

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

F.No.90/D-II/19/SCI(AM)  
Dated 03.10.2019

Last date for submission of Tender is  
25.10.2019 upto 03:00 p.m.

**NOTICE INVITING TENDER FOR**  
**PRINTING AND PREPARATION OF 1300 DIARIES - FOR THE**  
**YEAR 2020**

Sealed tenders are invited, as per enclosed Proforma - Annexure 'A' for the Printing and Preparation of 1300 nos. of Diaries in the size of **26.5 cmsx20.5 cms (approx.)** for the year 2020 of following description/specifications for use in the Registry. The quantity may vary at the time of placing the order. For more details may refer to Annexure 'B'.

Interested parties, if so desire, may see the design and sample of the Diary by contacting Branch Officer, Admn. Materials (Purchase & Stores), Telephone No. 23388745, 23111403, 23112257 or can personally visit Registry's Reception Counter No. 42 near PRO Office for seeing the sample or for any clarification before quoting the rates on any working day between 10.30 A.M. to 4.30. P.M. except Saturday/ Sunday / Holiday.

**A. TENDER**

1. The tenderer is required to quote its lowest rates in the enclosed performa alongwith samples of Diary, Delivery period, Discount, if any , percentage of GST. Tenders once submitted will not be allowed to be withdrawn till finalisation of the matter.
2. The tender may be sent in three separate sealed envelopes superscribing (a) Earnest Money, (b) Samples of Diaries and (c) Financial bid for printing and preparation of Diary.
3. The tender may be sent by post sufficiently early so as to reach the 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 Reception Counter No. 42 for issuance of Entry Pass.

4. The tenderers are 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 any respect will be at the tenderer's risk and may result in the rejection of the tender.
5. The tender must be received not later than the date & time specified for submitting the same. In case, the date of submitting the tender will be declared as holiday by the Govt. of India then next working day of the Registry will be treated as due date of Tender.

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

6. The tenderer is required to quote their lowest rates on the Proforma as at **Annexure 'A'** enclosed hereto alongwith sample(s) of Diaries, delivery period, discount on bulk purchase and percentage of GST.
7. The tenderer is required to send their tender alongwith a Demand Draft of Rs. 7,600/- (Rupees Seven Thousand six 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 document.
8. 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.
9. The rates should be valid for a minimum period of 60 days from the date of opening of Tenders. The rate quoted shall remain static for two years.
10. Hypothetical or conditional tenders will not be entertained. Tender once submitted shall not be allowed to be withdrawn or altered, otherwise appropriate action as may be deemed fit by the Registry will be taken against that Tenderer.
11. Over-writing/over-typing or erasing of the figures which render the Tender doubtful or ambiguous are not allowed and shall render the tender invalid.
12. 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.

13. The Registry, in its discretion, reserves the right to reject or accept any or all the tenders, wholly or partly, without assigning any reason therefore.
14. The Earnest Money / Security deposit shall stand forfeited in case of breach of any of the conditions mentioned herein.
15. 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.
16. The Registry is not bound to accept the rates submitted by the lowest or any other tenderer nor does it undertake to assign any reasons for its decision in this matter.
17. Even after awarding the rate Contract, the Registry reserves the right to terminate the same at any time, if the services of the tenderer are not found satisfactory.

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

18. The Tenderer should specifically state whether rates are inclusive of GST as applicable ; if not, it will be deemed that rates are inclusive of GST.
19. 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.
20. The tenderer should be capable of printing and binding and should have experience and expertise for quality printing as well as binding and should have requisite infrastructure and adequate binding arrangements etc. to carryout the job to the satisfaction of the Registry. Delivery of diaries shall be within the stipulated period. The prompt delivery shall be an integral part of the contract.
21. The supply of the material shall be required to be made **within 15 days** in the Registry (F.O.R. Destination) on receipt of the final approved dummy diary, otherwise the security Deposit may be forfeited alongwith any other action as may be deemed appropriate by the Registry. Non-availability of raw material shall not be accepted as a ground for delay in supply and shall equally be penalised.

22. The supply of the Diary shall required to be made as per schedule given by the successful tenderer and agreed upon by the Registry. The payment will be made after full supply is received and accepted as per approved sample/specifications.
23. 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.
24. Pre-Production samples of Diary are to be provided and have to be approved.
25. The Printer has to shred all the waste papers before disposal and ensure that the printed material is not misused.
26. The Printer shall treat the details of the printed material as secret and confidential.
27. The decision of the Inspection Committee in this regard shall be final.
28. The payment will be made only after the full supply is received and accepted as per approved sample/specifications. No part payment or advance payment will be made.
29. The Successful tenderer will have to abide by the terms and conditions as may be fixed from time to time by the Registry.

#### **D. PENALTIES**

30. If delivery of the Diary is not made within the stipulated time and the Registry is required to make purchase from outside at higher rates, the loss sustained will be deducted from the E.M.D./Performance Security of the Tenderer.
33. Irrespective of the fact as to whether or not the Registry makes purchases from outside, the Registry may impose penalty upto **1% per day** of total cost per week subject to maximum penalty of **10%** of the total Cost, if delay is due to willful laches or negligence of the tenderer and it causes financial loss or inconvenience to the Registry.
34. In case of short supply/rejection of item, the items are to be replenished within the time stipulated in the supply order/Two days respectively otherwise, penalty @ 1% will be levied.
35. The material supplied will be inspected by an Inspection Committee comprising of Senior Officers of the Registry and in case the supply is not found strictly in conformity with the approved sample/specifications, the

same will liable to be rejected and the entire supply will have to be replaced with the quality exactly commensurate with the approved sample/specifications at the cost of the 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 "TENDER of DIARIES -2020"**, (b) **"SAMPLES OF DIARIES -2020"** and (c) **Financial Bid for Diaries-2020** 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. 42 near PRO Office **on or before 25.10.2019 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 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 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)  
Additional Registrar (AM)

**Note: Registry shall remain closed from 07<sup>th</sup> October 2019 to 12<sup>th</sup> October, 2019 on account of Dussehra Holidays.**

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

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**PROFORMA TO BE FILLED BY THE TENDERER**  
**WITH REFERENCE TO THE NOTICE INVITING TENDER FOR**  
**PRINTING AND PREPARATION OF 1300 DIARIES - 2020**

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. GST Registration Number :  
(Copy to be attached)
5. Details of Rates :-

<b>Description of the Item*</b>	<b>Rate for each in Rs. (Without GST)</b>	<b>GST %</b>
GSM : as per sample Size 26.5 cmsx20.5 cms ( approx.)		

\* Sample is available at Registry

6. Cost per page of printing of text provided by the Registry:  
Charges of  $\pm$  one page in case of addition/reduction from  
20 printed pages :
7. Discount on bulk purchase, if any :

8. Delivery Schedule

- (a) Time to be taken for supply of 1<sup>st</sup> Proof :
- (b) Time to be taken for supply of subsequent proofs :
- (c) Time to be taken for final supply after approval of Dummy Diary :

9. F.O.R. Supreme Court Registry :

10. Any other information :

Dated :

Signature  
with stamp

**ANNEXURE 'B'**

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<b>Qty. approx. (in nos.)</b>	<b>Specification</b>
1300*	<ul style="list-style-type: none"><li>• Size : <b>26.5 cms x 20.5 cms (approx.)</b></li><li>• Executive hard - bound Diary = Board of 2mm; Leatherite cover as per sample</li><li>• Full page for each day, Month cut and Planner at starting of each month. First page related to personal information should be there.</li><li>• Outer Golden Shine</li><li>• <u>Full page customization</u>: 20 pages (back to back) of the Registry's information (text will be provided by the Registry). The quality of print jobs has to be excellent. Printing of text should be done in colour.</li><li>• Diary 2020, Supreme Court of India and Logo embossed on the Cover</li><li>• <u>Binding and Stitching</u> : Sectional sewing with Nylon Thread.</li><li>• Dot white grid inner sheet of <b>GSM- as per sample</b></li><li>• Silk Ribbon Bookmark to be provided.</li></ul>

\* Quantity may vary at the time of placing order.



**ANNEXURE 'C'**

**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: