

**SPEED POST**

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

F.No. 916/SCWC/SCI(AM)  
Dated : 26/10/2019

Last date of Submission : 19.11.2019  
Tender opening on 19.11.2019 at 3.30 P.M.

NOTICE INVITING TENDER FOR PRINTING AND PREPARATION OF 4000  
WALL CALENDARS FOR THE YEAR 2020

Sealed tenders are invited in the enclosed Proforma (**Annexure B**) for printing and preparation of approximately 4000 of Wall Calendar of Supreme Court of India of good quality for the year 2020 (in multi colour). For more details may refer to **Annexures 'A'**.

Interested parties, if so desire, may contact Branch Officer, Admn. Material (P & S) telephonically or personally visit at Reception Counter No. 42 for any clarification on any working day between 10.30 A.M. and 4.00 P.M. (except Saturdays & holidays) on Telephone Nos. 23388745,23112257 & 23111403.

**A. TENDER**

1. The tenderers are required to quote their lowest rates as per the enclosed Proforma (Annexure B) for **Printing and Preparation of Wall Calendar-2020** alongwith samples  
**FOR WALL CALENDAR 2020**
  - (a) Sample of Art Card Paper to be used for printing
  - (b) Sample of Printed material
  - (c) Sample of wiro binding
2. The tender may be sent in three separate sealed envelopes superscribing (i) Earnest Money for Wall Calendar – 2020 (ii) Sample sufficiently early so as to reach the Registry within date and time or may be delivered to the undersigned. If tender is sent through Special Special Messenger, an authority letter from the tenderer with proof of identity may also be given to the Messenger so that he/she could show the same along with his/her own identity proof to the Reception Officer at Reception Counter No. 42 for issuance of Entry Pass.
3. The tenderer is expected to examine all the instructions, Proforma's terms and conditions and specification 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.

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 holiday by the Govt. of India then the next working day of the Registry will be treated as due date of Tender.

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

5. (i) The tenderers are required to send their tenders along with a Demand Draft drawn of Rs. 5,400/- (Rupees Five thousand four hundred only) drawn in favour of "The Registrar (Admn.), Supreme court of India" as Earnest Money (Name of the firm, telephone number and name of the item may be written on the reverse side of the Demand Draft). No interest will be payable on EMD. If EMD is exempted, Certificate has to be submitted alongwith the tender documents.
6. EMD of tenderers would be returned by way of RTGS/NEFT or cheque after the contract has been finally awarded to the successful tenderer. A copy of cancel cheque is required to facilitate refund of EMD amount.
7. The rates should be valid for a minimum period of **45** days from the date of opening of the Tenders.
8. **Details of printing required by Registry are given in Annexure 'A' to the tender.**
9. 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.
10. Over-writing, over-typing or erasing of the figures which render it doubtful or ambiguous are not allowed and shall render the tender invalid.
11. 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 form is not transferable and agency shall not be permitted to transfer their rights and obligations to any other person/organization or otherwise.
12. The Registry, in its discretion, reserves the right to reject or accept any or all the tenders, wholly or partly, without assigning any reason therefor.
13. The Earnest Money/ Security shall stand forfeited in case of breach of any of the conditions mentioned herein and if the supply is found unsatisfactory.

14. All the pages of tender document submitted therein must be duly signed and stamped failing which the offer shall be liable for rejection.
15. The Registry is not bound to accept the rates submitted by the lowest tenderer.
16. The tenderer has to mention its infrastructure and annual business turn over of last 2-3 years.

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

17. The Tenderers should specifically state whether rates are inclusive of GST (as applicable); if not, it will be deemed that rates are inclusive of GST.
18. The successful tenderer shall have to deposit performance security @ 10% of total amount of the Purchase order by way of Bank Guarantee drawn in favour of "The Registrar (Admn), Supreme Court of India, New Delhi". The Bank Guarantee will be released after 60 days from the date of final bill payment and after satisfactory supply of the material, whichever is later.
19. The successful tenderer shall get approved the sample of the Paper and printing before printing and executing the order according to the approved specimen.
20. 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.
21. The printed material supplied will be inspected by the Committee of Officers of the Registry. In case the supply is not found strictly in conformity with approved samples/ specification, the entire supply will be replaced at the cost of the successful tenderer.
22. The payment will be made only after the complete satisfactory supply is received.
23. The tenderer shall give an undertaking (as per Annexure 'C') that the firm/Partners/Director/ Proprietor has not been blacklisted and its business dealings with Central/State Government/ Public Sector Units/Autonomous bodies have not been banned / terminated on the account of poor performance.

### **D. PENALTIES**

24. If delivery is not made in time and the Registry is required to get the work done from other dealer and in case of higher payment is to be made as compared to approved rates the difference will be deducted from the performance security Deposit by the tenderer. The Registry reserves the rights to recover damages upto the amount of performance security in case the printing quality is low and in case of deficiency of service.

25. 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, if the delay is due to willful laches or negligence of the tenderer and it causes financial loss or inconvenience to the Registry.
26. In printing of the **Wall Calendar-2020**, the dealer should maintain good quality and should be exactly as per our approved sample. 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.

### **E. INVITATION OF TENDER**

Interested parties may send their lowest sealed tenders in three separate sealed envelopes superscribing (a) Earnest Money for printing and preparation of Wall Calendar -2020 (b) Sample for Printing and Preparation of Wall Calendar-2020 (c) Financial Bid for Printing and Preparation of Wall Calendar-2020 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. 42 near PRO office on or before **19.11.2019 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 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 will be opened, thereafter, the envelopes containing samples will be opened. If samples of the three tenderers are found to be as per requirement, only then the envelopes containing Tenders will be opened and if it is found that less than three tenders have been received for the purpose, due to inadequate competition, the same may not be opened and more tenders may be called and may be opened at the place, date and time to be notified, to the tenderers, in due course

**(B.L.N. Achary)**  
**Addl. Registrar (AM)**

**Encl: Annexures A, B & C**

**NOTE: Registry shall remain closed from 27th October, 2019 to 3<sup>rd</sup> November, 2019 due to Diwali Vacation.**

**JOB DESCRIPTION (WALL CALENDAR-2020)**

Job Description	Category	Printing
	Name	Wall Calendar -2020
	Qty.	4000 Copies**
	Specification (as per sample)	Size- 17.5"x22.5" (approx) Sheets : 7 sheets (containing 12 months and 1 sheet for summarized calendar) GSM : 250 GSM Paper: Gloss Art Card Printing: Multicolour Printing Binding : Wiro Binding (as per sample)
	Printing	Sharp and clean
	F.O.R	Supreme Court of India
	EMD	5,400/-
	Security	10% of the Tender amount
	Estimated Cost	Rs. 1,75,000/-

\*\*Qty may vary

**Note : Tender is theme based (includes Texts/contents)**

**PROFORMA**

**TO BE FILED BY THE TENDERER WITH REFERENCE TO PRINTING AND PREPARATION OF 4000 COPIES OF WALL CALENDAR -2019 WITH THE SIZE OF 17.5"X 22.5" (approx). HAVING 7 SHEETS COLOURED PHOTOGRAPHS AND EMBLEM**

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. GST if any :  
Grand Total :
5. Details regarding Art Card to be used for printing  
(alongwith sample of paper) :

(a) Quality of the Art Card Paper	
(b) GSM:	
(c) Whether sample enclosed or not :	

6. Charges for additional copies of  
Annual Report, if later on required :
7. Delivery Schedule
  - (a) time to be taken for 1<sup>st</sup> proof :
  - (b) time to be taken for subsequent proofs:
  - (c) time to be taken for final supply after  
approval of final proof :
8. Any other information :

Dated :

Signatures with Stamp

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: