

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

F. No. 840/PC/21/SCI(AM)  
Dated: 08.01.2021

**Last date for submission of Tender – 29/01/2021 upto 3:00 P.M.**  
**at Counter No. 17 (R&I).**  
**For any query please contact at Counter No. 26.**

**NOTICE INVITING TENDER FOR AWARDING THE CONTRACT OF**  
**VARIOUS PRINTING WORK**

Sealed tenders are invited from Delhi- NCR printers on the Proformas attached herewith as Annexures- 'A' & 'B' for awarding the contract for a period of two years in respect of the printing and preparation of Letter Head Pads, D.O. Envelopes, visiting cards, invitation cards, certificate, colour flags and for other printing work of the Registry in Ordinary Printing, Screen Printing, Raised Printing and Special Raised Printing having emblem in die printing and leaf printing.

Approximately 500 Nos. of letter head pads each containing 100 sheets and 10000 Nos. D.O. Envelopes are got printed in a year. The exact quantity of above letter head pads and envelopes may increase or decrease. The orders for printing are given at different intervals as and when they are to be got printed.

The rates should be quoted for the cost of Letter Head Paper and Envelopes, Visiting Cards, Invitation Cards and other Misc Printing Material. The tenderer is required to quote its rates for good quality visiting cards and invitation cards inclusive of cost of card and printing.

Interested parties, if so, desire, may contact Branch Officer, Admn. Materials (Purchase & Stores) at Telephone No. 011-23112257 or can personally visit at Reception Counter No. 26 for any clarification on any working day between 10.30 A.M. and 4.00 P.M. (except Saturdays, Sundays and Holidays).

**A. TENDER**

1. The Tenderers are required to quote their lowest rates as per the enclosed Proforma (Annexure 'A') mentioning discount, if any, percentage of GST,

along with sample of ordinary printing, Screen printing, Raised printing and Special Raised Printing. Tenders once submitted shall not be allowed to be withdrawn till finalization of the matter.

2. Three separate envelopes should be used for submitting
  - (i) Earnest Money
  - (ii) Samples of different types of Printing and
  - (ii) Tender Documents

Papers on each envelope superscribing

- (i) EMD for Printing Contract
- (ii) Sample of Papers for printing and
- (iii) Tender for printing Contract

**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 only on the enclosed proformas.

3. The tender may be sent by post sufficiently early so as to reach the Registry within stipulated time and date, or may be delivered to the undersigned. If tender is sent through special messenger, an authority letter from the Tenderer with proof of identity may also be given to the Messenger.
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.
5. **The tenderer is expected to examine all the instructions, Proformas' 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 rejected of the tender.**

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

6. The tenderers are required to send their tender along with a Demand Draft of **Rs. 12,000/-** drawn in favour of "The Registrar, Supreme Court of India", as **earnest money** which shall be refunded to unsuccessful tenderers on their written request. **Name of firm and telephone number and name of the item** to be supplied may be written on the reverse side of Demand Draft. **All tenders which are received without earnest money will be rejected. If a**

**firm is exempted from the depositing EMD, a certificate to this effect has to be submitted along with the tender document.**

7. The Tenderer is required to quote its lowest rate and discount, if any, percentage of GST, delivery period as per Annexure 'A' enclosed.
8. The rates should be valid for a minimum period of **2 years from the date of awarding the Contract.**
9. Hypothetical & conditional tender shall not be entertained. Tender once submitted shall not be allowed to be withdrawn or altered. **The tenderer after submitting his/her tender, shall not rescind his/her offer or modify the terms and condition thereof in any manner, else the EMD shall be forfeited and the tenderer shall be blacklisted.**
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 middlemen/ agents/ commission etc. should be asked by the tenderers to represent their cause and they will not be entertained by the Registry.
12. 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 of the tenders, partly or completely, at any time without assigning any reason thereof.
13. The tenderer should be capable of printing and should have 3 years experience and expertise for quality printing and should have requisite infrastructure including latest technology and adequate binding arrangements etc. to carryout the job to the satisfaction of the Registry, within the requisite time as stipulated by the Registry. **Delivery of printed material within the agreed time limit will be an integral and essential part of the contract. In case of emergency, the work will have to be done on the same day.**
14. Each tenderer has to certify that all the terms and conditions are acceptable to him/her.
15. The tenderer shall quote the rates both in figures and words with blue/black ball pen. In case of any discrepancy, the figures mentioned in words will be considered.

16. 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.
17. **The Earnest Money/ Security deposit shall stand forfeited in case of breach of any of the conditions mentioned herein and if the supply is found unsatisfactory.**
18. **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.**
19. **The tenderer should submit proof of his/her domicile in Delhi-NCR along with address of the office.**
20. **Earnest Money deposit of unsuccessful 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 cancelled cheque is required to facilitate refund of EMD amount.**
21. Every page must be signed and stamped by the authorized official of the quoting firm, failing which it is liable to be rejected.
22. The time is the essence of the tender. The supply of the item as per the required specifications shall require to be delivered strictly as per the schedule given by the successful tenderer and agreed upon by the Registry.
23. There shall be no increase in rate contract period. All orders placed till last date of contract will have to be completed without fail.
24. During the subsistence of contract, in case of breach of any condition or deficiency in service, the Registry shall have a right to terminate the contract and to entrust the work to another contractor. The loss, if any, sustained by the Registry on that account will be recovered from the tenderer.

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

25. The successful tenderer shall have to deposit performance security@10% of the purchase order within one week from the receipt of Purchase Order 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.
26. Specimen of letter heads/envelopes along with the paper required for printing the same will have to be collected from the Registry and proof for approval of the same will be required to be delivered in the Registry. After final printing, the letter heads and envelopes are to be delivered in the Registry by the tenderer.
27. The quantity of letter head pads etc. required to be printed at a time varies from one pad to five pads as per requirement.
28. Execution of the work is to be done very expeditiously but not later than six days and in emergency the work is to be executed on the same day.
29. The payment will be made after full supply is received and accepted as per approved sample/specification.
30. The printing would be inspected by the senior officers of the Registry and in case the printing is not found strictly in conformity as per the required quality, the entire supply will have to be replaced with the quality exactly commensurate with the approved specification/sample at the cost of the tenderer. The decision of the Inspection Committee in this regard shall be final.
31. The successful tenderer will have to abide by the terms and conditions as may be fixed from time to time by the Registry.
32. Even after awarding the contract, the Registry reserves the right to terminate the same at any time, if the services of the tenderer are not found satisfactory.

## **D. PENALTIES**

33. 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 deposited by the tenderer. The Registry reserves the right to recover damages upto the amount of Performance Security in case the printing quality is low or in case of deficiency of service.
34. 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.
35. In case the services of the successful tenderer is not found satisfactory the Registry reserves the right to cancel the Contract immediately and impose any penalty as may deem fit by the Registry in addition to forfeiture of security deposit.

## **E. INVITATION OF TENDER**

Interested parties may send their tenders in three separate sealed envelopes containing (1) Earnest Money for Printing Contract; (2) Samples of Papers for Printing and (3) Tender for Printing Contract, addressed by name to the undersigned or may be handed over personally to Registry's Reception Counter No. 17 on or before 29.01.2021 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 and thereafter the envelopes containing samples and tender documents will be opened.

Sd/-  
(Anil Kumar Sharma)  
Additional Registrar(AM)  
08.01.2021

**Encls : Annexures 'A' & 'B'**

**PROFORMA TO BE FILLED BY THE TENDERER**  
**FOR THE CONTRACT OF PRINTING**

**Last date of Tender : 29.01.2021**

1. Name of the tenderer :  
with Address
2. Name of the Contact Person  
with Telephone/Mobile No.:  
Fax No./E-mail ID
3. Details of Printing and Rates (GST/Tax)

S.No.	Name of items	Specifications	Rates
01	Letter Head	<ul style="list-style-type: none"><li>• Letter Head - German D.O. in the size of 210 mm x 297 mm per Pad (containing 100 sheet)</li><li>• Letter Head - German D.O. in the size of 180 mm x 220 mm per Pad (containing 100 sheet)</li><li>• Letter Head – Cream (D.O.) in the size of 210 mm x 297 mm per Pad (containing 100 sheet)</li><li>• Letter Head – Cream (D.O.) in the size of 180mm x 220 mm per Pad (containing 100 sheet)</li><li>• Letter Head – Galgo Cream in the size of 210 mm x 297 mm per Pad (containing 100 sheet)</li><li>• Letter Head – Galgo Cream in the size of 180mm x 220 mm per Pad (containing 100 sheet)</li><li>• Letter Head – Galgo White in the size of 210 mm x 297 mm per Pad (containing 100 sheet)</li><li>• Letter Head – Galgo White in the size of 180mm x 220 mm per Pad (containing 100 sheet)</li></ul>	
02	White Envelope	Maplitho SW Century Paper, 80 GSM and flap in the size of 1.75" with good quality <b>self gumming</b> and without Gumming in the following sizes <ul style="list-style-type: none"><li>• 6.5"x3.75" (Back shape)</li><li>• 9" x4.15" (American size)</li><li>• 10" x4.15" (American size)</li><li>• 11" x5" (American size)</li></ul>	

S.No.	Name of items	Specifications	Rates
3	Cream Envelope	100 GSM paper with matching colour of Galgo Cream Letter Head in good <b>self gumming and without gumming</b> quality paper in the following sizes <ul style="list-style-type: none"> <li>• 6.5" x 3.75" (Back shape)</li> <li>• 9" x 4.15" (American size)</li> <li>• 10" x 4.15" (American size)</li> <li>• 11" x 5" (American size)</li> </ul>	
04	Visiting Card	<ul style="list-style-type: none"> <li>• Good quality card in Ivory, Plastic, Galgo and Handmade in white and cream colour with box</li> <li>• Medical cards as per specification of visiting cards</li> </ul>	
05	Invitation Card	<ul style="list-style-type: none"> <li>• Good quality Ivory card in 300 GSM in the size ( 7" x 5") with matching envelope</li> <li>• GSM 300 Cream Galgo Imported Sheet (env. +card)11 x 10 (two folded)</li> <li>• Leather Grains cream sheet : 300-400 GSM</li> </ul>	
06	Misc. Printing	<ul style="list-style-type: none"> <li>• Coloured Flags as per sample <ul style="list-style-type: none"> <li>• Paper : Pulp Board 11 kg approx.</li> <li>• size : 1" x 3.5"</li> </ul> </li> <li>• file folder <ul style="list-style-type: none"> <li>• Size : 12.5" x 9" and 7.5" x 10.5"</li> <li>• GSM : 300 GSM</li> <li>• Brand of Paper : Cream / White Galgo</li> </ul> </li> <li>• Certificate : (black Printing) <ul style="list-style-type: none"> <li>• Size : 8.5" x 11"</li> <li>• Paper : Art Card</li> <li>• GSM : 300 GSM</li> </ul> </li> <li>• Certificate : Coloured Printing (multi Colored) <ul style="list-style-type: none"> <li>• Size : 21 - 23 x 30 -33 (approximately)</li> <li>• Paper : Art Card</li> <li>• GSM : 300 GSM</li> </ul> </li> <li>• Application for Photo Entry Pass (rate including paper and printing)</li> </ul>	
07	Other items	<ul style="list-style-type: none"> <li>• Envelopes : GSM 120 Cream Galgo Imported Sheet <ul style="list-style-type: none"> <li>• A-4 Size</li> <li>• A-6 Size</li> </ul> </li> </ul>	



**Type of Printing**

**Rate(Rs.) (GST/Tax)**

- (i) Ordinary Printing (per hundred)  
(along with such printing sample)
  
- (ii) A) Raised Printing (per hundred)  
(along with such printing sample)  
  
B) Special Raised Printing (per hundred)  
(along with such printing sample)
  
- (iii) Screen Printing (per hundred)  
(along with such printing sample)  
  
First hundred with  
charges of negative  
  
Second hundred onwards
  
- (iv) Die Printing of Emblem (per hundred)  
(along with such printing sample)  
  
For Golden Colour  
  
For any other colour
  
- v) Leaf Printing of Emblem (per hundred)  
(along with such printing sample)  
  
For Golden Colour  
For any other colour
  
- 5. Pad making charges  
(Per pad of hundred letter heads)  
Legal Size  
Pad of 1/4 size  
Pad of 1/5 size  
Pad of 1/6 size  
Pad of 1/8 size

5A. GST No. :

Information regarding E-Payment

(i) Bank Name & A/C No.

(ii) IFSC No. :

(iii) MICR No. :

6.. Delivery Schedule

(a) Time to be taken for giving 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. :

7. Whether, in case of emergency, the work  
will be done on the same day :

8. Additional information, in any :

Signature :

Name of the Firm :

Dated :

Signature of the Tenderer  
with stamp

**UNDERTAKING**

I/We undertake that .....(Name of the Firm/Partners/Directors/Proprietor)....  
has not been blacklisted/ banned / by any Central / State Government/ Public Sector  
Units/ Autonomous Bodies.

Date: .....

Place: .....

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