

**THE LAW RESEARCH INSTITUTE  
EASTERN REGION  
GAUHATI HIGH COURT, GUWAHATI**

LRI/02/92/321/2023

Dated Guwahati the 31<sup>st</sup> July, 2023

**SHORT TENDER NOTICE**

Sealed quotations in twin bid system with separate envelope for (i) *Technical Bid* and (ii) *Financial Bid* placed in a common envelope affixing Court fee Stamps of Rs. 8.25 (Non-Refundable) are hereby invited from local Printing Press/Firms etc. for printing of the **Annual Journal** and **Quarterly Bulletin** published by the Law Research Institute, Gauhati High Court, Guwahati in English language as per the specification mentioned below:

Sl. No.	Printing Work	Range of Pages inside	Specification	Remarks
1	Journal of Law Research Institute, Gauhati High Court, Guwahati	200	Medium Octavo size (16.5 x 23.5 cm), 21.3 KG maplitho for text, 300 GSM Art Board (Glossy) for cover	Total pages may increase or decrease
2	Quarterly Bulletin Vol X Issue Y	4	Letter size (21.6 x 27.9 cm), 130 GSM Glossy Art paper	Colour Printing

The quotation should reach the office of the undersigned on or before **16.08.2023** during office hours.

**GENERAL TERMS AND CONDITIONS**

1. Tenderers are advised to go through the eligibility criteria and submit the tender as per instructions given in **Annexure – I**.
2. The tenderer should submit sample copy of similar work along with relevant documents as per **Annexure – II** for technical bidding.
3. The tenderer shall clearly mention the rate against the above mentioned Printing works both in words and figures as per **Annexure-III** for financial bid.
4. The Law Research Institute, Gauhati High Court, Guwahati reserves the right to accept or reject any quotation without giving any reason thereof.
5. Tenderers will be shortlisted for final (financial) bidding in the technical bidding based on the sample copies and fulfilment of bid eligibility criteria and receipt of valid documents as per Annexure - II.

Further details may be obtained from the Gauhati High Court website [www.ghonline.gov.in](http://www.ghonline.gov.in)

By Order

Sd/-

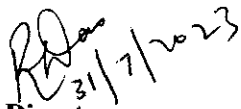
Director

Memo No. LRI/02/92/322-324/2023

Dated 31.07.2023

Copy to:

1. The Directorate of Information & Public Relation, Dispur, Guwahati-06 (Janasanyog) with a request to publish the **Notice Inviting Tender** in one of the issues of a leading English and Assamese Newspaper on or before **04.08.2023** and intimate the same regarding publication of the same to the undersigned.
2. ✓ The Project Manager, Gauhati High Court, Guwahati with a request to upload the Tender Notice in the High Court Website.
3. Office file.

  
31/7/2023  
Director

Law Research Institute,  
Gauhati High Court, Guwahati

## INSTRUCTIONS TO THE TENDERERS

### Scope of Work

The general specifications and type of work to be carried out are as mentioned below:

Sl. No.	Printing Work	Range of Pages inside	Specification	Remarks
1	Journal of Law Research Institute, Gauhati High Court, Guwahati	200	Medium Octavo size (16.5 x 23.5 cm), 21.3 KG maplitho for text, 300 GSM Art Board (Glossy) for cover	Total pages may increase or decrease
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- 1. Text composition** Soft copy of books will be supplied in MS Word in email/pen drive.  
Only page setting to be done by the bidder.
- 2. Proof Reading** After Page setting, Bidder has to provide the printable Journal/Bulletin to the office of the Law Research in the form of soft and hard copy for proof reading.
- 3. Printing of text** Printing will be in black ink for the **Annual Journal**.

### Eligibility Criteria

1. The Printing Firm should be registered as Indian printing Press/Firm engaged in printing in Guwahati and having its office in Guwahati and must possess requisite Registration, Licenses etc. as required for running such services.
2. The firm must possess (i) Registration under Printing & Stationary Department, (ii) Up-to-date Trade License, (iii) GST Registration & (iv) Pan Card.
3. The firm must have minimum three (3) years of experience in printing of teaching/study materials, journal, booklets leaflets & other publications etc.; of Gauhati High Court/ Govt. Organizations/ Semi-Govt. organizations/Corporations/ Public Sector Undertakings/ Autonomous Bodies etc.
4. The firm should not be blacklisted/debarred/suspended/banned from business dealing by Gauhati High Court/ State Government/ Central Government/PSU/Private sector/Autonomous bodies as on date of filling the responses of this tender. Submit the undertaking as per **Annexure – IV** along with the enclosures for technical bid.

**Bid receipt time and date : Up to office hours of 16<sup>th</sup> August, 2023.**

*R Das*

## Terms & Conditions

1. The cost of printing (per copy/ total cost of all the copies) should be the cost of the final product including cover pages, binding, lamination and delivery to the office of the undersigned including packaging, transportation etc.
2. Opening of the bids along with its evaluation and selection of the bidder will be carried out by the Sub-committee constituted for conducting the bidding process.
3. Bidders are required to quote for the complete work as per specifications. Incomplete quotation, not covering the scope or works as per specifications, will be rejected.
4. Acceptance of tender will be on the basis of the recommendations of the Sub-committee after having satisfied that the firm in question is capable to undertake the work as required.
5. The undersigned reserves the right to reject any or all tenders without assigning any reason thereof and is not bound to accept the lowest offer.
6. The parties should quote the rates both in figures and words to avoid errors and confirmation.
7. Bidders should also furnish the relevant documents along with the sample copies of similar work for technical bidding.
8. Bidders will be shortlisted for final (financial) bidding in the technical bidding based on the sample copies and verified relevant documents.
9. Final selection will be made by the Sub-committee on the basis of financial bidding among the shortlisted bidders.
10. The selected party will be required to execute an agreement by an affidavit to the effect that the work will be completed within the stipulated time.
11. The bid documents are not transferable.
12. Joint venture will not be permitted in this tender.
13. Bidders should submit photocopy of their PAN failing which their quotation will not be accepted.
14. GST, if applicable, shall be quoted separately.
15. All the bid documents should be duly signed by the bidder with proper seal and date.
16. Work shall be completed within one month from the date of final "go ahead" after proof reading.
17. Final printing will be done only after obtaining go-ahead given by the Director, LRI. If this is not followed, the institute will not be responsible for any extra expenditure incurred therein.
18. The Director, LRI or a representative will have the right to inspect the work that has been carried out in the firm.
19. The sealed quotations shall be super scribed as "Quotation for Printing of Periodicals"
20. The sealed quotations should reach office of the Law Research Institute, Gauhati High Court, Old Block on or before 16.08.2023 during office hours on working days and no quotation/ tender will be received thereafter.



21. At any time prior to the date of submission of tender, the Tender Inviting Authority may, for any reason, whether on its own initiative or in response to a clarification requested by a prospective Bidder, may modify the tender document by an amendment and that will be binding on them.
22. The Institute reserves the right to increase or decrease the scope of work. The number and quantity mentioned in the Tender document is the probable number/quantity required to be procured. The same may be increased/decreased and the delivery of the items may be according to the requirement.
23. Terms and conditions, which are not specified, herein above will be governed by the decision of the Institution.
24. The detailed tender paper will also be a part of the contract agreement.
25. Rate quoted for each work will be final and valid for a period of one year from the date of award of contract. No further hike in the price of any item will be entertained. However, validity of the award of contract may be extended for further period of one year.
26. Bids will remain valid for acceptance for a period of 60 days on opening of technical bid. Bids with shorter validity will be rejected.
27. All the disputes, if any, are subject to Guwahati jurisdiction.
28. For any clarification/query the bidder may email their queries at [lawresearch.ghc@gmail.com](mailto:lawresearch.ghc@gmail.com) within 10.08.2023. The sample copies of the periodicals to be printed may be checked during office working hours by the bidders, which are available at the office of the Law Research Institute, Gauhati High Court.



### **Communication of Acceptance**

1. Successful Bidder will be informed of the acceptance of his/ her tender through email. The same will also be available in the Gauhati High Court website.

### **Payment**

1. Final payment will be released only after the supplied copies of the periodicals are found to be satisfactory. No interest will be paid on the delayed payment. Payment will be made directly to the Bank account of selected bidder/firm.
2. Payment for printing of the annual Journal will be made on the delivery of the final product subject to satisfactory quality and timely delivery of the same.
3. Payment for printing of the Quarterly Bulletin will be made on the sanction of Government Ceiling subject to satisfactory quality and timely delivery of the same.

### **Performance Security**

1. The successful tenderer will have to deposit a performance security (security deposit) for an amount @5% on the total contract value in the form of a Bank Guarantee/ Fixed Deposit from any Nationalized Bank duly pledged in favour of Director, Law Research Institute and should be valid upto a period of 12(Twelve) months. The Security deposit will not be adjusted against any payment due to the firm from the office of the Undersigned.

2. The Security Deposit can be forfeited, wholly or partly, by order of the competent authority in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, such portion of the said security deposit as may be considered by the Director, Law Research Institute, sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit report on the account of firm's bill has been received and examined.
3. A letter of intent will be issued to the successful bidder/bidders. Successful bidder shall have to submit a performance security bond within 14 (fourteen) days from the issue of the letter of intent/award, from scheduled bank.
4. The final work order will be issued only after the production of the performance security bond.

### **Documents/Certificates required**

For bidding, the firms are required to submit self-attested and duly stamped (on each page) photocopies of the documents as mentioned in Annexure II and Annexure III, failing which their bid will be summarily/out-rightly rejected and will not be considered any further:

**For Technical Bidding the documents are to be placed in a separate envelope:**

- List of documents for technical bid may be seen at **Annexure – II**

**For Financial Bidding the documents are to be placed in a separate envelope:**

- Form of quotation for financial bid may be seen at **Annexure - III**



### Details and list of enclosures for Technical Bid

Sl. No.	Particulars	Details	Enclosure of Supporting document	Page No.
1	Registered Name of the Press/Firm (in Bold)		Copy of registration certificate	
2	Valid Trade License No.		Copy of license	
3	Registered Official Address of the firm: (Including Mobile No., Email-id)			
4	Valid GSTIN		Copy of registration	
5	PAN Card No		Copy of PAN	
6	Proof of minimum 3 years experience of similar kind of printing works with the Gauhati High Court/ Govt. Deptts. or PSUs, a list of Clients etc.		Copy of work orders and separate sheet containing list of such clients	
7	Undertaking of not been blacklisted by the Govt. of India/ Govt. of Assam/ Gauhati High Court		As per Format Given in Annexure - IV	
8	A non-refundable processing fees of Rs. 1000.00 (Rupees one thousand only) in the form of Bank Draft in the name of Law Research Institute payable at Guwahati from any nationalized/Scheduled bank shall be enclosed along with the quotation		Original demand draft	
9	Sample copy of similar work printed/published by the press/firm for quality test in technical bidding		Sample Copy	



(Seal and signature of the authorized person)

**FORM OF QUOTATIONS FOR PRINTING OF ANNUAL JOURNAL AND QUARTERLY BULLETIN OF  
THE LAW RESEARCH INSTITUTE, GAUHATI HIGH COURT**

**Annexure - III**

Sl. No.	Title	Total Pages (in specified size and colour)	Cost per book	Cost per page	No. of copies	Total cost excluding GST	GST	Total cost including GST
	(i)	(ii)	(iv)	(v)	(vi)	(vii)	(viii)	(ix) = (vii) + (viii)
			(in Rupees)	(in Rupees)		(in Rupees)	(in Rupees)	(in Rupees)
1	Annual Journal of Law Research Institute	200		(iv) / 200 =	100	100 x (iv) =		
2	Quarterly Bulletin of Law Research Institute	4		(iv) / 4 =	1000	1000 x (iv) =		
<b>Grand Total:</b>								

**Note:**

- Total pages may increase or decrease at the time of printing. In case of increase or decrease in the total no. of pages, the final bill shall be prepared as per the quoted cost per page.
- Cost of printing (per copy/ total cost of all the copies) should be the cost of the final product including cover pages, binding, lamination and delivery cost as per the terms, conditions and quality mentioned in Annexure "I".
- GST or any other taxes/ hidden cost (if applicable) shall be quoted separately and the total cost shall be shown both inclusive and exclusive of GST.
- The rates should be quoted in round figures in Indian Rupees only (both in figures and words)
- Separate page may be used as per the need.

(Seal and signature of the authorized person)

LETTER HEAD OF THE BIDDING PRESS/FIRM  
FORMAT OF UNDERTAKING TO BE FURNISHED WITH REGARD TO BLACKLISTING/  
NON- DEBARMENT BY ORGANISATION

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**UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT**

To,

The Director,  
Law Research Institute,  
Eastern Region,  
Gauhati High Court, Guwahati- 781001

I/ we hereby confirm and declare that M/S.....

is not blacklisted/ de-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ Gauhati High Court or any other agency for the work which we have executed/ undertaken during the last 5 years.



Yours sincerely

(Seal and signature of the  
authorized person)