

SPEED POST

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

F.No.844/SCC/2016/(AM)  
Dated :29/09/2016

**NOTICE INVITING TENDER FOR PRINTING AND PREPARATION  
OF SUPREME COURT DESK & POCKET CALENDARS, 2017**

**Last date of Tender : 18/10/2016 upto 3.00 P.M.**

**Opening of Tender : 18/10/2016 at 3.30 P.M.**

Sealed tenders are invited in the enclosed Proforma (**Annexure B**) for printing and preparation of approximately 4000 Nos. of Supreme Court of India Calendars of good quality for the year 2017 (in multi colour) on Magno Star (imported) Art Card paper of 300 GSM in the size of 25.6 cms x18 cms and 4000 Nos. of Supreme Court of India Pocket Calendars for the year 2017 in the size of 9.5 cms x 7 cms on Magno Star Art Card paper for use in the Registry. The exact quantity may vary at the time of placing the order. For more details may refer to **Annexure 'A'**

Before quoting the rates, if any tenderer so desires, may see the design, printing and sample of above Calendars by contacting the Branch Officer, Admn. Materials (P&S), Supreme Court of India, Tilak Marg, New Delhi (Tel. No.: 23388745, 23112257 & 23111403) and personally visit on any working day between 10:30 A.M to 04:00 P.M. and on Saturday between 10:30 A.M. to 12:30 P.M.

**A. TENDER**

1. The tenderer is required to quote its lowest rates in the enclosed Proforma alongwith sample of paper to be used for printing of above calendars mentioning GSM, Quality of Paper, Delivery Period, Discount, if any, percentage of VAT/ Tax etc. Tenders once submitted will not be allowed to be withdrawn till

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Signature of Tenderer



finalisation of the matter.

2. Two separate envelopes should be used for submitting
- (i) Tender Document and
  - (ii) Sample of Art Card Paper to be used for printing of Calendars; Sample of Printed material and sample of Lamination i.e. Hard and Soft Lamination on the Art Card

superscribing

a) "TENDER FOR PRINTING OF SUPREME COURT OF INDIA CALENDAR FOR THE YEAR 2017" and

b) SAMPLES OF ART CARD TO BE USED FOR CALENDAR, SAMPLES OF PRINTED MATERIAL AND SAMPLE OF LAMINATION I.E. HARD AND SOFT LAMINATION.

**If both the envelopes are kept inside a single envelope, it should be specifically written outside the envelopes.** Every page must be signed and stamped by the authorised official of the quoting firm, failing which it is liable to be rejected.

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 special 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 alongwith his own identity proof to the Reception officer at Reception Counter No. 37 for issuance of Entry Passes.

4. 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 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

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working day will be treated as due date of tender.

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

6. The rates should be valid for a minimum period of 90 days from the date of opening tender.
7. While deciding upon the selection of Printer, emphasis will be given on the ability and competence of applicant to do good quality works within the specified time schedule. Only those tenderers satisfying the minimum technical standards as required by the Registry will be considered for financial bidding.
8. Registry is not bound to accept the lowest tender and reserves the rights to reject or accept any or all the tenders, partly or completely, at any time without assigning any reason therefor.
9. Hypothetical/conditional tender 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 as deem fit may be taken against tenderer.
10. Overwriting/over-typing or erasing of the figures which render it doubtful or ambiguous and without signature of tenderer is not allowed and shall render the tender invalid.
11. The Registry will deal with the tenderer directly and no middlemen/agents/commission agents etc. should be asked by the tenderer to represent their cause and they will not be entertained by the Registry.
12. Applications containing false and/ or inadequate information are liable for rejection.
13. The tenderer shall quote rates both in figures and words.

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Signature of Tenderer



### C. TERMS AND CONDITONS FOR SUCCESSFUL TENDERER

14. The successful tenderer shall have to give performance security deposit @10% of total amount of the Purchase order by way of demand draft drawn in favour of "The Registrar (Admin), Supreme Court of India, New Delhi". The security deposit will be refunded after two months from the date of payment of their bill, after deducting the actual damages, if any, caused due to delay, deficiency in service etc. Name of the firm, telephone number and name of the item may be written on the reverse side of the Demand Draft.

15. The successful tenderer shall get approved the coloured specimen/draft print of the above Calendars before printing and executing the work according to the approved sample.

16. The Calendars supplied will be inspected by the Registry and in case the supply is not found strictly in conformity with the approved sample/specifications, the entire supply will be rejected and 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.

17. The time is the essence of the tender. The supply of the Calendars shall be required to be made strictly as per schedule given by the successful tenderer and agreed upon by the Registry. In case supply is not made within the stipulated time and the Registry is forced to make alternative arrangement to meet the emergent demand at higher rates, the loss sustained will be deducted from the bill.

18. The payment will be made after full supply is received and accepted as per approved sample/specifications.

19. The Calendars will have to be printed exactly in the same pattern and colour combinations as that of the calender of last year (2016). Samples can be seen in the Registry.

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#### D. PENALTIES

20. The supply of the Calendars shall be required to be made within one week on receipt of supply order after getting the printed matter approved. The printing should be sharp and clear and should maintain excellent quality. The Registry reserves the right to impose penalty upto the Performance security amount deposited, in case of poor quality printing.

21. Irrespective of the fact as to whether or not the Registry gets the printing of Calendars done from outside, the Registry may impose a penalty upto 1% the total cost, per week, for delayed delivery, if the delay is due to wilful laches or negligence of the tenderer and it causes financial loss or inconvenience to the Registry.

22. If the delivery is not made in time and the Registry is forced to make alternative arrangement to meet the emergent demand at higher rates, the loss sustained will be deducted from the bill or the Security deposited may be forfeited alongwith any other action as may deem appropriate by the Registry.

#### E. INVITATION OF TENDER

Interested parties may send their tenders in two separate sealed envelopes, one containing (i) Tender Document and the another containing the (ii) Samples of Art Card Paper and Printing Material to be used for Calendar addressed to Shri Basu Dev Sharma, Addl. Registrar, (Admn. Material) or may be handed over personally to Registry's Reception Counter No. 37 near PRO office on or before **18<sup>th</sup> October, 2016 upto 03:00 p.m.** which may be **opened at 03:30 P.M. on the same day in the Registry** by a Committee of Officers constituted for the purpose before the tenderers or their authorized representatives who may wish to remain present.

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The tenders received after due date and/or time and/or without Samples will not be entertained. In the first instance, envelopes containing the samples, if received from at least three tenderers will be opened and if the samples are found as per specifications laid down in the Tender Notice, 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 will be opened at the place, date and time to be notified in due course to the tenderers.

  
29.9.16  
(Basu Dev Sharma)  
Additional Registrar (AM)

**NOTE:** i) Registry shall remain closed from 9<sup>th</sup> October, 2016 to 16<sup>th</sup> October, 2016 due to Dussehra holidays.

Enclosure:

Annexures 'A' and 'B'

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

**ANNEXURE-A**

No.844/SCC/16/SCI(AM)  
Dated : 29<sup>th</sup> September, 2016

**Date of opening of Tender : 18<sup>th</sup> October, 2016**

S.No.	Quantity of Calendar 2017	Specifications
1	4000 Desk Calendar 2017	Multi Colours, on Magno Star (imported) Art Card Paper of 300 GSM with Lamination. Lamination: <ul style="list-style-type: none"><li>• 400 Hard lamination</li><li>• 3600 normal lamination (one side)</li></ul> As per Calendar of 2016
2	4000 Pocket Calendar 2017	Multi Colours, on Magno Star (imported) Art Card Paper Lamination: <ul style="list-style-type: none"><li>• 400 Hard lamination</li><li>• 3600 normal lamination (both side)</li></ul> As per Calendar of 2016

- Quantity may vary at the time of placing the purchase order
- Before executing complete order, samples have to be approved from Competent Authority

**Samples of Art Card to be used for Calendar, samples of printed material and Lamination i.e. hard and soft lamination, should be furnished along with Tender**

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

Annexure-'B'

F.No.844/SCC/16/SCI(AM)  
Dated: 29/09/2016

PROFORMA  
TO BE FILLED BY THE TENDERER  
WITH REFERENCE TO NOTICE INVITING TENDER FOR PRINTING  
AND PREPARATION OF 4000 NOS. OF SUPREME COURT OF  
INDIA CALENDARS AND 4000 NOS. OF POCKET CALENDARS  
FOR THE YEAR 2017

1. Name of the tenderer :  
with Address
2. Name of the Contact Person  
with Telephone/Mobile No. :  
Fax No./E-mail ID
- 2A. Traders Identification No. :  
VAT No. :
3. Details regarding Art Card to be used for printing  
(alongwith sample of paper) :

- |  |  |
|--|--|
| (a) Quality of the Art Card Paper (With Brand Name): |  |
| (b) Weight of the paper (GSM):                       |  |
| (c) Whether sample enclosed or not :                 |  |

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Signature of Tenderer





4. Details of Rates:

**DESK CALENDAR (in multi colours):**

In the size of 25.6 cms x 18 cms including printing (complete in all respect)

(a) 3600 Supreme Court of India Desk Calendars with normal lamination one side

b) 400 Supreme Court of India Desk Calendars with hard lamination

**POCKET CALENDAR (in multi colours):**

In the size of 9.5 cms. x 7 cms. including printing (complete in all respect)

a) 3600 Supreme Court of India Pocket Calendars with normal lamination on both sides.

b) 400 Supreme Court of India Pocket Calendars with hard lamination

VAT/TAX

GRAND TOTAL

5. 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. :

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6. Whether all the terms & conditions of Notice  
Inviting Tender are acceptable:  
(if not stated expressly it will be presumed  
that all the terms & conditions are acceptable)

7. Remarks, if any :

Signature :  
Name of the Firm :  
with stamp

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Signature of Tenderer

