

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

Due date: 11.03.2022

F.No.201/SCR&CN/2021/SCI(AM)

Dated 19.02.2022

Last Date for submission of Tender: 11.03.2022 upto 3.00 p.m.
at Counter No. 17 (R&I)
For any query please contact at Counter No. 26

NOTICE INVITING TENDERS FOR PRINTING AND BINDING OF SUPREME COURT REPORTS (SCR) AND / COURT NEWS LETTER - 2022 and 2023

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 2022 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 **1460** 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 **10** copies to the Editorial Branch. The Printer of Supreme Court Reports (SCR) has to print complete 2022 and 2023 SCRs even if the work of these two years may extend to 2024 or beyond, on the same approved rates, terms and conditions

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 2022. 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 2022 and 2023 even if the work of these two years may extend to 2024 or

beyond, on the same approved terms and conditions. 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) and Court News Letter for a period of two years. Available with the Editorial 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 Undertaking

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 from the date of awarding of Contract, till completion of all work pertaining to printing and binding of SCR and Court News Letter of the years 2022 and 2023.

(2) The tender may be sent in three separate sealed envelopes superscribing :

- (a) Earnest Money Deposit (EMD)
- (b) "Samples" 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) for Supreme Court Reports and /or "Samples" of Court News Letter
- (c) "Financial Bid for Printing and Binding of Supreme Court Reports and/or "Financial Bid for Printing and Binding of Court News Letter" 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, Proforma's, terms & conditions and specifications in the tender documents. Failure 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.

(4) 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 the next working day of the Registry will be treated as due date of the tender.

B. TERMS AND CONDITIONS OF TENDER

(5) The tenderers are required to send their tender along with a **Demand Draft of Rs. 1,00,000/- (Rupees One Lac only) drawn in favour of “The Registrar, Supreme Court of India”, payable at New Delhi as Earnest Money**, by writing the name of the firm, telephone number and name of the item on the reverse side of the Demand Draft. If a firm is exempted from depositing the EMD, a side of the Demand Draft. If a firm is exempted from depositing the EMD, a Certificate to this effect has to be submitted along with the tender document.

(6) 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.

(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 Contract and the rates shall be valid from the date of awarding the Contract or from the date of letter of awarding of contract till the completion of all work falling under the purview of the contract.

(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 prescribed time limit will be an integral and essential part of the contract and therefore extension of time shall not be given.

(13) 1.9% Spoilage will be allowed of the paper supplied by the Registry.

(14) The tenders 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 tenderers shall give an undertaking (as per **Annexure-'E'**) that the Firm/Partners/ Director/ Proprietor has not been blacklisted/ banned by any Government Department/ Public Sector undertaking/ Autonomous Body.

C. TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER

(23) The printer shall at it's 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.

(24) 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.

(25) 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.

(26) 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.

(27) 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.

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

(29) No request for escalation of rates would be entertained after finalization of tender. The rates shall be valid from the date of letter of awarding the contract till the completion of all work falling under the purview of the contract, except in case of reasons beyond control subject to the approval of the Competent Authority.

(30) The successful tenderer shall have to deposit **performance security @ 3%** of total amount of the Purchase order by way of Bank Guarantee/ Demand Draft drawn in favour of "The Registrar (Admn.), Supreme Court of India, New Delhi". The Performance Security will be released after 60 days from the date of final bill payment and after satisfactory supply of the material, whichever is later.

(31) 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 proper and legally admissible bill.

(32) 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.

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

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

D. PENALTIES

(35) 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.

(36) The extra quantity of papers if required, for extra spoilage may be supplied by the Registry to the printer in case of emergency at the cost of purchase made by the Registry.

(37) 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.

(38) 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 specification.

(39) It shall be the liability and obligation of the printer to return the remaining unused reams of paper (if any) to Admn. Material Branch of the Registry in original condition, after completion of printing work of SCRs pertaining to the years 2022 and 2023, at their own cost.

In case of any default or breach of the said clause/ conditon, the security amount deposited by the printer shall be forfeited (in full or part, as required) and/ or further proceedings/ action may be initiated by the Registry and/ or appropriate penalty may be imposed as deemed fit by the Registry.

E. INVITATION OF TENDER

Interested parties may send their lowest sealed tenders in three separate sealed envelopes superscribing:

1. Supreme Court Reports(SCR)

(a) Earnest Money Deposit **(EMD)**, (b) **"SAMPLE"** : Outer cover with inner lamination for SCR (c) **Financial Bid for SCR** on the cover of each envelopes respectively.

2. Court News Letter

(a) **"SAMPLE"** : Outer cover, Inner page and lamination for Court News Letter. (b) **Financial Bid for Court News Letter** on the cover of each envelopes respectively addressed by name to the undersigned or may be handed over personally at Registry's Reception Counter No.17 (R&I) **on or before 11.03.2022 at 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 representatives who may wish to remain present. The tenders received after due date and/or time and/or without Earnest Money Deposit (EMD)/ Exemption Certificate' and/or **(not applicable in Court News Letter)** and/or samples, will not be entertained. In the first instance, envelopes containing Earnest Money Deposit (EMD)/ Exemption Certificate' **(in an admissible case)** will be opened, thereafter, the envelopes containing Samples will be opened. if samples of 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.

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

Encls.: Annexures : A - E

Any Clarification may be obtained from:

- 1) (For documents)
Admn. Materials Branch
Supreme Court of India
Tilak Marg, New Delhi-110001
Telephone: 011- 23115941
- 2) Mr. Bibhuti Bhushan Bose (For content and format of SCR and Court
Editor News)
Supreme Court of India
Tilak Marg, New Delhi-110001

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

F.No.201/SCR&CN/2021/SCI(AM)

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 Tenderer :
with Address
2. Name of the Contact Person :
with Telephone/Mobile No./Fax No./ E-mail ID
3. PAN number :
(Copy to be attached)
4. Bank Details for refund of EMD :
5. GST Registration Number :
(Copy to be attached)
6. Whether insured against fire, theft and
burglary, if so state the amount for
which insured, name of the insurance
company and policy no.
7. Total number of employees
 - a) Managerial and supervisory
 - b) Skilled and Semi Skilled
 - c) others
8. Specify maximum value of single value
order executed for Registry during the last
three years (Proof attached)
9. Name & Relation, if any with the staff
member of the Registry's
10. Has printer been black listed by any
Government Organisation
11. List of clients with the name of
contact person and Telephone No.

E-mail I.D. :

12. Details of machines and other equipments:

S.No.	Machines/equipment	Number of Machine

13. 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.

14. 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

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

16. Infrastructure available in terms of Clause 11 of the tender :

17. Additional Information, if any

Signature
Name of the Firm/Company

Supreme Court of IndiaTilak Marg, New Delhi-110001**JOB DESCRIPTION (SUPREME COURT REPORTS)**

Job Description	Category	Printing
	Name	Supreme Court Reports, 2022 and 2023
	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. 1.9% spoilage will be provided by the Registry
(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-2021) may be seen at Editorial Branch, during office hours between 10 AM to 16:30 PM except Saturday and Sunday. On Saturday between 10AM to 12:30PM.</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
Security	3% of the Tender amount

Annexure 'C'

Supreme Court of India

Tilak Marg, New Delhi-110001

JOB DESCRIPTION (COURT NEWS LETTER)

Job Description	a)	Category	Printing
	b)	Name	COURT NEWS LETTER
	c)	Total Pages	A/4 size consisting of Approx. 28 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	<p>1) Specimen of Court News Letter may be seen at Editorial Branch, during office hours.</p> <p>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.</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	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		

	<p>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
Security	3% of the Tender amount

Annexure-D

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

TENDER FOR PRINTING OF SUPREME COURT REPORTS 2022 and 2023 AND / OR COURT NEWS LETTER 2022 and 2023		
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 (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	

Signature of Tenderer

	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 28 pages for 600 copies :</p> <p>Cost of Four Pages, if number of pages decreased from 28 pages for 600 copies:</p> <p>Charges for Addl. Copies if required (per copy):</p>

	<p>b) Cost of additional copies for Supreme Court Reports</p>	<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>	<p>Per copy</p>
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>			
<p>Place: Date:</p>		<p>Signature of Authorised Signatory with rubber stamp</p>	

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.

Date :
Place :

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