

# Tender Document

For

## **Printing and Supply of Wall Hanging Calendars, Greeting Cards & Diaries**

Tender no. 01/HIGH COURT/2018/Protocol

HIGH COURT of Judicature at Allahabad  
Civil Lines, Prayagraj- 211017  
Ph.:2422335-37, Fax: 0532-2420152  
[www.allahabadhighcourt.in](http://www.allahabadhighcourt.in)

## **Tender Notice**

### **for printing and supply of Wall Hanging Calendars, Greeting Cards & Diaries**

Sealed Tenders are invited from reputed and eligible firms engaged in printing work, for printing and supply of Wall hanging Calendars, Greeting Cards & Diaries for the year 2019 for the Allahabad High Court, as per the specifications and terms and conditions mentioned in the tender document which can be downloaded from the official website of the High Court at <http://www.allahabadhighcourt.in> . For more information, please visit the website of the Allahabad High Court.

Interested and eligible Bidders may submit their Bid either personally or by post (registered or speed post)/courier to the Registrar General, Allahabad High Court, Allahabad, U.P. - 211017, so as to reach the Allahabad High Court on or before **10.12.2018 by 1.00 p.m.**

The High Court reserves the right to reject any or all the Bids without assigning any reason thereof.

**Sd/-**

**Registrar General**

**01.12.2018**

## Invitation for Bids

Sealed bids are invited, in two bids format, from reputed and eligible bidders for printing and supply of Wall hanging Calendars, Greeting Cards & Diaries. Bids are invited for the work mentioned hereunder:

S.No	Item	Description
1	Scope of Work	Tender for printing and supply of Wall hanging Calendars, Greeting Cards & Diaries as per the details mentioned at Annexure-2
2	Cost of Tender Document	Rs 500/- ( <b>non-refundable</b> ) payable by Demand Draft of any scheduled Bank in favour of Registrar General, High Court Allahabad, payable at Allahabad
3	Availability of Tender Document	Tender documents can be downloaded from the Official web site of High Court of Judicature at Allahabad ( <a href="http://www.allahabadhighcourt.in">www.allahabadhighcourt.in</a> )
4	Last date of submission of Bid	10.12.2018, 1.00 pm
5	Date of opening of Technical Bid	10.12.2018, 4.30 pm
6	Date of Technical presentation	10.12.2018, after 5.30 pm
7	Date of opening of Financial Bid	10.12.2018, 6.00 pm
8	Earnest Money Deposit	Rs 10,000/- as Demand Draft of any scheduled Bank in favour of Registrar General, High Court Allahabad, payable at Allahabad.
9	Performance Security	10% of the total Work order value in the form of Performance Bank Guarantee on the format attached as Annexure-5
10	Place of opening of Tender	Committee Room, Allahabad High Court
11	Address for communication	Registrar General, High Court of Judicature at Allahabad Civil Lines, Prayagraj- 211017

Note

\*Any future Corrigenda/ addendum shall be posted only on the official website of Allahabad High Court [www.allahabadhighcourt.in](http://www.allahabadhighcourt.in). Tenderers are advised to visit the website regularly during this period. In case of any query please write to (Mr. Ashish Srivastava) Registrar Protocol, High Court of Judicature at Allahabad Civil Lines, Prayagraj- 211017 or call him on 9415218422.

S/d  
Registrar General,  
HIGH COURT of Judicature at Allahabad

## General Terms & Conditions

1. **Eligibility Criteria:** Bidder must have the following to be eligible to qualify in the tender:
  - a) The Bidder/Tenderer should be an Indian registered company /sole proprietorship firm engaged in printing and publishing with minimum experience of 03 (Three) years. The bidder should have sufficient Infrastructure, technical expertise and financial strength to undertake the work.
  - b) Must not be black listed by any government entity;
  - c) Only those firms are eligible for submitting bids, who have an average annual business turnover of Rs.10 lacs in printing of Calendars/Diaries alone for the last three years (Attach Certificate from Chartered Accountant verifying the turnover).

NOTE:

- i. The work executed in the own name of the bidder only will be considered for similar works, to meet the eligibility criteria. JVs / Consortiums / MOUs shall not be considered.
- ii. Tenderer should submit documents in support of minimum eligibility criteria along with the tender/bid.

Tenders/bids not meeting any of the above "Eligibility Criteria" shall be rejected.

2. **Cost of Tender Document:** Tenderers shall download tender document from the website of Allahabad High Court ([www.allahabadhighcourt.in](http://www.allahabadhighcourt.in)) and attach Demand Draft of Rs 500/- as tender fee (non refundable) in favour of Registrar General, High Court Allahabad, payable at Prayagraj. The demand draft of tender fee should be enclosed with the Tender document, while submitting the Bid.
3. **Earnest Money Deposit (EMD):**-Earnest money in the form of Demand Draft of Rs.10,000/- (Ten Thousand)is to be deposited in the favour of Registrar General, High CourtAllahabad, payable at Prayagraj. The demand draft should be from any nationalized/scheduled bank.Tender documents without EMD are liable to be rejected.
4. Rates to be quoted should be inclusive of all applicable taxes.
5. **Sealing and Marking of Bids:** The bidders shall submit the Technical bid (containing the D.D. of Tender fee, Earnest Money, Copy of downloaded Tender documents signed in ink on every pages as well as filled in Technical Bid Formats 1 & 2, samples and other supporting documents to substantiate their claim of eligibility) in one sealed envelope clearly marked as "**Technical Bidfor printing and supply of Wall hanging Calendars, Greeting Cards & Diaries**" with the name, address and telephone number of the bidder clearly marked on the envelope. The Financial bid in the prescribed format should also be provided in a separate sealed envelope clearly marked as "**Financial Bid for printing and supply of Wall hanging Calendars, Greeting Cards & Diaries**" with the name, addresses and telephone number of the bidder clearly marked on the envelope. Both these envelopes should be placed &sealed in one main outer envelope super-scribed as "**Bid for printing and supply of Wall hanging Calendars, Greeting Cards & Diaries**" with the name, address and telephone number of the bidder clearly marked on the envelope. Failure to comply with these instructions will amount to disqualification of the bid.
6. Alterations or overwriting in the tender documents is not allowed. Any alterations, erasures or overwriting shall render the tender invalid and shall be liable for rejection.
7. **Bidders are required to visit the office of the Registrar Protocol at Prayagraj before the last date of submission of Bid and assess themselves the required technical specifications of the wall hanging Calendars, Greeting Cards and Diaries for the year 2019 and place their Bids as per the approved**

**Technical specifications only.** It is the responsibility of the prospective Bidder to examine the samples of the printed material, if any, available with the office of the Registrar Protocol and satisfy themselves with the requirement of the High Court. The Technical and the Financial Bids are to be quoted as per the Technical Specification provided by the Registrar Protocol. No request for further clarification shall be entertained after submission of Bid. The Registrar Protocol can be reached at 9415218422 for fixing an appointment for this purpose.

8. **Deadline for Submission of Bids:** Bids must reach Allahabad High Court at the address specified but not later than the time and date specified in the Tender notice.
9. **Late Bid:** Any bid received after the deadline for submission of bids prescribed by Allahabad High Court, will not be accepted and returned unopened to the bidder.
10. **Bid Price:** Each bidder shall submit only one quotation. The prices should be quoted in Indian Rupees only. The bidders shall indicate on the prescribed financial Bid format, item-wise and final Bid Price of the items listed. Taxes/ incidental charge if any, payable by the Bidder for the execution of work under this Tender shall be included in the final Bid price. The quoted prices must be on F. O. R. High Court Allahabad basis. A bid submitted with an adjustable price will be treated as non-responsive and rejected.
11. Allahabad High Court reserves the right to accept or reject any or all the tenders at any stage without specifying any reason thereof.
12. **Opening of Bids:** Technical bid will be opened first followed by Financial Bid, by the Committee constituted for the purpose by the Allahabad High Court.
13. **Attendance:** Prospective Bidder representatives shall sign a register evidencing their attendance.
14. **Preliminary Examination:** Before starting evaluation, the bids will be examined to determine whether they are complete in all respect, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order. In case of computational error the basic price quoted in words will prevail. If bid is determined as not substantially responsive, the Committee will reject it and the financial bids of only the substantially responsive bids will be considered.
15. The process of **evaluation of bid** is as follows:
  - a. The Committee, appointed by the High Court, will first verify if the tender fee and EMD for Bid Security is in order and as per requirement of the bid. The Committee will examine the bid on Eligibility Criteria as specified. The scrutiny of technical proposals will be based on the Evaluation Criteria determined by the Hon'ble Committee. The Bidders may be asked one by one to make a presentation of the technical specification being offered by them in their technical bid and show case the sample of their previous printing work as a part of technical evaluation. The Bidders are therefore advised to come prepared for a PowerPoint presentation with samples of their previous printing work for a live display before the committee on the date specified for opening of Bids.
  - b. The Financial bid of only those bidders will be opened whose technical bids are substantially responsive and approved by the committee. The Financial bid will be opened on the day specified for the opening of the bid. The Committee, appointed by the High Court, will open the financial bids of eligible bidders and scrutinize the same minutely. In case, the financial bid is not opened on the day of opening of technical bid, the Committee may decide to open the financial bid on subsequent dates. In such case, the date, time and place of opening of financial bid will be notified on the website or conveyed over the phone to the participating Bidders.

- c. After scrutiny and after having examining the proposal as per the requirement of the High Court, the High Court may accept the bid price of the bidder whose bid is found to be the lowest in terms of cost or the one which is most technically viable or any other bid found suitable or reject any or all of the bids, without assigning any reasons thereof. The decision of the High Court in this regard shall be final and binding to the Bidders. High Court also reserves the right to negotiate.

**16. Service support requirement:**

- a) Successful bidder will ensure that the deliverables are ready before the assigned date specified for delivery in the tender documents. Any change in the time lines of the delivery of printed material shall be provided in the work order or communicated to the bidder well in advance keeping in view the convenience of the bidder. As of now the Financial bid format clearly states the time period of completion of work and delivery schedule. The bidder shall comply with the timelines.

Failure to comply with this condition may result in, but not limited to:

- i. Forfeiture of EMD/ Performance Security
  - ii. Imposition of penalty at the rate of 2% of the work order value, per day or part thereof subject to a maximum of 10% of the Work Order value.
  - iii. The High Court shall be free to get the work completed from some other vendor and the actual amount paid to the that engaged vendor will be recovered from the bidder;
  - iv. The bidder will be blacklisted from participating in future tenders of Allahabad High Court.
- b) The deliverables will be examined by the Committee for quality and quantity. In case the quality is not in compliance with the specifications, the bidder will be asked to replace the same. In case the Bidder fails to rectify the defect, the same will be procured from the market and the difference in cost will be recovered from the bidder.
  - c) The Successful Bidder shall from time to time brief the Committee of the High Court regarding the progress of the Printing work (including the design and content in the soft copy). The Committee shall have right to inspect the facilities of the Successful Bidder to verify the progress of printing work at its own convenience.
  - d) All Intellectual Property prepared or produced by the Successful Bidder during the execution of the work under this tender shall be the sole and exclusive property of Allahabad High Court and shall survive even the termination of this agreement.
  - e) The Successful Bidder shall not use any copyrighted material in the design and printing of the items desired in this tender without obtaining proper consent/ rights from the owner of that Copyrighted material at his/her own cost. The Successful Bidder shall indemnify and keep indemnified the Allahabad High Court against all claims, proceedings, expenses, damages, costs, charges etc. which may arise in consequence of use of copyrighted material of third party by the Successful Bidder.
  - f) Certificate of Paper/Material used: Tenderer shall render a certificate for the make and quality of paper/material used for printing of calendars, Greeting cards and diaries at the time of delivery.
  - g) The Successful Bidder shall give warranty that the goods to be supplied shall be free from all defects and faults in material and workmanship and shall be of the highest grade and consistent with the established and generally accepted standards for the material of the type sought through the order and shall be in full conformity with the specifications agreed upon with the Bidder. A normal warranty period of 06 months shall be applicable after the delivery of the materials specified in the

work order. The supplier will be responsible for any defects and shall remedy such defects at his own cost.

17. **Forfeiture of EMD:** The EMD may be forfeited if the Bidder withdraws its bid, or In case of a successful Bidder, if the Bidder:
  - a) Fails to accept the letter of Intent and submits performance security within 5 days of issue of letter of intent by Allahabad High Court
  - b) Fails to accept /execute the work order or fails to deliver the material/services as per the order.
18. **Issue of Letter of Intent:** The letter of Intent shall be issued to the selected bidder after the announcement of name of the successful bidder by the Committee constituted for the purpose in the High Court. The issuance of letter of intent shall be construed as an acceptance of offer of the bidder by Allahabad High Court and shall form a part of legal and enforceable contract between the Allahabad High Court and the successful bidder.
19. **Payment condition:** Payment shall be considered due only after the satisfactory completion of printing works and successful delivery of items under the purview of this tender. **No advance payment will be made.** The payment to the Successful Bidder will be done as per the actual numbers of copies printed and the rates agreed thereof.
20. **No interest on deposits:** No interest shall be payable on any kind of deposit retained by Allahabad High Court during the performance of the work under this tender or during the progression of tender process.
21. **Performance Security:** The successful bidder will be required to submit equivalence of 10% of the work order value as a guarantee for the satisfactory performance of the work under this tender. The performance security should be in the form of bank guarantee from any scheduled bank and as per the prescribed format provided in the tender document.
22. **Sub Letting:** The Successful Bidder cannot assign or transfer and sub-let its interest/ obligations under this tender without prior written permission of the Allahabad High Court.
23. **Termination of Contract for default:** The High Court, may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the Successful Bidder, terminate the work order associated with this tender in part or whole.
  - a. If the Successful Bidder fails to deliver any or all the goods within the time period (s) specified in the work order, or any extension thereof granted by the High Court.
  - b. If the Successful Bidder fails to perform any other obligation(s) under this tender; and
  - c. If the Successful Bidder, in either of the above circumstances, does not remedy his failure within a period of 5 days (or such longer period as the High Court may authorize in writing) after receipt of the default notice from the High Court.

In the event, the High Court terminates the work order in whole or in part pursuant to above para the High Court may procure, upon such terms and in such manner as it deems appropriate, goods similar to those undelivered and the Successful Bidder shall be liable to the High Court for any excess cost for such similar goods. However, the Successful Bidder shall continue the performance of the work to the extent not terminated.

24. **Termination of work order for Insolvency:** The High Court may at any time terminate the work order by giving written notice to the Successful Bidder, without compensation to the Successful Bidder, if the Successful Bidder becomes bankrupt or otherwise insolvent as declared by the competent Court

provided that such termination will not prejudice or effect any right of action or remedy which has accrued or will accrue thereafter to the High Court.

25. **Governing law and dispute resolution:** The obligation under this tender shall be governed by and interpreted in accordance with the laws of India. All disputes or differences whatsoever arising between the Parties, out of or in relation to the meaning, scope or execution of work or failure to execute the same whether arising during the progress of the work or after the completion or abandonment thereof or breach thereof, shall be settled amicably. If, however, the Parties are not able to resolve such dispute or difference amicably, the same shall be referred for Arbitration to a sole Arbitrator, the person appointed by Registrar General, High Court of Judicature at Allahabad. In case any party wants to take the dispute to a Court of Law after arbitration award as aforesaid, it is expressly agreed that only the Courts in Prayagraj shall have the Jurisdiction.

26. **Force Majeure:** If any time, during the continuance of the work under this tender, the performance in whole or in part by either party under obligation as per this tender is prevented or delayed by reasons of any war or hostility, act of the public enemy, civil commotion, sabotage, fire, flood, explosion, epidemic, quarantine restrictions, strike, lockout or acts of God (hereinafter referred to "eventuality"), provided notice of happening of any such eventuality is given by either party to the other within 5 days of the date of occurrence thereof, neither party can make any claim for damages against the other in respect of such non-performance or delay in performance and deliveries under the purview of the work. The work shall be resumed as soon as practicable after such "eventuality" has come to an end or ceased to exist. In case of any dispute, the decision of Registrar General, High Court of Judicature at Allahabad, shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this tender is prevented or delayed by reason of any such eventuality for a period exceeding 30 days, either party may at its option, terminate the contract with prior information and with mutual consent.

Signature of the Tenderer in ink  
With stamp and date



## **Special Technical Conditions**

1. The Successful Bidder has to carry out the printing works based on the rates mentioned in the work order issued by the Allahabad High Court.
2. The final date of delivery shall be as specified in the Financial Bid format of this tender document or mutually agreed and specified on the work order. The material should be submitted for proof reading to the High Court, in accordance with the final date of delivery mentioned in the Financial Bid format. A penalty of 2% of the total value of the work order (subject to the maximum of 10 % of the total value of the work order) will be levied for delay per day or part thereof for not delivering the final printed items in time.
3. As the items of work will be of urgent and time bound nature, the work will have to be completed within the stipulated time frame, irrespective of holidays.
4. The delivery of copies of printed Wall hanging Calendars, Greeting Cards and Diaries neatly packed should be made at Allahabad High Court.
5. The applicable Taxes and other levies payable by the Printers shall be included in the Total Price. The quoted prices must be on the basis of cost of finished and landed material at the Allahabad High Court. Nothing extra over and above the total price quoted by the bidder shall be payable to the bidder by Allahabad High Court.
6. The matter for printing is to be collected from the Registrar Protocol, Allahabad High Court. No cost shall be payable to the bidder for this purpose. The representative of the firm shall not collect any document/ photograph from Allahabad High Court which is not intended for publication.
7. The Committee shall examine the draft of soft copies and/or samples of the final composed and designed material whenever required and the printing has to be carried out as per specifications approved by the Committee.
8. The firm will ensure that proofs are shown to the Committee and got approved in writing before final printing. In case the printing is done without getting the proofs approved and there is any error in the printing, the Allahabad High Court will not accept such work and no payment will be made for such work. The firm has to rectify the error at no extra cost.
9. Quality of printing/paper is of vital importance. Any shortfall in the quality of printing/paper will not be accepted and the firm may be asked to undertake the work again at no extra cost.
10. If at any stage, it is found that the performance, quality of work and paper is not satisfactory or the Successful Bidder commits breach of any terms & conditions of the tender, the work order is liable to be terminated, the performance security will be forfeited and the work will be assigned to another firm at the risk and cost of the Successful Bidder.
11. The tenderer should have the experience of printing, packaging and safekeeping, large volumes of printed work.
12. A soft copy of the final product of each publication in PDF/Image format along with the other source files have to be submitted /returned back to the Allahabad High Court.
13. Any additional advanced features of the printing works and accessories can be quoted with full details and specifications (optional).

14. The bidder firm must provide confirmation on the name of the authorised signatory and his attested signature on the letter head of the firm indicating that the power of attorney has been conferred upon such person to act on the behalf of the bidder in respect of this tender.
15. Compliance to General Terms and Conditions as well as Specific Technical Conditions, will be considered for overall evaluation of the bid and non-compliance of any of the above technical terms & conditions/specifications may lead to rejection of Bid.
16. The Bidder/Tenderer is required to quote for Printing and supply of all the items as listed in Technical Bid Format along with compliance of the terms and conditions.
17. The consultation, composing, designing and editing work, expected to be done by the Successful Bidder during the performance of the work under this tender will be assumed as the integral part of printing and supply work and no extra payment will be made for claim against such work by the Successful Bidder.
18. In case the work order gets terminated for any reasons attributable to be on the part of the Successful Bidder, the Allahabad High Court shall recover any loss incurred, from the Performance security. If this loss happens to be more than the amount recoverable under the clauses of the Performance security then the Allahabad High Court may resort to suitable action as may be deemed fit by the High Court.

Signature of the Tenderer in ink

With stamp and date

## Letter for Submission of Tender

**To**

Registrar General,  
High Court of Judicature at Allahabad,  
Prayagraj (U P)

**Subject:** Tender for printing and supply of Wall hanging Calendars, Greeting Cards & Diaries, against Tender No. 01 /HIGH COURT/2018/ Protocol.

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Dear Sir,

Having examined the tender document and having understood the provisions and requirements relating to the tender from the office of Registrar Protocol, we hereby submit our offer and confirm our acceptance to execute the order within the time period specified in the tender document, at the rates quoted by us in the accompanying Financial Bid. If, after our offer is accepted, we fail to execute or complete the work as described in the Tender we agree that, ALLAHABAD HIGH COURT shall have full authority to forfeit the earnest money/ security deposit and cancel our order with no obligation on their part.

We confirm having deposited earnest money of Rs 10,000/- (Rupees Ten Thousand only) by Demand Draft No.....dated ..... drawn on .....Bank ..... Branch attached here to, and the information required, as per annexures attached.

I/we further confirm that –

- i. The general terms and conditions and special technical conditions of the Tender documents have been fully examined and full cognizance taken thereof in arriving at the price/ tendered sums contained therein in my/ our tender.
- ii. I/ We confirm that we satisfy the qualifying criteria as prescribed in the Tender document and have attached the requisite documents as documentary proofs. In case you require any further information/documentary proof in this regard during evaluation of our bid, we agree to furnish the same in time to your satisfaction.
- iii. I/we have successfully executed orders of similar nature and we have sufficient experience and financial strength in handling orders of this value.
- iv. I/we have sufficient qualified manpower and necessary materials to execute the order efficiently in the specified time schedule.
- v. The quoted rates shall be valid for not less than 90 days from the date of opening of Technical bid of this tender.
- vi. I/we further confirm that all the pages of the Tender documents have been read, understood and signed and there is no deviation/discrepancy.
- vii. I /We further declare that the prices stated in our proposal are in accordance with your Terms & Conditions in the Tender document. We further understand that the quantities as specified in this Tender may increase or decrease at the time of award of Work Order as per the requirements of ALLAHABAD HIGH COURT without any escalation in price.
- viii. I /We hereby declare that in case the work order is awarded to us, we shall submit the Performance Guarantee in the prescribed format equivalent to 10% of the total Work Order value (the format of Performance Bank Guarantee is provided in the tender document).
- ix. I /We hereby declare that in case the work order is awarded to us, we agree with payment terms specified in the tender documents.
- x. It is being certified that all the information provided in the tender form are true and correct to the best of my /our knowledge and belief. We hereby declare that our proposal is made in good faith, without collusion or fraud. No forged /tampered document(s) are produced with tender form for gaining unlawful advantage.

- xi. I /We assure the Allahabad High Court that I / We will NOT be outsourcing any work specified in the tender document, to any other firm without the written permission of the Allahabad High Court.
- xii. I/We, further certify that I/We, possess all the statutory /non-statutory registrations, permissions, approvals, etc., for providing the requisite services.
- xiii. I/We hereby declare that this tender, on acceptance communicated by you, shall constitute a valid and binding contract between us.
- xiv. I/We hereby declare that my/our firm has never been blacklisted by any Government entity/Public sector undertaking or any other private entity for non-completion of work or for non-performance.

Signature of the Tenderer

With stamp and date

**TECHNICAL BID**

01/High Court/2018/Protocol

**A). GENERAL INFORMATION (Part of the Technical Bid)**

S. No	Item	Description (to be filled in by the Tenderer)
1	Tender fee Details Instrument No: and date: Amount in Rs. Name of the Bank and Branch:	
2	EMD Details Instrument No: and date: Amount in Rs. Name of the Bank and Branch:	
3	Name and Address of the Tenderer	
4	Fax	
5	e-Mail	
6	Mobile	
7	Registration and incorporation particulars of the bidder indicating legal status such as company, partnership / proprietorship concern, etc.	
8	Name of Authorised signatory/ contact person and Telephone No.	
9	Year of Establishment	
10	GST Number/ PAN Number:	
11	Yearly Turnover of the last 3 financial years (Rs)	
	2017-2018	
	2016-2017	
	2015-2016	
12	Name and Address of the Banker	
13	Any other information/document: please specify	

*Note: Pl. attach copies of the relevant documents/certificates. Separate sheets may be attached wherever necessary.*

**B). The Bidder/Tenderer should also enclose the following:**

- i. The sample papers along with the description of the paper viz brand, make and gsm etc. are to be attached with tender
- ii. Some sample copies of Calendar/Diary/Greeting Cards printed by the Bidder/Tenderer in the recent past.

**Note:**

1. *The Bidder/Tenderer may be required to give technical presentation of the proposed printing as part of the technical qualification criteria.*
2. *Bidder/Tenderer to ensure that all*
  - ❖ *Pages in the tender document have been signed and stamped by the authorized person*
  - ❖ *Pages have been numbered*
  - ❖ *Documents are legible (clearly readable)*

Signature of the Tenderer in ink

With stamp and date

**FORMAT FOR SUBMITTING TECHNICAL BID****B.) Tender for printing and supply of Calendars, Greeting Cards & Diaries.**

S. No	Particular	Technical Specification of the material being offered by the Bidder	Quantity
1	Printing and supply of <b>Wall hanging Calendar</b> on the following specification which shall also include design and editing work		1000
	a) <b>Total Pages:</b>		
	b) <b>Size:</b>		
	c) <b>Paper:</b>		
	d) <b>Printing:</b>		
	e) <b>Binding:</b>		
	f) <b>Packing:</b>		
2	Printing and supply of <b>New year Foam Cover Diary</b> on the following specification which shall also include design and editing work		3600
	a) <b>Size:</b>		
	b) <b>No. of pages:</b>		
	c) <b>Paper :</b>		
	d) <b>Printing:</b>		
	e) <b>Diary cover:</b>		
	f) <b>Packing:</b>		
3	<b>New Year Greeting Cards with envelopes</b> of the below mentioned specification which shall also include design and editing work:		5765
	a) <b>Total Pages:</b>		
	b) <b>Size:</b>		
	c) <b>Paper:</b>		
	d) <b>Printing:</b>		
	e) <b>Envelop:</b>		
	f) <b>Printing on Envelop:</b>		

\* Samples of the technical specifications offered by the bidder are to be attached with proper markings.

- Bidders are required to visit the office of the Registrar Protocol at Prayagraj before the last date of submission of Bid and assess themselves the required technical specifications of the wall hanging Calendars, Greeting Cards and Diaries for the year 2019 and place their Bids as per the approved Technical specifications only. It is the responsibility of the prospective Bidder to examine the samples of the printed material, if any, available with the office of the Registrar Protocol and satisfy themselves with the requirement of the High Court. The Technical and the Financial Bids are to be quoted as per the Technical Specification provided by the Registrar Protocol. No request for further clarification shall be entertained after submission of Bid. The Registrar Protocol can be reached at 9415218422 for fixing an appointment for this purpose.
- The Bidders may add as many rows as may be required to list the specification of the items in technical as well as financial Bid.
- If the technical specifications are not mentioned in this format by the prospective Bidder then it will be presumed to be same as per the technical specification available with the office of Registrar Protocol for all the Items.

Signature of the Tenderer in ink

With

stamp

and

date

**FORMAT FOR SUBMITTING FINANCIAL BID***(ON THE LETTER HEAD OF BIDDER)***C) Tender for printing and supply of Wall hanging Calendars, Greeting Cards & Diaries.**

S. No	Particular	Technical Specification of the material being offered by the Bidder in technical bid	Quantity	Rate (inclusive of applicable tax/ levies and other charges)	Total amount in Rupees	
					In Figures	In words
1	Printing and supply of <b>Wall hanging Calendar</b> on the following specification which shall also include design and editing work		1000			
	a) <b>Total Pages:</b>					
	b) <b>Size:</b>					
	c) <b>Paper:</b>					
	d) <b>Printing:</b>					
	e) <b>Binding:</b>					
	f) <b>Packing:</b>					
	<b>Date of Delivery</b>	<b>18<sup>th</sup> of December, 2018</b>				
2	Printing and supply of <b>New year Foam Cover Diary</b> on the following specification which shall also include design and editing work		3600			
	a) <b>Size:</b>					
	b) <b>No. of pages:</b>					
	c) <b>Paper :</b>					
	d) <b>Printing:</b>					
	e) <b>Diary cover:</b>					
	f) <b>Packing:</b>					
	<b>Date of Delivery</b>	<b>18<sup>th</sup> of December, 2018</b>				
3	<b>New Year Greeting Cards with envelops</b> of the below mentioned specification which shall also include design and editing work:		5765			
	a) <b>Total Pages:</b>					
	b) <b>Size:</b>					
	c) <b>Paper:</b>					
	d) <b>Printing:</b>					
	e) <b>Envelop:</b>					
	f) <b>Printing on Envelop:</b>					
	<b>Date of Delivery</b>	<b>18<sup>th</sup> of December, 2018</b>				
Grand total Rs.						

\* The Bidders may add as many rows as may be required to list the specification of the items in technical as well as financial Bid.

Total Bid price inclusive of all applicable taxes, levies and other charges in words Rs. ....

(In case of discrepancy in the quoted amount in figures and words, the quoted amount in words will prevail.)

We agree to supply the above goods in accordance with the technical specifications within the period specified for a total price as mentioned above. We also confirm that the normal commercial warranty of 06-months shall apply to the offered goods.

Signature of the Tenderer in ink

With stamp and date

(Annexure-4)

**Letter of authorization for attending the Bid opening**

*(ON THE LETTER HEAD OF THE BIDDER)*

Sub: Authorization for attending the technical bid opening on -----and financial bid on ----- of the tender for printing and supply of Wall hanging Calendars, Greeting Cards & Diaries.

Following person whose name and signature is appended below is hereby authorized to attend the bid opening for the tender mentioned above on behalf of the bidder ..... , office Address .....

Name and specimen signature of the representative:  
(Encircled and stamped by the Tenderer)

Name and specimen signature of the alternate representative:  
(Encircled and stamped by the Tenderer)

Signature of the Tenderer in ink  
With stamp and date





**PERFORMANCE BANK GUARANTEE PROFORMA**

*(To be executed on Non-Judicial Stamp Paper of Rs. 100/- or such higher value as per the Stamp Act of the State in which the Guarantee is issued. Stamp Paper shall be in the name of the Bank issuing the guarantee.)*

**Bank GUARANTEE NO. :**

**DATED:**

Dear Sirs,

1. THIS DEED OF GUARANTEE made on this ..... day of ..... 20..... between the High Court of Judicature at Allahabad (hereinafter referred to as the "High Court" which expression shall unless excluded by or repugnant to the context includes its successors) of the first part and the ..... (hereinafter referred to as the "Bank" which expression shall unless excluded by or repugnant to the context include its successors) of the second part.
2. Whereas the Letter of Intent dated ..... has been issued by the High Court to ..... having its registered office at ..... (hereinafter referred to as "Bidder") for carrying out work related to Tender floated for printing and supply of Wall hanging Calendars, Greeting Cards & Diaries and for providing service support as per the terms and conditions of the Tender.
3. AND WHEREAS as per clause ..... of the Letter of Intent, the Bidder has to furnish a Performance Bank Guarantee of 10% of the total Bid Value as mentioned in the Letter of Intent i.e. Rs ..... (Rupees ) only, valid for a period of 06 months (Six months) after the completion of the entire work by way of security for the final, satisfactory completion of the work of printing and supply of Wall hanging Calendars, Greeting Cards & Diaries and for providing service support as per the terms and conditions of the Tender.

AND WHEREAS on the request of the Bidder, the Bank executes these presents.

4.0. THIS DEED WITNESSES AND IT IS HEREBY AGREED AND DECLARED BY AND BETWEEN PARTIES HERETO AS FOLLOWS:

- 4.1. The Bank hereby guarantees to the High Court that the .....(name of the Bidder) is capable of executing the said work to the satisfaction of the High Court. In the event of non satisfactory performance of the work, stipulated in the Work Order, the Bank shall indemnify and keep the High Court indemnified to the extent of 10% of the total Work Order Value i.e. Rs ..... (Rupees) only, valid for a period of 06 months (Six months) after the completion of the entire work related to Tender floated for printing and supply of Wall hanging Calendars, Greeting Cards & Diaries, against any loss or damage that may be caused to or suffered by the High Court on account of such non satisfactory performance of the work, stipulated in the Work Order and that the decision of the High Court in this regard will be final and conclusive.
- 4.2. In consideration of the aforesaid clause 4.1 and at the request of the Bidder, we the Bank hereby irrevocably and unconditionally guarantee that the Bidder shall perform in an orderly manner its obligations in accordance with the terms and conditions set forth in the Tender and in the event of the Bidder's failure to do so, the Bank shall unconditionally pay to the High Court, on demand, any amount up to the value

mentioned in clause 4.1, without any reference to the Bidder and without questioning the claim.

4.3 In the event of non-satisfactory performance of the work, stipulated in the Work Order, the decision of the High Court in this regard shall be final and conclusive and binding on the Bank without demur. The Bank shall pay forthwith the amount demanded by the High Court not withstanding any dispute, if any, between the High Court and the Bidder.

4.4 The Bank further agrees that the guarantee herein shall remain in force during the period mentioned in Clause 4.1 above and also any extended period provided by the High Court beyond the aforesaid period.

4.5 This Guarantee shall not be affected by any change in the constitution, amalgamation, absorption or reconstitution of the Bidder or the Bank.

4.6 The Bank undertakes not to revoke this guarantee at the instance of the Bidder for any reason whatsoever.

4.7 The Bank further agrees that in order to give full effect to the Bank guarantee, the High Court shall be entitled to act as if the Bank were its principal debtors in respect of its claim against the Bidder and the Bank hereby expressly waives all its rights of surety ship and other rights, if any, which are in any way inconsistent with this Guarantee.

Notwithstanding anything herein above, liability of the Bank under this guarantee is restricted to Rs .....

(Rupees ..... ) only and it will remain in force up to the period specified in Clause 4.1

COUNTERSIGNED

Signature:

Name:

Designation:

Organization:

Signature:

Name:

Designation:

Organization: