

SUPREME COURT OF INDIA
ADMN. MATERIAL (P&S)

F. No.: Editorial Hardware/2020
Dated : 09 December, 2020

Last date for
Submission of Tender: 04 January, 2021 up to 03:00 p.m.
At Counter No. 17 (R&I)
For any query, please contact at Counter No. 26

NOTICE INVITING TENDER FOR SUPPLY AND INSTALLATION OF VARIOUS IT
HARDWARES AND SOFTWARES

Sealed tenders are invited for SUPPLY AND INSTALLATION OF VARIOUS IT HARDWARES AND SOFTWARES from reputed IT/Office Automation dealers based in Delhi/NCR as per Proformas enclosed herewith at **Annexures-'A' to 'E'**.

Interested parties, if so desire, may contact Branch Officer, Admn. Material (P&S) telephonically at 011-23111483 for Administrative queries and at 011-23112086/2310 for Technical queries or personally visit at Reception Counter No. 26 for any clarification on any working day between 10.30 A.M. and 4.00 P.M. (except Saturdays, Sundays and holidays).

A. TENDER

1. The tenderer is required to quote lowest rates as per **Annexure 'A'**.

2. Three separate Sealed Envelopes should be used for submitting the tender superscribed with (a) "Earnest Money for IT HARDWARE AND SOFTWARE", (b) "Technical Bid for IT HARDWARE AND SOFTWARE" and (c) "Financial Bid for IT HARDWARE AND SOFTWARE" on the covers of respective envelopes.

3. If all the three envelopes are kept inside a single envelope, it should be specifically written outside the envelope. Every page must be signed and stamped by the authorized official of the quoting firm, failing which it is liable to be rejected.

4. The tender may be sent by post sufficiently early so as to reach the Registry within time or may be delivered to the undersigned or at Counter No.17 (R&I). If tender is sent through Messenger, an authority letter from the tenderer with proof of identity may

also be given to the said Messenger.

5. The tenderers are expected to examine all the instructions, Proformas, 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 rejection of the tender.

6. 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 a holiday then next working day of the Registry will be treated as the due date of the Tender.

7. Brochures sharing Technical Specifications, wherever necessary, shall also be attached for Technical Evaluation.

B. TERMS AND CONDITIONS OF TENDER

8. The tenderers are required to quote their lowest rate per unit for SUPPLY AND INSTALLATION OF IT HARDWARE AND SOFTWARE in **Annexure-'D'** enclosed herewith and the rates should be valid for a period of 60 days from the date of opening of Tenders. The tenderer shall not be entitled during the said period of 60 days to revoke or cancel its tender or to vary the tender or any terms thereof.

9. The tenderers are required to send their tender along with a demand Draft of **Rs. 13,200/- (Rupees Thirteen Thousand Two Hundred only)** drawn in favour of "Registrar, Admn., Supreme Court of India" payable at New Delhi as Earnest Money, by writing the name of the firm, telephone number and name of the item on the reverse side of the Demand Draft. If the firm is exempted from depositing the EMD, a Certificate to this effect has to be submitted along with the tender document.

10. Earnest Money Deposit of unsuccessful tenderers would be returned by way of RTGS/NEFT or cheque after the contract has been finally awarded to the successful tenderer. A copy of cancelled cheque is required to facilitate refund of EMD amount.

11. Hypothetical or conditional Tender shall 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, EMD submitted by tenderer may be confiscated and in future the tenderer may be debarred to participate in the tender process of the Supreme Court.
12. The Registry will deal with the tenderer directly and no middlemen/commission agents etc. should be asked by the tenderer to represent the cause and they will not be entertained by the Registry.
13. Over-writing/over-typing or erasing of the figures which render the tender doubtful or ambiguous are not allowed and shall render the tender invalid.
14. The tenderer shall quote rates both in figures and words with blue/black ball pen. In case of any discrepancy, the price mentioned in words will be considered.
15. The tenderer should submit proof of his/her domicile in Delhi-NCR along with address of office.
16. The Registry, in its discretion, reserves the right to reject or accept any or all tenders, partly or completely, at any time without assigning any reason thereof.
17. Each tenderer has to certify that all the terms and conditions are acceptable to him.
18. Tenderers are required to fill the Technical Specifications Compliance Sheet as at **Annexure- 'C'**. Financial Bids of only the technically-qualified tenderers shall be opened.
19. The tenderer should have a well established infrastructure with qualified staff for supply and installation / execution of work and must possess minimum three years' experience including Government Offices.

C. TERMS & CONDITIONS OF THE SUCCESSFUL TENDERER

20. The successful tenderer shall have to deposit Performance Security Deposit @ 5% of the total value of the contract by way of Bank Guarantee drawn in favour of "The Registrar (Admn.), Supreme Court of India, New Delhi" within a week of the receipt of the work order which will be refunded after 60 days from the date of successful completion of contract or payment of the last bill whichever is later.

21. The supply and installation of the items as per the required specifications along **with Serial Numbers/Licenses as applicable** shall be required to be made within 7 days in the Registry (F.O.R. Destination) on receipt of the Purchase Order. In case supply and installation are not made within the stipulated time and the Registry is forced to make short purchase to meet the emergent demand, the tenderer will be liable to make good the loss due to difference which the Registry may directly deduct from Bill/Security Deposit. Non-availability of raw material/items shall not be accepted as a ground for delay in supply and shall equally be penalised. The payment against supply and installation shall be made after receiving satisfactory working report from Computer Cell against full supply and installation by the vendor.

22. Supply and installation of IT HARDWARES AND SOFTWARES are to be made expeditiously and on bill basis with products' Serial Numbers/ Licenses, as applicable. The payment is normally made after full supply is received, accepted and installed as per specifications/requirement.

23. Even after awarding the Supply Order, the Registry reserves the right to terminate the same at any time, if the services of the tenderer are not found satisfactory.

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

25. The successful tenderer will have to abide by the terms and conditions as may be fixed from time to time by the Registry.

26. The items should be supplied in original packing and the items will be inspected by an Inspection Committee of Senior Officers of the Registry and in case the supply is not found in conformity with the approved samples and any complaint is received about its quality and performance during the course of their use/utilization, the entire supply will have to be replaced with the good quality exactly commensurate with approved specifications at the cost of the tenderer. The decision of the Committee in this regard shall be final.

27. The warranty shall cover the following: (i) if any part(s) are required to be replaced, then the same shall be done within 48 hrs including data transfer and completion of complaints in totality; (ii) in case of failure of operating system, the same shall be reinstalled; and (iii) Suitable penalty shall be levied in case of non-compliance.

28. Tenderer shall provide complaint call logs pertaining to products delivered as and when required.

29. Tenderer shall provide escalation matrix for support for supplied IT items.

30. During evaluation of bids, tenderers shall demonstrate their products required to be delivered.

D. PENALTIES

31. In case of non-supply or short supply of items by the tenderer, if the Registry is required to make purchase from outside at higher rates, the loss, if any, sustained by the Registry would be recovered from the tenderer.

32. Irrespective of the fact as to whether or not the Registry makes purchases from outside, the Registry may impose penalty up to **1% per week subject to maximum of 10%** of total cost of delayed items, or of forfeiting the performance security if the delay is due to wilful laches or negligence on the part of the tenderer irrespective of inconvenience caused to the Registry.

33. The Security Deposit shall stand forfeited in case of breach of any of the conditions mentioned herein or if the supply and installation of the items is found unsatisfactory/not as per specifications.

34. Forfeiture of Earnest Money: Earnest Money is liable to be forfeited and bid is liable to be rejected, if the bidder withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of the tender.

E. INVITATION OF TENDER

Interested parties may send their Tenders in Three sealed envelopes superscribing (a) "EARNEST MONEY FOR SUPPLY AND INSTALLATION OF IT HARDWARE AND SOFTWARE", (b) "TECHNICAL BID FOR SUPPLY AND INSTALLATION OF IT HARDWARE AND SOFTWARE" and (c) "FINANCIAL BID FOR SUPPLY AND INSTALLATION OF IT HARDWARE AND SOFTWARE" respectively addressed by name to the undersigned or at Counter No. 17 (R&I) on or before 04 January 2021 up to 3:00 P.M. which will be opened at 3:30 P.M. on the same day 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 or without Earnest Money (unless they are exempted from depositing EMD) will not be entertained. In the first instance, envelopes containing Earnest Money will be opened. Thereafter, envelopes containing Technical Bids (**Annexure-'C'**) will be opened. The envelopes containing Financial Bids (**Annexure-'D'**) will be opened at a later date and time to be communicated only to the tenderers who are found technically-qualified.

-sd/-

(Anil Kumar Sharma)
Additional Registrar (AM)

Encls: Annexures 'A' to 'E'

Please note that the Registry shall remain closed from Friday, the 25th December, 2020 to Friday, the 1st January, 2021 (both days inclusive) on account of Christmas / New Year Holidays.

ANNEXURE-'A'**Supreme Court of India
Admn. Material (P & S)**F. No.: Editorial Hardware/2020
Dated : 09 December, 2020**Last date for
Submission of Tender: 04 January, 2021 up to 03:00 p.m.****NOTICE INVITING TENDER FOR SUPPLY AND INSTALLATION OF IT HARDWARE AND SOFTWARE****(Proforma to be filled by the Tenderer)**

1. Name of the Tenderer : _____
with Delhi/NCR Address
2. Name of the Contact Person
with Telephone/Mobile No./
Fax No./E-Mail ID : _____
- 3 PAN No. : _____ (Attach Proof)
- 3A. GST Registration No. : _____ (Attach Proof)
4. Whether all the terms & conditions
of NIT are acceptable : Yes/No : _____
5. Whether rates are inclusive/exclusive
of GST.
Please mention it clearly : _____
6. Discount, if any : _____
7. FOR: Supreme Court Registry : _____
8. Whether Undertaking of Non-blacklisting attached: _____
9. Whether empanelled with the Registry
enclose proof with tender document: _____
10. Delivery Schedule : _____
11. Name & address of the Govt. Offices etc.
of which the tenderer is

having the contract (For IT HARDWARE AND SOFTWARE)
with name of contact person and
his telephone/mobile number: _____

12. Details of previous experience
in the field & infrastructure of the Company: _____

13. Whether EMD is submitted or
Certificate for its exemption is enclosed: _____

14. Whether technical specifications
for the model submitted (Yes/No): _____

Dated:

Signature
(Name of firm with stamp)

UNDERTAKING

I/We undertake that (Firm/Partner/Director/Proprietor) has not been blacklisted/banned by any Government Department/Public Sector undertaking/Autonomous Body.

Signature of the authorised signatory
of the firm/company/ organisation/Official Stamp/Seal.

Date:
Place:

TECHNICAL BID SPECIFICATIONS COMPLIANCE SHEET

Specifications for Desktop PCs and Printer with application softwares

Brochures to be attached in support of technical specifications for tech. Evaluation

Sl.	Fragment Gen. Name	Specifications of Fragment	Compliance (Yes / No)
Desktop PC			
1	Processor	10th Gen i7, 8-Core, 16M Cache, 2.9GHz to 4.8GHz or equivalent	
2	RAM	8GB, 8Gx1, DDR4, 2933MHz	
3	Graphic Card	NVIDIA® GeForce® GT™ 730 2GB GDDR5	
4	Monitor	23 Inches, adjustable stand, Panel Type TN, HDMI and DP support and equipped with soundbar	
5	Screen Resolution	1920 x 1080	
6	Memory	8GB, 8Gx1, DDR4, 2933MHz	
7	Hard Drive	512GB M.2 PCIe NVMe Solid State Drive	
8	warranty	3 years onsite warranty	
9	Keyboard	Wired Keyboard KB216 Black (US/International)	
10	Mouse	Optical mouse	
11	Ports	4 USB 3.2 Gen 1 ports	
		4 USB 2.0 ports	
		1 headset (headphone and microphone combo) port	
		1 Line-out port	
		1 HDMI 1.4b port	
		1 VGA port	
		1 RJ-45 ethernet port	
12	Slots - External	1 SD 3.0 card-slot	
		1 Padlock ring slot	
		1 Kensington security-cable slot	
	Slots - Internal	1 PCIe x16	
		1 PCIe x1	
		1 M.2 2230 slot for WiFi and Bluetooth combo card	
		1 M.2 2230/2280 slot for PCIe solid-state drive	
		2 SATA slots for 3.5-inch HDD, 2.5-inch HDD/SSD	
		1 SATA slot for slim Optical Disk Drive (ODD)	
13	Dimensions and weight of CPU	Max Height 325 mm Max Width 160 mm Max Depth 295 mm Max weight 6.5 kg	
14	Power	200 W Bronze	
		260 W Bronze	
15	Rating and standards	ENERGY STAR® qualified	
		EPEAT Bronze Registered	
Operating System			
16	OS	windows 10 pro.	
Applications			
17	Applications	Microsoft Office home and student edition, pagemaker latest version	
18	Security	McAfee® Multi Device Security 36 Month Subscription	

Printer		
19	Printer type	Laser printer
20	Colour Out put	Black and White
21	Functions	Print Scan and Copy
22	Ports	1 Hi-Speed USB, 3.2 or 2.0; 1 Fast Ethernet 10/100Base-TX; 1 Wireless 802.11b/g/n
23	Network	Hi-Speed USB 2.0 port; built-in Fast Ethernet 10Base-T/100Base-Tx, Gigabit Ethernet 1000Base-T
24	wireless printing	Yes required
25	Network Protocols supported	Pv4/IPv6: Apple Bonjour Compatible (Mac OS 10.2.4 or higher), SNMPv1/v2c/v3, HTTP, HTTPS, FTP, TFTP, Port 9100, LPD, WS Discovery, IPP, Secure-IPP, IPsec/Firewall; IPv6: DHCPv6, MLDv1, ICMPv6; IPv4: Auto-IP, SLP, Telnet, IGMPv2, BOOTP/DHCP, WINS, IP Direct Mode, WS Print; Other: NetWare NDS, Bindery, NDPS, ePrint; Google Cloud Print 2.0
26	Connectivity	USB, WIFI, Ethernet as mentioned above
27	Storage Temprature range	-20 to 60°C
28	Operating Temprature range	Suitable to Indian subcontinent prevailing Temprature
29	Scan speed	Upto 7 ppm or above
30	Cartridges	1 having capacity upto or above 18000 pages
31	Print Speed	upto or Above 40 ppm
32	Print speed duplex	upto or above 30 ipm
33	Duty cycle (monthly, A4)	Up to 150000 pages or above
34	Paper trays	standard minimum two
35	Duplex Printing	required
36	USB Printing	required
37	Mobile printing capability	Required
38	power	standard Indian input voltage norms (VAC and Hz)
39	Print time	First page out black and white printing less than 6 seconds
40	Environment concerns	Standard accoustic pressure emissions (active, printing), standard non operating and operating humidity range, storage temperature range and operating temperature range should be within the standards, acoustic power emissions need to be within standard norms
		Energy efficiency compliant, compliance with laser safety standards, mercury free,
41	Warranty	1+2 yrs extended warranty
42	OS	Should work on Linux, windows and Mac

Dated:

Signature

(Name of firm with stamp)

ANNEXURE-D**Supreme Court of India
Admn. Material (P & S)**F. No.: Editorial Hardware/2020
Dated : 09 December, 2020**Last date for
Submission of Tender: 04 January, 2021 up to 03:00 p.m.****NOTICE INVITING TENDER FOR SUPPLY AND INSTALLATION OF VARIOUS IT
HARDWARES AND SOFTWARE**

(Proforma to be filled by the Tenderer)

Financial Bid

S. No	Item Name required to be purchased	Qty	Price per unit <u>without</u> GST% (In Rs.)	Total Price <u>without</u> GST% (In Rs.)	GST% extra applicable on Total Price
(A)	(B)	(C)	(D)	(E)	(F)
Tenderer to mention rates in WORDS also					
1(a).	Desktop with preloaded softwares as per <i>Annexure 'C'</i> of this NIT: <ul style="list-style-type: none"> • MS Office • Windows • Antivirus (36 month) • Pagemaker (for 1 year to be <u>renewed annually</u>) 	03			
1(b).	Desktop with preloaded softwares as per <i>Annexure 'C'</i> of this NIT: <ul style="list-style-type: none"> • MS Office • Windows • Antivirus (36 month) 	02			
2.	Printer	02			

Dated:

Signature
(Name of firm with stamp)

Subject: Undertaking of Authenticity

Sub: SUPPLY AND INSTALLATION OF VARIOUS IT HARDWARES AND SOFTWARES

Ref: 1. Your Purchase Order No _____ dated _____
 2. Our Invoice No./Quotation No. _____ dated _____

With reference to the (Item(s)) being supplied/quoted to you vide our invoice no./quotation no./order no. cited above, _____ We hereby undertake that all the items shall be original new items only, from OEM of the products and that no refurbished/duplicate/second hand components/parts/ assembly/software are being used or shall be used.

Should you require, we hereby undertake to produce the Certificate from OEM Supplier in support of above undertaking at the time of delivery/installation or within a reasonable time.

In case of default and we are unable to comply with above at the time of delivery or during installation, for the Items already billed, we agree to take back the items without demur, if already supplied and return the money if any paid to us by you in this regard, and/or the performance security, if any produced, forfeited.

We _____ (system OEM name) also take full responsibility of equipments as per the content even if there is any defect by our authorised Service Centre/Reseller/SI, etc.

Authorized Signatory

Name:

Designation:

Place :

Date :