

**Bid Document/ बिड दस्तावेज़**

<b>Bid Details/बिड विवरण</b>	
<b>Bid End Date/Time/बिड बंद होने की तारीख/समय</b>	05-02-2025 14:00:00
<b>Bid Opening Date/Time/बिड खुलने की तारीख/समय</b>	05-02-2025 14:30:00
<b>Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)</b>	90 (Days)
<b>Ministry/State Name/मंत्रालय/राज्य का नाम</b>	Autonomous Body
<b>Department Name/विभाग का नाम</b>	Supreme Court Of India
<b>Organisation Name/संगठन का नाम</b>	Supreme Court Of India
<b>Office Name/कार्यालय का नाम</b>	Tilak Marg New Delhi 110001
<b>क्रेता ईमेल/Buyer Email</b>	ca.kailashchandra67@sci.nic.in
<b>Item Category/मद केटेगरी</b>	Binding and Stitching Services - Binding and Stitching; Glued Binding (Perfect Binding), Side Stitching / Staple Type Stitching; Journals, Files, Historical Records, Library books, Periodicals, Register, Reports, Stock Register, Legal Documents, Book..
<b>Contract Period/अनुबंध अवधि</b>	2 Year(s)
<b>Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष</b>	3 Year (s)
<b>MSE Exemption for Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है</b>	Yes
<b>Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट</b>	No
<b>Document required from seller/विक्रेता से मांगे गए दस्तावेज़</b>	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
<b>Do you want to show documents uploaded by bidders to all bidders participated in bid?/</b>	No
<b>Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया</b>	No

Bid Details/बिड विवरण	
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	3 Days
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है	Yes
Arbitration Clause	No
Mediation Clause	No

#### EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	31500

#### ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)	5.00
Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने).	26

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

#### Beneficiary/लाभार्थी :

Registrar  
TILAK MARG NEW DELHI 110001, Supreme Court of India, Supreme Court of India, Autonomous Body  
(The Registrar Admn.)

#### MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
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**MSE Purchase Preference/एमएसई खरीद वरीयता**

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.

2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

3. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.

4. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

**Excel Upload Required/एक्सेल में अपलोड किए जाने की आवश्यकता :**

Bifurcated rates for binding and stitching of books - [1736922939.xlsx](#)

**Binding And Stitching Services - Binding And Stitching; Glued Binding (Perfect Binding), Side Stitching / Staple Type Stitching; Journals, Files, Historical Records, Library Books, Periodicals, Register, Reports, Stock Register, Legal Documents, Book.. ( 13000 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Type of Service	Binding and Stitching
Type of Binding/Stitching	Glued Binding (Perfect Binding) , Side Stitching / Staple Type Stitching
Material Type	Journals , Files , Historical Records , Library books , Periodicals , Register , Reports , Stock Register , Legal Documents , Books , Archival Records
Stitching Style	Invisible Stitching
Retain or Rebinding	Yes

Specification	Values
Location where Binding/Stitching will be done	Service Provider's premises
<b>Addon(s)/एडऑन</b>	
Lamination Required	NA
Stamping Required	Ink Stamping

#### Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

#### Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Files/Documents to be stitched or Bind during contract period	Additional Requirement/अतिरिक्त आवश्यकता
1	Kailash Chandra	110001,SUPREME COURT OF INDIA, TILAK MARG, NEW DELHI-110001	13000	

#### Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

##### 1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

##### 2. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

#### Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum

issued by DPIIT in this regard.

2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

**All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.**

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।

**---Thank You/धन्यवाद---**

**SUPREME COURT OF INDIA**  
**Tilak Marg, New Delhi- 110001**  
**ADMN. MATERIALS (P & S)**

F. No. 1/LBB/SCL/25/SCI(AM)

Dated: 15.01.2025

**NOTICE INVITING TENDER FOR BINDING OF BOOKS AND OTHER LIBRARY  
ITEMS FOR A PERIOD OF TWO YEARS (EXTENDABLE)**

**A. INSTRUCTION FOR BIDDERS**

Online bids/tenders are invited through GeM Portal, from Delhi-NCR based reputed firms/vendors for award of contract for **empanelment of 2 binders** for a period of 2 (Two) years for binding of books, other library items and other documents.

Interested parties may contact Branch Officer, Admn. Materials (Tel No. 011-23115941). For any further information about the sample of binding of library book, Interested parties shall visit to Branch on any working day of the Registry before quoting the rates.

For entry pass preparation, Please login with Suswagatam Portal at <https://suswagatam.sci.gov.in/public/Index.aspx> for making photo entry passes before visiting to the Registry. Name of the officer - Shri Kailash Chandra, Branch Officer (AM). Only 02 representatives will be allowed for each firm.

**INSTRUCTIONS TO BIDDERS**

1. Contract will be for a period of **2 (Two) years**, from the date of issue of Work Order.
2. Bidders are required to quote their lowest rate for each items as mentioned in Annexure 'A'. the said bifurcated rates shall be as per the financial price breakup in the GeM portal which has to be uploaded on the Microsoft excel format provided by the Registry on the GeM portal. **[Rate quoted should be inclusive of all the expenses (i.e. consumables, materials, equipments, transportation, labour, application, taxes, etc.)]** for a period of two years. Under no circumstances rates revision shall be allowed.
3. The bidders are expected to examine all the instructions online, 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 bidder's risk and may result in the rejection of the tender.
4. Applicant bidder must provide Earnest Money Deposit (EMD) of **Rs. 31,500/- (Rupees Thirty One Thousand Five Hundred)** in form of Demand Draft (DD) as below in accordance with the item(s) for which the bidder intends to submit the bid. The bidders are required to submit original EMD Demand Draft as above drawn in favour of **'The Registrar (Admn), Supreme Court of India'** payable at New Delhi as Earnest Money Deposit (EMD) in a sealed envelope addressed to **Deputy Registrar (AM)**, superscribing the title of this NIT, at R&I Counter No. 25 and 26 at main Building, well before the due date and time of bid submission by writing the name

of the firm, telephone number and name of the title of NIT on reverse side of the Demand Draft. No interest will be payable on EMD. If EMD is exempted, Certificate to this effect has to be submitted along with the tender document. Tender not accompanied with the EMD or MSME exemption certificate is liable to be rejected.

Earnest Money Deposit of unsuccessful bidders would be returned on their written request, by way of RTGS/NEFT after the contract has been finally awarded to the successful tenderer. A copy of cancelled cheque is required to facilitate refund of EMD amount.

5. The Registry may extend the term of the contract on the same rates, terms and conditions on the basis of satisfactory performance and workmanship of the successful bidder, for a further period as per the requirement and as per GeM guidelines.

6. **Interested bidders shall have to visit Admn. Material Branch, Supreme Court of India, to go through the work related to library book binding and other misc. Items. Quality of binding material such as leather, cloth rexine, foam leather etc. can also be seen as similar items have to be used by successful tenderer.**

7. **Tenderers who quote lowest price in aggregate in all the categories will be considered as L-1.**

### **TERMS AND CONDITIONS**

1. Hypothetical/conditional bids shall not be entertained. Bid once submitted shall not be allowed to be withdrawn or altered. If the bid is withdrawn or altered by the concerned party at any time after it is submitted, the bidder may be debarred to participate in the bid process of the Supreme Court of India.

2. The rates should be valid for a minimum period of 90 days from the date of opening of bids. The Bidders shall not be entitled during the said period of 90 days to revoke or cancel its bid or to vary the bid or any terms thereof.

3. The Registry will deal with the bidder directly and no middlemen/agents/commission agents etc. should be asked by the bidders to represent their cause and they shall not be entertained by the Registry. The bidder form is not transferable and agency shall not be permitted to transfer their rights and obligations to any other person/ organization or otherwise.

4. The bidder shall give an undertaking (as per **Annexure 'C'**) that the firm/Partners/Director/Proprietor has not been blacklisted and their business dealings with Central/State Government/ Public Sector units/Autonomous bodies have not been banned/terminated on the account of poor performance.

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

6. Each bidder has to certify that additional terms and conditions are acceptable to him/her.

7. Bid once submitted shall not be allowed to be withdrawn till finalization of the matter.

8. The Registry is not bound to accept the rates submitted by the lowest bidder or any other bidder nor does it undertake to assign any reason for its decision in this matter.

9. Each bidder has to certify that all the terms and conditions are acceptable to him/her.
10. The bidder should have been in the business of binding Law Journals and legal documents for a minimum period of **5 years** and they should state experience of binding of legal documents in any institution along with name of institutions, name of contact person and contact telephone number for verification. Before awarding the final contract, inspection may be carried out by the Supreme Court Registry of the premises of the binder(s) in order to ascertain the requisite infrastructure of the binder. Delivery of material within the agreed time limit will be an integral and essential part of the contract and therefore extension of time shall not be given.
10. Sub-tendering or sub-letting is not allowed. In case at any stage it comes to notice of the Registry that the Job is being done by the binder through outsourcing, the security deposit shall be forfeited and binder shall be declared blacklisted.

### **TERMS AND CONDITION FOR SUCCESSFUL BIDDER**

1. Two successful binders will be empanelled for this binding project and the Second lowest bidder (L-2) have to match their rates with the lowest bidder (L-1) for getting empanelled.
2. The Successful bidders shall collect one copy of “Law Report” and one copy of “Gazette” for sample binding from the Library. The same shall be submitted for approval as a specimen of his workmanship.
3. The successful bidders shall have to enter into **an agreement with the Registry in the prescribed proforma on a Non-Judicial stamp paper of Rs. 100/- within seven days of the issue of the work order** and the contract will be executed between the Registrar and the successful bidders on the terms and conditions settled between the parties with the approval of the Competent Authority of the Supreme Court of India.
4. 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.
5. Books taken for binding should be returned duly bound within **15-21** days or the day(s) fixed by the Library from the date of delivery of books for binding by the Library without any further delay and damage.
6. The Registry gives no guarantee as to the quantum of work to be given to the binders, and the Registrar in-charge shall be at liberty not to assign any work to the binders. The Registry reserves the right to allocate/distribute equal work between the appointed empanelled binders from time to time.
7. Even after awarding the said Contract, the Registry reserves the right to terminate the same at any time, if the services of the Contractor are not found satisfactory.



8. In case binder expresses his unwillingness to perform the contract, once it is complete and is awarded, with unsatisfactory reasons at any subsequent point of time during the period of its validity, it shall be declared blacklisted and security deposit shall be forfeited.
9. No deviation in quality/specification of materials as shall be given with the specific job work, will be permitted.
10. The Contract period shall be initially for a period of two years and the Registry may extend the term of the contract further on the same rates, terms and conditions on the basis of satisfactory performance and workmanship of the successful bidder, for a further period as per the requirement and as per GeM guidelines.
11. **After issuance of Work Order, books to be collected from Supreme Court Judges' Library to bind the same and thereafter submit for approval of the quality of binding/stitching.**

#### **PAYMENT TERMS AND CONDITIONS**

1. The bidder should specifically state whether rates are inclusive of GST (as acceptable) and if the same are not stated, it will be deemed that the rates are inclusive of GST.
2. The successful bidder shall have to give **Performance security deposit @ 5% of Estimated Value** by way of Bank Guarantee/ Demand Draft drawn in favour of "The Registrar (Admn.), Supreme Court of India", within one week from the receipt of Purchase Order. The Bank Guarantee/ Demand Draft will be released after 60 days from the date of final bill payment and after satisfactory supply of the items.
3. The time is the essence of the bid. The supply of the item as per the required specifications/samples shall be required to be made within 15-21days in the Registry (F.O.R. Destination) on the receipt of the Work Order.
4. The payment will be made only after the full supply is received and accepted as per approved samples/specifications. No part payment or advance payment shall be made.
5. The successful bidder will have to abide by the terms and condition as may be fixed from time to time by the Registry.
6. The rates quoted shall include costs of commuting, delivery and no separate travelling charges shall be admissible.
7. If delivery is not made within the specified date and time and the Registry is required to make the arrangements from other dealer(s), the bidder will be liable to make good the loss in case of higher payments as compared to approved rates and the difference will be deducted from the performance security deposited by the bidder. The Registry reserves the right to recover loss upto the amount of Performance Security in case the quality is low or in case of deficiency of service.
8. Payment for binding shall be made within 15-21 working days after submitting bill (in triplicate) addressed to "The Registrar, Supreme Court of India, New Delhi" after completion of work.

9. 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.
10. 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, if the delay is due to wilful latches or negligence on the part of the bidder and it caused financial loss or inconvenience to the Registry.
11. In case of damage to any book, the Registry, has also the right to impose penalty or shall direct the Binder to replace the book.
12. 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 security deposit of the bidder/from the bill.

### **SCOPE OF WORK**

**(I) Type of document and nature of binding required is mentioned in the below table:**

<b>S. No.</b>	<b>TYPE OF DOCUMENT</b>	<b>NATURE OF BINDING REQUIRED</b>
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
9	Rebinding of Gazettes	Half leather with cloth rexine, crossed

		stitching and ink printing
10	Folders for Judgements today, Supreme Court Reports. All India Reporter & Supreme Court Cases (10" x 8")	Full cloth rexine with gold printing.
11	Board Binding (Free size)	Board binding in full with ink printing.
12	Labels for Law Reports	Leather labels with Golden Tooling (with name/ year/ vol. of the journals)
13	Misc. Binding of Register/Note books/Service books <b>(to be done within the premises only)</b>	Rexine Binding
		Cloth Binding
		Paper Binding
14	Unbinding of Journal/ Reports/ Books	
15	Table Pads/ Repair of Table Pads	Table Pads
		Repair of Table Pads

## **(II) SPECIFICATIONS OF QUALITY OF THE BINDING MATERIALS**

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 with due quantity of insecticide.

## **(III) 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
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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	<p>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.</p> <table><thead><tr><th><u>Height in cms.</u></th><th><u>No. of Tapes</u></th></tr></thead><tbody><tr><td>1. Not more than 15</td><td>2</td></tr><tr><td>2. Between 15 &amp; 25</td><td>3</td></tr><tr><td>3. Between 25 &amp; 35</td><td>4</td></tr></tbody></table> <p>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.</p>	<u>Height in cms.</u>	<u>No. of Tapes</u>	1. Not more than 15	2	2. Between 15 & 25	3	3. Between 25 & 35	4
<u>Height in cms.</u>	<u>No. of Tapes</u>									
1. Not more than 15	2									
2. Between 15 & 25	3									
3. Between 25 & 35	4									
03	Forwarding	Three side edges of the book are to be cut accurately. If any printed matter or map of plate is damaged 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	Tooling should be durable and easily readable and the surface may be varnished with shellac or cellulose 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.								

sd/-

(Deputy Registrar)

Admn. Materials (AM)

Encls. :- Annexures 'A', 'B' and 'C'

## Annexure 'A'

S. No.	TYPE OF DOCUMENT	NATURE OF BINDING REQUIRED	RATE (Rs.) (NET)
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	
9	Rebinding of Gazettes	Half leather with cloth rexine, crossed stitching and ink printing	
10	Folders for Judgements today, Supreme Court Reports. All India Reporter & Supreme Court Cases (10" x 8")	Full cloth rexine with gold printing.	
11	Board Binding (Free size)	Board binding in full with ink printing.	
12.	Labels for Law Reports	Leather labels with Golden Tooling (with name/ year/ vol. of the journals)	
*13.	Misc. Binding of Register/Note books (to be done within the premises only)	Rexine Binding	
		Cloth Binding	
		Paper Binding	
14	Unbinding of Journal/ Reports/ Books		
15.	Table Pads/ Repair of Table Pads	Table Pads	
		Repair of Table Pads	

## ANNEXURE - “B”

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

**Notice Inviting Tender Through GeM Portal**  
**For Awarding Contract of Binding of Books and Other Library Items For a Period of Two Years**

1	Name of the bidder(Firm) with Telephone/ Mobile No. Official Address in Delhi and Official Email Address	:	
2	Name of the Contract Person with Telephone / Mobile No./E-mail Id	:	
3	Year of Establishment	:	
4	Status of the firm (Company/Partnership firm/Proprietary firm etc.)	:	
5	Name of Directors/Partners/Proprietor (As Applicable)	:	
6	Registration No. (Registration Certificate of Company/Firm with relevant authority)  <b>(Signed and Stamped Copy to be uploaded with this form)</b>	:	
7	PAN No. (Attach Proof)  <b>(Signed and Stamped Copy to be uploaded with this form)</b>	:	
8	Goods & Service Tax  Registration No. <b>(Signed and Stamped Copy to be uploaded with this form)</b>	:	

9	Bank detail for refund of EMD	:	Bank Name:  Branch Name:  Account No.  IFSC:														
10	Name & Address of the Govt. Offices etc. of which the bidder is having the contract with name of contact person and his telephone/mobile number	:															
11	Furnish copies of Audited Income Statements for the last 3(three) years.	:	<table border="1"> <thead> <tr> <th>Financial Year</th> <th>Turnover (In Rs.)</th> <th>Profit/Loss (In Rs.)</th> </tr> </thead> <tbody> <tr> <td>2020-21</td> <td></td> <td></td> </tr> <tr> <td>2021-22</td> <td></td> <td></td> </tr> <tr> <td>2022-23</td> <td></td> <td></td> </tr> </tbody> </table>	Financial Year	Turnover (In Rs.)	Profit/Loss (In Rs.)	2020-21			2021-22			2022-23				
Financial Year	Turnover (In Rs.)	Profit/Loss (In Rs.)															
2020-21																	
2021-22																	
2022-23																	
12	Detail of Past Experience of Work Executed, Satisfactory Certificate, Work Order Etc.	:	You may attach the relevant documents for the work executed during last 5 years such as work orders, satisfactory certificates.														
13	Whether all the terms & conditions of NIT are acceptable : Yes/No																
<p>Date:</p> <p>Place: <span style="float: right;">Signature of the authorized signatory of the firm/company/ organization with Official Stamp/ Seal</span></p>																	

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

**U N D E R T A K I N G / C E R T I F I C A T E**

I/We undertake that \_\_\_\_\_ (Name of the Firm/Proprietor/Company/Director) has not been blacklisted/banned by any Central/State Government/ Public Sector Units/ Autonomous Bodies.

Date:

Place:

Signature of the authorized  
signatory of the firm/company/  
organization with Official Stamp/ Seal