28) No request for escalation of rates would be entertained after finalization of tender. The rates shall be valid for two years from the date of letter of offer till the finalization of contract, except in case of reasons beyond control subject to the approval of the Competent Authority.

(29) The successful tenderer shall have to give security deposit at **10% of the**

Tender amount after adjusting the Earnest Money already deposited which will be refunded after 60 days from the date of completion of the contract successfully and payment of last Bill, whichever is later.

(30) Payment will be made on monthly basis after the successful completion of the work to the satisfaction of Registry for the said one month on submitting the Bill.

(31) The successful tenderer shall have to enter into an agreement with the Registry in the prescribed proforma on a non-judicial Stamp paper of rupees 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.

(32) The Printer shall (whether or not he responds to this tender notice) treat the details of the documents as secret and confidential.

(33) The contents of the published copy should not vary in any manner from the matter which is given to the printer.

D. PENALTIES

(34) The printed parts of the Supreme Court Reports /Court News Letter supplied by the Printer will be inspected by the Registry and in case the supply is not found in conformity with the approved specifications and to the satisfaction of the Registry, the entire supply will have to be replaced with the good quality exactly commensurate with the approved specifications, at the cost of the tenderer. The decision of the Registry in this regard shall be final.

(35) If the supply is not made within the stipulated time, the Registry may impose penalty of **1% of the annual cost of SCR / Court News Letter per day** for the delay caused if the delay is due to willful laches or negligence of the tenderer and it causes financial loss or inconvenience to the Registry.

(36) The paper for extra spoilage may be supplied to the printer in case of emergency on cash payment at 25% higher rate than the cost of paper or at the prevailing market price, whichever is higher.

E. INVITATION OF TENDER

Interested parties may send their sealed tenders in three separate envelopes for submitting (i) Tender (ii) Earnest Money, and (iii) Sample : Outer cover with lamination for SCR, and outer cover, inner page and lamination for Court News Letter superscribing (a) "Tender for Printing and binding of Supreme Court Reports and Court News Letter" (b) "Earnest Money for the Tender for Printing and binding of Supreme Court Reports and Court News Letter" and (c) "Sample of Cover Page for Supreme Court Reports and Cover Page, Inner Page and Lamination for Court News Letter" on the cover of the respective envelopes, addressed by name to the undersigned so as to reach on or before **25/10/2017** upto **3.00 P.M.**, which will be opened at **3.30 P.M.** on the same day in presence of such of the tenderers or their authorized representatives who may wish to remain present. The tender received after due date and/or time and/or without earnest money and/or sample paper will not be entertained. Firstly, the envelopes containing Earnest Money may be opened and then envelopes containing sample paper of only those tenders whose Earnest Money found as per requirement may be opened and thereafter envelopes containing Tenders of only those tenderers whose samples found as per requirement may be opened for further processing.

(Neena Ahuja)
Deputy Registrar

Encl: Annexures : A-E

Any Clarification may be obtained from:

- 1) (For documents)
Admn. Material Branch
Supreme Court of India
Tilak Marg, New Delhi-110201
Telephone: 011- 23112257, 23111403 & 23388745

- 2) Mr. Bibhuti Bhushan Bose (For content and format of SCR and Court News)
Editor
Supreme Court of India
Tilak Marg, New Delhi-110201
Telephone: 011- 23384041

NOTE: Registry shall remain closed from 15th October to 22nd October, 2017 due to Diwali holidays.

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

F. NO. SCR/EB/MC-40/17/SCI (AM)

Dated :04/10/2017

PROFORMA

**TO BE FILED BY THE TENDERER WITH REFERENCE TO PRINTING AND
BINDING OF SUPREME COURT REPORTS AND / OR COURT NEWS LETTER
(PRINTER MAY SPECIFY NAME OF THE PRINTING CONTRACT)**

1. Name of the firm :
2. Address :
3. Telephone Nos.
4. Contact Number / Mobile Numbers :
with name of the contract person.
5. Fax Number/ E-mail I.D. :
6. a) Whether Proprietor, Partners,
Directors with Phone No (s)
b) Name & Address of Proprietors/
Partners/Directors of the applicant :
c) Year of Establishment :
7. Registration with Registrar
of Companies (No. & Date) (For corporates only)

8. Registration with Tax Authorities :
- i) Income Tax (PAN) No.
 - ii) GST Registration No.
- (furnish copies of Income Tax and GST Certificate)
- iii) All other requisite certificates/documents, as the case may be
- 9 Names of the Bankers with address :
A/c No. IFSC Code
- 10 Details of civil suit, if any, that arose during execution of contract in the past 10 years
- 11 Whether insured against fire, theft and burglary, if so state the amount for which insured, name of the insurance company and policy no.
- 12 Total number of employees
- a) Managerial and supervisory
 - b) Skilled and Semi Skilled
 - c) others
- 13 Specify maximum value of single value order executed for Registry during the last three years (Proof attached)
- 14 Name & Relation, if any with the staff member of the Registry's
- 15 Has printer been black listed by any Government Organisation
16. List of clients with the name of contact person and Telephone No. E-mail I.D. :

17. Details of machines and other equipments:

S.No.	Machines/equipment	Number of Machine

18 Details of orders executed during the last 3 years:

During the Financial Year	Order executed for (Name of the institution / Body)	No. of Books printed	Value Rs.

Copies of satisfactory execution of order obtained from the client should be enclosed.

19 Turnover in last 3 years

S.No.	Year	Turnover (Rs. In Lakh)	Profit	Income-tax Paid

Note: Furnish copies of audited balance sheet and Profit & Loss A/C for the last 3 years

20 Experience of similar work in the field of printing and publishing of Law Reports (Attach Proof) :

21 Infrastructure available in terms of Clause 12 of the tender :

22. Additional Information, if any

Signature
Name of the Firm/Company

Supreme Court of IndiaTilak Marg, New Delhi-110201**JOB DESCRIPTION (SUPREME COURT REPORTS)**Date of Invitation : 04/10/2017 Last Date of Submission 25/10/2017upto 3.00 P.M.Date of Opening : 25/10/2017 at 3.30 P.M.
at the above address

Job Description	Category	Printing
	Name	Supreme Court Reports, 2018-2019
	Total Pages	12 Volumes in a year, each volume containing 4 parts of approximately 300 pages each and 12 volume indices containing approximately 120 pages each, required to be printed on monthly basis.
	Qty.	1500 copies
	Brand Name for cover page with lamination	<ul style="list-style-type: none"> 170 GSM Art Paper of Sinarmas or equally good Art Paper of 170 GSM of any reputed Mill for cover page is to be purchased and used by the printer with prior approval of the Registry. Samples to be enclosed with the tender
	Text Paper	<ul style="list-style-type: none"> The Registry will supply the required quantity of 80 GSM Maplitho Printing Paper of the size of 51x66 cm on monthly basis for printing of the said inner pages of the Supreme Court Reports and the Printer shall take delivery of the same from the Supreme Court Registry at his expenses
(Note: The number of volumes and volume indices may increase/decrease depending upon number and volume of judgments delivered in a year)		

Size	9 ¼ “ x 6 ¼ and the font size is 11
Colour	Cover in Four Colours throughout and inner pages text in one colour i.e. black
Printing	Sharp and clear
Binding	Neat and Durable
Inputs	<p>1) Specimen of Supreme Court Reports of last year (SCR-2017) may be seen at Editorial Branch, during office hours.</p> <p>2) for Text of the inner pages; the text matter will be provided in soft copy form (print ready format) for submission of proofs and final printing by the printer.</p> <p>Proof of cover page be submitted for approval before final printing and get the same approved as per Editorial Branch's instructions.</p> <p>No extra payment shall be made for laser print and machine proofing.</p>
Time Schedule	<p>1) Proofing of cover page and inside text pages: As soon as the matter is handed over to the printer, the job shall be started immediately and proofs of cover and inside text pages shall be submitted within 2 days. It may kindly be noted that the quality of photographs shall have to be improved/ modified as per requirements of the Registry or job. Soft copy of the job shall be provided by the Registry and make up has to be done by the printer wherever required.</p> <p>2) Printing & Binding – 7 days or as prescribed by Editorial Branch</p>
F.O.R	Supreme Court of India
Earnest Money Deposit	60,000/-
Security	10% of the Tender amount

Annexure 'C'

Supreme Court of India

Tilak Marg, New Delhi-110201

JOB DESCRIPTION (COURT NEWS LETTER)

Date of Invitation : 04/10/2017 Last Date of Submission 25/10/2017. upto 3.00 P.M.

Date of Opening : 25/10/2017 at 3.30 P.M. at the above address

Job Description	a)	Category	Printing
	b)	Name	COURT NEWS LETTER
	c)	Total Pages	A/4 size consisting of Approx. 20 pages with lamination on covers
	d)	Qty.	4800 copies in two years
	e)	Specification of Paper	Black and white on 130 GSM Art Paper for Inner pages and Cover in four colour on 300 GSM Art Card
(Note: The number of copies/issues may increase/decrease, as required by the Registry)			
Size	A/4 size		
Colour	Cover in Four Colours throughout and inner pages text in one colour i.e. black		
Printing	Sharp and clear		
Binding	Neat and Durable		
Inputs	1) Specimen of Court News Letter may be seen at Editorial Branch, during office hours. 2) for Text of the inner pages; the soft copy of the text matter shall be handed over in MS Word format to the printer for conversion to print ready format at their end, for submission of proofs and for final printing. Proof of cover page be submitted for approval before final printing and get the same approved as per Editorial Branch's instructions.		

	No extra payment shall be made for laser print and machine proofing.
Time Schedule	<p>1) Proofing of cover page and inside text pages: As soon as the matter is handed over to the printer, the job shall be started immediately and proofs of cover and inside text pages shall be submitted within 2 days. It may kindly be noted that the quality of photographs shall have to be improved/modified as per requirements of the Registry or job. Soft copy of the job shall be provided by the Registry and make up has to be done by the printer wherever required.</p> <p>2) The tenderer is required to e-mail a soft copy of the entire matter (Cover Page and Inner Pages) as a PDF file to the Editor, SCR at the time of delivery of the supply and in addition to this they shall also keep a soft copy in safe custody with them for future requirement.</p> <p>3) Printing & Binding – 7 days or as prescribed by Editorial Branch</p>
F.O.R	Supreme Court of India
Earnest Money Deposit	5000/-
Security	10% of the Tender amount

Annexure-D

To be submitted in separate sealed envelope super scribing “Tender Document (Rates)”

Printing and preparation of Supreme Court Reports 2018-2019 and / or Court News Letter 2018-2019

TENDER FOR PRINTING OF SUPREME COURT REPORTS 2018-2019 AND / OR COURT NEWS LETTER 2018-2019		
Name of the Printing Firm :		
Name of the Prop./Partners/Director :		
Complete Address of the Printing Firm :		
1. COST OF 1500 COPIES OF FULL SUPREME COURT REPORTS (SCR) 2. COST OF 2400 COPIES OF COURT NEWS LETTER		
S.No	Items	Rate in Rs.
1	Tax exclusive rate per page per copy for printing of inner pages of Supreme Court Reports' parts and volume Indices (1500 copies)	
	GST %	
	Tax exclusive rate for 2400 copies of “ Court News Letter” containing 20 pages (complete in all respects) i.e. including Paper Cost, Printing (Cover & Text), Lamination Scanning (Black & White and coloured)	
	GST %	
2	Tax exclusive rate for printing per cover page of 1 part of Supreme Court Reports (SCR) (Four Pages) or 1 Volume index of Supreme Court Reports (SCR) (Four pages) on 170 GSM Art paper of 'Sinarmas' or equally good Art Paper, in Four Colour printing with lamination (1500 Copies) (Enclose sample of Art Paper, mentioning quality and weight of the Art Paper).	
	GST %	

3	Tax exclusive rate for Binding of each part of Supreme Court Reports containing approximately 300 pages each.	
	GST %	
4	Tax exclusive rate for Binding of each volume Index of Supreme Court Reports' containing approximately 120 pages each.	
	GST %	
5	Additional & Differential Charges	Court News Letter
	a) Cost Printing of \pm 4 pages (text) and additional copies for Court News Letters	<p>Cost of Four Pages if number of pages increased from 20 pages for 600 copies :</p> <p>Cost of Four Pages, if number of pages decreased from 20 pages for 600 copies:</p> <p>Charges for Addl. Copies if required (per copy):</p>

	b) Cost of additional copies for Supreme Court Reports	<p>1. Tax exclusive rate per page per additional copy for printing of inner pages of SCR parts and volume indices</p> <p>2. Tax exclusive rate for printing per cover page of each additional 1 part of SCR or each additional 1 Volume index of SCR</p> <p>3 Tax exclusive rate for Binding of each additional part of SCR containing 300 pages</p> <p>4 Tax exclusive rate for Binding of each additional Volume index of SCR containing 120 pages</p>	Per copy
6	GST %		
	Total		
<p>No reimbursement on account of any addl. Service which might not have been included herein will be given by Registry on any account. However, if there will be any changes in specified statutory taxes/ duties at the time of delivery/ billing the same would be applicable.</p>			
Place: Date:		Signature of Authorised Signatory with rubber stamp	

DECLARATION

- I/ We have read the instructions appended to the proforma and I / we understand that if any false information is detected even at a later date, any future contract made between ourselves and Registry, on the basis of the information given by me / us can be treated as invalid by the Bank and I / We will be solely responsible for the consequences.
- I / We agree that the decision of Registry in selection of Printing Firms will be final and binding on me / us.
- All the information furnished by me hereunder is correct to the best of my knowledge and belief
- I/We agree that I / we have no objection if inquiries are made about the work listed by me / we in the accompanying sheets.
- I / We agree that I / We have not applied in the name of sister concern for the subject tendering process.

Place:

Date:

SIGNATURE
NAME & DESIGNATION
SEAL OF ORGANISATION