

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

F.No. 834/TD/15/SCI(AM)
Dated: 11/01/2016

NOTICE INVITING TENDER FOR PRINTING AND PREPARATION OF
"SUPREME COURT TELEPHONE DIRECTORY-2016"

Last Date of Submission of Tender : 22/01/2016 (upto 15.00 hours)

Date of Opening of Tender : 22/01/2016 (at 15.30 hours)

Sealed tenders are invited as per Annexure -"A" enclosed herewith, for high quality printing and preparation of **1000** Supreme Court Telephone Directory-2016 in the size of 14.5 cm x 22 cm with **Hard PVC Binding in approved colour** with golden printing on front with outline and on the back side of the cover with 80 GSM white milky paper as inner page. Supreme Court Telephone Directory contains 240 pages, but the number of pages may vary; therefore, tenderer may quote the rate for every four addition or deletion from 240 pages.

Before quoting the rates, if any tenderer so desires he may see the design and sample of the Supreme Court Telephone Directory -2015 by contacting the Branch Officer, Admn. Materials (P & S), Supreme Court of India, Tilak Marg, New Delhi (Tel. No. 23388745, 23112257 & 23111403) on any working day between 10.00A.M.to 4.30 P.M. except on Saturday upto 12.00 noon.

A. TENDER

- (1) The tenderers are required to quote their lowest rates alongwith samples of **Binding, PVC Cover, Inner paper and printing sample to be used for printing** of Supreme Court Telephone Directory-2016 mentioning GSM of paper, quality of Hard Board, Delivery Period, discount, percentage of VAT/Sales Tax, if any.

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- (2) Two separate envelopes should be used for submitting and superscribing
 - (i) Tender Document for Supreme Court Telephone Directory- 2016, and
 - (ii) Samples for Supreme Court Telephone Directory-2016
- (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 at Reception Counter No. 37 at the time of opening of tender.

B. TERMS AND CONDITIONS OF TENDER

- (4) The rates for Telephone Directories -2016, should be clearly quoted without overwriting and in such a way that any interpolation is not possible. No blank space should be left. Overwriting/overtyping 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.
- (5) The Registry, in its discretion, reserves its right to accept or reject any or all the tenders, partly or completely, at any time without assigning any reason therefor.
- (6) Registry is not bound to accept the lowest tender and reserves rights to reject any tender without assigning any reasons therefor.
- (7) 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 any tenderer at any time after it was submitted, appropriate action may be taken against the tenderer.
- (8) Tenders containing false and/or inadequate information are liable for rejection.
- (9) The Registry will deal with the tenderer directly and no middlemen/ agents etc. should be asked by the tenderer to represent their cause and they will not be entertained by the Registry.
- (10) **The delivery of Telephone Directories within the stipulated time shall be an integral and essential part of the agreement.**

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- (11) The tenderer must have sufficient infrastructure, latest equipments and sufficient experience of minimum **3 years** and expertise in quality printing and delivery of printing material within the stipulated time.
- (12) The rates should be valid for a minimum period of 120 days from the date of opening the tender.
- (13) Tenderers may quote their unconditional rates strictly.
- (14) The tenderer should not have been blacklisted by any Department/Ministry of the Govt. of India/PSU/State Govt. A declaration to this effect has to be submitted by the tenderer.
- (15) The Registry may cancel the order if the required directories are not supplied in time or do not meet the specifications envisaged by the Registry.

C. TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER

- (16) The successful tenderer shall have to give the Performance Security at **10%** of the total amount of the contract within one week from the date of intimation of the contract awarded. The same will be refunded after two months from the date of finalization of the bill.
- (17) The successful tenderer shall get **approved** the sample of the Telephone Directory /Cover page/ Paper/ Binding and printing before executing the order, according to the approved specimen.
- (18) **The supply of the printed material shall be required to be made as per schedule given to the successful tenderer and agreed upon by the Registry. The delivery of printed material within the stipulated time shall be an integral and essential part of the agreement.**
- (19) The printed material supplied will be inspected by a Committee of Officers of the Registry. In case the material is not found strictly in conformity with approved samples/specifications, the entire supply will be replaced at the cost of the successful tenderer.

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- (20) If necessary, more copies may be got prepared subsequently after the required number of copies are got printed. Therefore, the successful tenderer is required to keep the data in CD/Pen Drive/Computer in safe custody so that whenever required, more copies may be got prepared and printed by the successful tenderer immediately. The master CD should be handed over to the Registry alongwith the printed material. In this connection the tenderers are also required to give their rates for **additional number** of copies which may be required to be printed later.
- (21) The Registry will not pay any advance to the agency. Payment will be made only after satisfactory completion of the job.
- (22) After entering into contract, successful tenderer shall not be permitted to increase his rates under any circumstances during the contract. The tenderer, who declines to supply at contracted price, will be penalised as per discretion of the Registry besides barring him from entering into any contract in future.
- (23) The Printer will also provide the final soft copy (ready to print form) to the Registry.
- (24) The defective or damaged printed material, if any, will have to be replaced by the Printer free of cost.
- (25) The Registry shall have the right to enter into the premises of printer at any time for inspection of the press to physically verify the progress of the assigned job. The printer shall extend full cooperation to facilitate inspection and answer the queries of the officials of Registry.
- (26) Printer shall be responsible for all taxes, duties and license fee etc. on his own. Only VAT (if specified by the printer) shall be paid by the Registry as admissible under the rule. Any excess claim by the printer shall be disallowed.
- (27) The material is required to be supplied within 15 days from the date of approved final proof handed over to the Printer and the same will be inspected by the Inspection Committee. In case the final supply is not found in conformity with the approved sample/specifications, the entire supply will have to be replaced with the quality exactly commensurate with the approved specifications at the cost of the Printer. The decision of the Inspection Committee in this regard shall be final.

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- (28) The Printer has to shred all waste papers before disposal and ensure that the printed material is not misused.
- (29) The Printer shall (whether or not he responds to this tender notice) treat the details of the documents as secret and confidential.

D. PENALTIES

- (30) 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 payments as compared to approved rates, the difference amount will be deducted from the performance security deposit of the tenderer. The delivery of printed material within the stipulated time shall be an integral and essential part of the agreement since the Telephone Directory is to be released on a specified day. The Registry reserves the right to recover damages upto the amount deposited as performance security in case the printing quality is low or in case of deficiency of service.
- (31) Irrespective of the fact as to whether the Registry gets printed some directories from open market to meet the emergent demand, the Security deposit may be forfeited alongwith any other action as may be deemed appropriate by the Registry.
- (32) The supply of the Telephone Directories with sharp and sufficient legible Print shall be required to be made within 15 days after final approved proof, and in case supply is not made within the stipulated time, the Registry may impose penalty upto 1 % of the total cost, per day, for the delayed delivery of the supply if the delay is due to wilful laches or negligence on the part of the tenderer and if it causes financial loss or inconvenience to the Registry.

E. INVITATION OF TENDER

Interested parties may send their tenders in separate sealed envelopes containing (a) Tender Document for Supreme Court Telephone Directory-2016; (b) Sample for Supreme Court Telephone Directory-2016 addressed by name to Mr. Rakesh Sharma, Deputy Registrar (PR), so as to reach on or before **22/01/2016 upto 3.00 P.M.** which will be **opened at 3.30 P.M. on the same day in the Registry** by a Committee of officers constituted for the purpose before the tenderers or their

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authorized representatives who may wish to remain present. The tenders received after due date and/or time and/or without samples will not be entertained. In case less than three samples/tenders are received, due to inadequate competition, the same may not be opened and more tenders may be called and will be opened later on at the place, date and time to be notified in due course.

(Rakesh Sharma)
Deputy Registrar (PR)

Encl: Annexure - "A"

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SUPREME COURT OF INDIA
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PROFORMA

TO BE FILED BY THE TENDERER WITH REFERENCE TO PRINTING AND PREPARATION OF SUPREME COURT TELEPHONE DIRECTORY 2016

1	Name of the firm with Address	
2	Whether Proprietorship/ Partnership/ Pvt. Ltd./ Public Ltd. Co.	
3	Name of the Proprietor, Partners, Directors with Phone No(s)	
4	Year of Establishment	
5	Registration with Tax Authorities	
	Income Tax PAN) No.	
	Sales- tax No.	
	Service Tax No.	
6	Names of the Banks with address, A/c No. IFSC Code	
7	Has Printer been blacklisted by any Government Organisation	
8	Page to be used for printing (alongwith sample of paper) INNER PAPER HARD BOARD Brand GSM Whether samples enclosed or not:	
9	Details of Rates (Containing 240 pages) a) total Cost (Complete in all respects) VAT if any GRAND TOTAL	

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10	Cost of every \pm one page in case of addition/reduction from 240 pages	
11	Cost of Additional Copies (per copy)	
12	Delivery Schedule (a) time to be taken for 1 st proof : (b) time to be taken for subsequent proofs: (c) time to be taken for final supply after approval of final proof :	
13	Additional Information:	

This is to certify that I/we before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them. I/We also certified that the Firm has never been blacklisted with any Govt. Department.

Signature
Name of the Firm
Seal
Date

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Date:

Signature of the Tenderer