

**SUPREME COURT OF INDIA**  
Tilak Marg, New Delhi-110201

**ADMN. MATERIALS (P&S)**

No. 383/VPEP&H/16/SCI(AM)

Dated : 11/07/2016

Date of opening of Tender : 25/07/2016

**LIMITED NOTICE INVITING TENDER FOR PRINTING AND PREPARATION OF PHOTO ENTRY PASSES AND SUPREME COURT HOLOGRAMS**

Sealed tenders are invited, on the Proforma attached herewith for awarding the Contract for printing and preparation of approximately **4 lakhs Photo Entry Passes**, in the size of 21cm x 12.7cm with serial numbers to be printed on 75 GSM paper, and **4 Lakhs Holograms** during a period of 2 years.

The quantity mentioned in the Proforma for each item is approximate and may vary at the time of placing the purchase order. Interested parties, if they so desire, may contact the Branch Officer, Admn. Material (Tel. No.23388745, 23112257 and 23111403) for any clarification / seeing the approved sample of Photo Entry Pass as well as Supreme Court Hologram, before quoting the rates on any working day between 10.30 A.M. to 4.00 P.M., except Saturday and Sunday.

**A. TENDER**

1. The tenderers are required to quote their lowest rates on the Proforma enclosed herewith alongwith sample of paper, sample of printing and sample of Hologram and mention delivery period, discount, if any, percentage of VAT;
2. Three separate envelopes should be used for submitting
  - (i) Tender Document
  - (ii) Earnest Money and
  - (iii) Sample of paper, sample of printing and sample of Hologram superscribing
    - (i) 'Tender for Printing and Preparation of Photo Entry Passes' & 'Holograms'
    - (ii) 'Earnest Money for the Printing and Preparation of Photo Entry Passes'
    - (iii) 'Samples reg. "Photo Entry Passes" on the cover of the respective envelopes. **If all the three envelopes are kept inside a**

1/8

Signature of the Tenderer



single envelope, it should be specifically written outside the envelope.

All the three envelopes must be submitted only on the enclosed performa. Every page must be signed and stamped by the authorized 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 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 Receptin Counter No. 37 for issuance of Entry Pass.

4. The tenderers are expected to examine all the instruction, 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 rejected 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 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 2 years from the date of awarding the Contract. The rate should be inclusive of the price of paper/printing/cutting etc.

7. The tenderers are required to send their tender alongwith a Demand Draft of Rs. 4000/- (Rupees four thousand only) drawn in favour of 'The Registrar, Admn., Supreme Court of India' as Earnest Money, which will be refunded to the unsuccessful tenderers on their written request. Name of the firm, telephone number and name of the item may be written on the reverse side of the Demand Draft. All tenders which are received without earnest money will be rejected.

8. Hypothetical or 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 concerned party at any time after it is submitted, appropriate action may be taken.

9. 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.

10. The Security deposit shall stand forfeited in case of breach of any of the conditions mentioned herein and if the supply is found unsatisfactory.

11. Over writing/ over typing or erasing of the figures which render it doubtful or ambiguous are not allowed and shall render the tender invalid.

12. The Registry, in its discretion, reserves the right to reject or accept any or all the tenders, wholly or partly, without assigning any reason therefor.

13. The tenderer shall quote rates both in figures and words.

14. There will not be any enhancement of rates quoted and approved during the period of contract.

15. The photo entry passes should essentially bear printed serial number, logo of the Supreme Court, a photograph of the dome of Supreme Court as the background watermark, identified space for printing the photograph of the person to whom it is issued and Supreme Court of India printed on it strictly as per the sample. After every 1,00,000 passes the colour of the **background and Printing should be changed**. The scheme of colour should be got approved from the Registry by the successful printer before they start printing. The Passes shall be printed on 75 GSM paper exactly similar to the sample kept in the Registry. All the features and the layers in the Hologram should be visible to normal eyes.

16. Hologram being a highly technical as well as security product, the selection will be based on the technical evaluation and the Registry is not bound to accept the lowest tender.

### C. TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER

17. The successful tenderer shall have to give the Performance Security @ 10% (by way of Demand Draft) of the total amount of order within one week from the date of receipt of the supply order. The Earnest Money Deposit of Rs. 4000/- (Rupees four thousand only) deposited alongwith the tender would be adjusted against the Security Deposit. The same will be refunded only after 60 days after payment of the final bill on completion of the said job successfully and satisfactory as per requirement. Name of the firm, telephone number and name of the item may be written in the reverse side of the Demand Draft.

18. Before preparation of Photo Entry Passes and their delivery, the sample of the same will be tested on the Printers of Reception Counter of the Registry to evaluate their suitability.



19. The material should be supplied in well packing in Pads of 100 numbers or its multiples which 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 same will be 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 Inspection Committee in this regard shall be final.

20. The work order will be issued in parts and at a time, work order will be issued for a minimum quantity of 50,000 Photo Entry Passes. The supply of the printed material shall be required to be made as per schedule given by the Registry. The delivery of printed material within the stipulated time shall be an integral and essential part of the agreement, otherwise the security deposit may be forfeited along with any other action as may deem appropriate by the Registry. Thereafter it shall be supplied within 15 days from the date of order.

21. The defective or damaged printed material, if any, will have to be replaced by the Printer free of cost.

22. The Printer has to shred all waste papers before disposal and ensure that the printed material is not misused.

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

24. The tenderer should have good infrastructure and enough employees to meet all the requirements of the Registry.

25. The payment will be made only after the full supply is received and accepted as per approved sample/ specification.

26. The Printing matter on the Photo Entry Passes may be changed, whenever required.

27. The Hologram is not reusable and may only be applied once.



#### D. PENALTIES

28. Irrespective of the fact as to whether or not the Registry gets the material purchased from outside, the Registry may impose penalty of 1% percent of total cost per day for delayed delivery of the supply, if the delay is due to wilful laches or negligence of the tenderer and it causes financial loss or inconvenience to the Registry.

29. The initial supply of the material and Hologram as per the required specifications/ samples shall be required to be made within 20 days on receipt of Purchase Order, in case supply is not made within the stipulated time and the Registry is forced to make alternative arrangement to meet the emergent demand, the price difference will be deducted from the Performance Security amount deposited by the tenderer.

#### E. INVITATION OF TENDER

Interested parties may send their tenders in three separate sealed envelopes, containing (i) Tender Document (ii) Earnest Money and (iii) Sample superscribing as (a) 'TENDER FOR PRINTING AND PREPARATION OF PHOTO ENTRY PASSES' AND HOLOGRAM (b) EARNEST MONEY IN PRINTING AND PREPARATION OF PHOTO ENTRY PASS and (c) 'SAMPLES REG. PHOTO ENTRY PASSES' respectively 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 **25/07/2016 upto 3.00 p.m.** which may 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 authorised 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 the first instance envelope containing Sample Papers, if received from at least three tenderers, will be opened and if sample



is found as per requirement only, thereafter envelopes containing quotation/ rate will be opened. In case, less than three tenders are received, due to inadequate competition, the same may not be opened and fresh tenders may be called and will be opened later on at the place, date and time to be notified to the tenderers in due course.



(Basu Dev Sharma)  
Additional Registrar (AM)

Encl: Proforma.

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

No.383/VPEP&H/16/SCI(AM)

Dated : 11/07/2016

Date of opening of Tender : 25/07/2016

**PROFORMA TO BE FILLED BY THE TENDERER FOR PRINTING AND PREPARATION OF PHOTO ENTRY PASSES AND SUPREME COURT HOLOGRAMS**

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	Whether samples of paper (75 GSM), sample of printing and Hologram in separate cover enclosed or not :	



Details of Rates :

Printing and Preparation charges per 50,000 copies of Photo Entry Passes inclusive of VAT if any (Rs.)

9

Rate for printing and preparation of Hologram per 50,000 hologram (Rs.)

VAT %

10 Discount, if any :

11 Delivery Schedule :

Dated :

Signature with Stamp

