

Dated:27.08.2016

Last date of Tender - 16.09.2016

NOTICE INVITING TENDER FOR BINDING OF BOOKS AND OTHER LIBRARY ITEMS

Sealed tenders are invited for the empanelment of **two** binders, on the Proforma attached herewith as Schedule - A and Annexure -"A" for the binding of books, other library items and other documents for a period of two years according to the specifications noted against each item along with terms and conditions. Specifications of binding materials to be used in binding are mentioned in Schedule 'B'. Specimen copies of the said items may be inspected at the Library of the Court at any working day between 10.00 A.M. To 4.00 P.M. For any query contact the Branch Officer, Admn. Materials (P & S), Supreme Court of India, Tilak Marg, New Delhi (Tel. No. 23388745, 23112257 & 23111403).

Before quoting the rates, the tenderer shall collect one copy of the Law Report and one copy of the Gazette from the Library for sample binding. The same shall be submitted along with tender, as a specimen of your workmanship of the tenderer. This is the mandatory requirement. The tenderer should also submit samples of the binding material (Board, Leather, Thread, Cloth, Rexine, Tooling Gold Leaf and end papers) properly fixed on mounts of the size of cheque book and the same should be stitched in the form of a booklet. All samples should be duly stamped with name of binder and bear signatures of the proprietor.

Tenderer may also state whether they have **experience of binding legal documents in any institution**. If yes, the names of institutions may be enumerated.

A TENDER

- (1) The tenderer is required to quote its lowest rates alongwith the required samples, clearly specifying the brand of materials to be used for binding.
- (2) Three separate sealed envelopes should be used for submitting
 - (i) Tender
 - (ii) Earnest Money and
 - (iii) Samples of binding material



superscribing

- (i) "Tender for Binding of Books and other Library items " and
- (ii) "Earnest money for Tender of Binding of Books and other library items".
- (iii) Samples of binding material on the cover of the respective envelopes. **If all the three envelopes are kept inside a single envelope, it should be specifically written outside the envelopes.**

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 special messenger, an authority letter from the Tenderer with proof or 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. 37 for issuance of Entry Passes.

(4) The tenderer is 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 tenderer is required to send their rates alongwith the Demand Draft of Rs. 10,000/- (Rupees Ten thousand only) drawn in favour of the Registrar (Admn.) Supreme Court of India, New Delhi as the Earnest Money which will be refunded to the unsuccessful tenderer on their written request with respect thereto. Name of the firm, telephone number and name of the job may be indicated on the reverse side of the Demand Draft.

(7) Nature of different types of binding is given in Schedule 'A' to the tender. The tenderers should quote rates against each item mentioned in Schedule 'A' as per nature of binding.



- (8) The rates for each type of binding should be clearly quoted without overwriting and in such a way that any interpolation is not possible. No blank space should be left which would otherwise make the tender rejected. 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.
- (9) If the tender of any binder is accepted for inclusion in the panel, he will have to enter into a contract with the Registrar, Supreme Court of India.
- (10) The Registrar, in his discretion, reserves his right to accept or reject any or all the tenders, partly or completely, at any time without assigning any reason therefor. any tender without assigning any reasons thereof.
- (11) The tenderer should have been in the business of binding Law Journals and legal documents for a minimum period of 3 years and they should state experience of binding of legal documents in any institution alongwith name of institutions, name of contact person and contact telephone number for verification.
- (12) The tenderer shall collect one copy of "Law Report" and one copy of "Gazette" for sample binding from the Library. The same shall be submitted alongwith the tender as a specimen of his workmanship.
- (13) 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 as deem fit may be taken against tenderer.
- (14) The tenderer should furnish additional information regarding place of binding firm, machinery used for binding purposes, available manpower and type of adhesive used for binding as at S.No. 13 of Annexure 'A'.
- (15) 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.
- (16) The rates should be valid for a minimum period of 120 days from the date of opening tender.
- (17) The tenderer has to mention its infrastructure and file the Income Tax Return of last 3 years.
- (18) The tenderer shall quote rates both in figures and words.
- (19) The EMD shall be forfeited:
- a) If the bidder withdraws his bid during the period of bid validity.
 - b) In the case of successful tenderer, if he fails to furnish the required Performance Security within the specified time limit.



C. TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER

- (20) The successful tenderer shall have to give the Performance Security of Rs. **40,000/- (Rupees forty thousand only)** within one week from the date of intimation of the Contract awarded. The same will be refunded only after two months from the date of finalization of the last bill.
- (21) It will be the responsibility of the Binder to collect books from the Library for binding and return them after binding at his own cost.
- (22) Books taken for binding should be returned duly bound within 15-21 days from the date of delivery of books for binding by the Library without any further delay and damage or the day(s) fixed by the Library.
- (23) The rates quoted will be valid for a period of two years from the date of enforcement of contract till the Contract is over.
- (24) Payment for binding shall be made within 15 - 21 working days after submitted bill (in triplicate) addressed to "The Registrar, Supreme Court of India, New Delhi " after completion of work.

D. PENALTIES

- (25) If delivery is not made in time and the Registry is required to get the work done from outside at higher rates, the loss sustained will be deducted from the bill.
- (26) Irrespective of the fact as to whether or not the Registry gets the binding done from outside 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 willful latches or negligence on the part of the tenderer.
- (27) In case of damage to any book, the Registrar, has also the right to impose penalty or shall direct the Binder to replace the book.
- (28) The bound material supplied by you will be inspected by the Committee of Officers of the Registry. In case the supply is not found strictly in conformity with the approved sample/specifications, the entire supply will be rejected and the work will be got done from other dealer and in case of higher payments as compared to approved rates the difference will be deducted from the deposit of the tenderer/from the bill.

E. INVITATION OF TENDER

Interested parties may send their tenders in three separate sealed envelopes one containing (1) Tender for Binding of Books and other Library Items; (2) Earnest Money for Binding of Library items and (3) Samples of binding material 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 **16.09.2016** 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 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 and thereafter the envelopes containing samples and tender documents will be opened.



(Basu Dev Sharma)
Additional Registrar(AM)

Encl: Schedule - "A" and Annexure - "A"

**SUPREME COURT OF INDIA
(ADMN. MATERIAL BRANCH)**

SCHEDULE 'A'

S. NO.	TYPE OF DOCUMENT	NATURE OF BINDING REQUIRED	RATE (RS.)
1.	Law Journal/ Reports/ Books	Half leather with cloth rexine, Gold printing & Sectional Stitching.	
2.	Law Journals/ Reports/ Books	Half leather with cloth rexine, Gold printing & Crossed Stitching.	
3.	Law Reports (Special Binding)	Full foam leather with Gold printing & Sectional Stitching	
4.	Gazettes	Half leather with cloth rexine, Crossed stitching & Ink printing.	
5.	Yearly compilation of Bills, Acts and Reports and legislature material	Cloth Rexine bound in full with Gold printing & Crossed stitching	
6.	Lok Sabha & Rajya Sabha debates and other publications	Cloth Rexine bound in full with Gold printing & Crossed stitching	
7.	Legal documents Catalogue Supplements for Kutcha binding	Kutcha binding with ink printing & crossed stitching	
8.	Rebinding of Journals and Law Reports & Books	Half leather with cloth rexine Gold printing & proper stitching	



S. NO.	TYPE OF DOCUMENT	NATURE OF BINDING REQUIRED	RATE (RS.)
9.	Folders for Judgments today, Supreme Court Reports. All India Reporter & Supreme Court Cases (10 x 8")	Full cloth rexine with gold printing.	
10.	Board Binding (Free size)	Board binding in full with ink printing.	
11.	Labels for Law Reports	Leather labels with Golden Tooling (with name/ year/ vol. of the journals)	
*12	Misc. Binding of Register/Note books	Rexine, cloth and paper binding, binding to be done within the premises only	

* not related to the Library /law book binding (optional)

SPECIFICATIONS OF THE BINDING MATERIALS :-

Specifications

S.No.	Material	Specifications
01	Split Board	Good quality single ply free mill board binding cover is to be used.
02	Leather	Good quality goatskin leather free from acidic effects should be used and it should have colour which is fast with respect to the light and moisture.
03	Thread	Strong and durable threads of some standard mill, 6 cords cotton thread for small and medium weight & 9 cords nylon thread for all periodicals and book of bigger size and heavy weight.
04	Tape	Good quality unbleachable cotton tape of 1 c.m. width.



05	Cloth Rexine	Good quality rexine cloth of fast colour and fine finish to be used. Imitation or plastic cloth/paper is not be used at all.
06	Tooling Gold leaf	Should be of good quality.
07	Adhesives	Best quality flexible glue due quantity of insecticide.

(B) TECHNICAL NOTES ON REINFORCED LIBRARY BINDING

The binding in its materials and craftsmanship should be sufficiently durable to stand the pressure of heavy use.

S.No.	Material	Specifications								
01	Assembling	Checking for completeness of the documents and the correct sequence of the pages & sections. No payment will be made for binding of any damaged or imperfect volume; the same should be returned to the library unbound.								
02	Sewing	Damaged leaves are to be repaired neatly before sewing. Books printed on paper of good quality are to be sewn all along one section on, unless the thinness of paper makes it necessary to sewn two sections on. The sewing is to be done with suitable thread over cotton tapes according to the height of the books, there should be number of tapes in the Books. <table border="0" style="margin-left: 40px;"> <tr> <td style="text-align: right;"><u>Height in cms.</u></td> <td></td> </tr> <tr> <td>1. Not more than 15</td> <td style="text-align: right;"><u>No. of Tapes</u></td> </tr> <tr> <td>2. Between 15 & 25</td> <td style="text-align: right;">2</td> </tr> <tr> <td></td> <td style="text-align: right;">3</td> </tr> </table>	<u>Height in cms.</u>		1. Not more than 15	<u>No. of Tapes</u>	2. Between 15 & 25	2		3
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	3									



S.No.

Material

Specifications

		3. Between 25 & 35 4
03	Forwarding	The tapes, in excess of two, are to be equally spaced between the stitching nets near the head and tail of the book. Straight line machine stitching is not to be used. Sewing is to be so done that when the book is opened, the pages of its two halves lie flat on a flat surface. Three side edges of the book are to be cut accurately. If any printed matter or map of plate is damages in cutting, the binder shall have to replace the book or pay its cost. Headbands may be worked or pieces of string may be inserted into the turning of the leather at the head and tail in the place of headbands.
04	Finishing	Toiling should be durable and easily readable and the surface may be varnished with shellac or cellolose or any other material not harmful to the covering material. In addition, the book seal/ slips and pockets (provided by the library) are to be pasted in each book.



ANNEXURE - "A"
SUPREME COURT OF INDIA
ADMN. MATERIALS (P&S)

PROFORMA

**TO BE FILED BY THE TENDERER WITH REFERENCE TO BINDING WORK OF THE
LIBRARY BOOKS**

1. Name of the firm :
2. Address :
3. Telephone Nos. :
4. Mobile Phone Numbers with name of the contact person. :
5. Fax Number :
6. E-Mail address :
7. Registration with Tax Authorities :
 - i) Income Tax (PAN) No.
 - ii) Sales-Tax No.
 - iii) Service Tax No.:(furnish copies of Income Tax, Sales -Tax, Service Tax certificate)
8. Names of the Bankers with address :
A/c No. IFSC Code Permanent Account Number (PAN) of the Applicant allotted under the Income Tax Act
(Attach Photocopy)
9. Binder's Identification Number (TIN), if any, under Delhi Value Added Tax Act (Attach Photocopy) :
10. List of clients with the name of contact person and Telephone No. :



11. Whether last three years returns copies filed:

12. Time of delivery of the book

13. Additional Information:

a) Place of Binding firm

b) Machinery used for binding purposes

c) Manpower available

d) Type of Adhesive used for binding

14. Remarks, if any :

Signature
Name of the Firm/Company

