

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

F. No.: iMac Purch./2022/SCI(AM)

Dated : . 12th May, 2022

Last date for

Submission of Tender: 21st May, 2022 up to 11:00 a.m.

Counter No.: 17 (R&I)

**NOTICE INVITING TENDERS FOR SUPPLY AND INSTALLATION OF APPLE IMAC
COMPUTER SYSTEMS**

Sealed tenders are invited for supply and installation of **36 (thirty-six)** units of the below **APPLE IMAC COMPUTER SYSTEMS** from Apple Original Equipment Manufacturer (OEM) / authorised Apple dealers / reputed IT / Office Automation dealers based in Delhi/NCR as per Proformas enclosed herewith at **Annexures-'A' to 'E':**

S.No.	Description of IT & Computer Hardware	Technical Specifications of Hardware	Quantity
(i)	Apple iMac Computer (Colour Silver only)	<ul style="list-style-type: none"> - Apple M1 Chip; 24” screen - 8GB unified memory (RAM); - 512GB Hard Drive storage; - 02 thunderbolt/USB-4 ports; - 02 USB-3 ports; Gigabit Ethernet and Magic Keyboard with Touch ID; Magic Mouse; Magic Trackpad. - AppleCare+ 3 Years of accidental damage protection. - Accessories: USB-C to USB Adapter; USB-C Digital AV Multiport Adapter. 	36 units

The actual quantity may vary at the time of placing the actual order. Interested parties, if they so desire, may contact Branch Officer, Admn. Materials (Maintenance) at Telephone No. 011-23115864 for **administrative queries** and

Branch Officer, Computer Cell at Telephone No. 011 - 23115949 for **technical queries**, or personally visit at Registry's **Reception Counter No. 17 (R&I)** near PRO Office 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 'D'** enclosed herewith.
2. **Three separate Sealed Envelopes** should be used for submitting the tender superscribed with (a) **“Earnest Money for Supply and Installation of Apple iMacs”**, (b) **“Technical Bid for Supply and Installation of Apple iMacs ”** and (c) **“Financial Bid For Supply and Installation of Apple iMacs”** on the covers of the 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 **R&I, Reception Counter No.17**. If tender is sent through Messenger, an authority letter from the tenderer with proof of identity may also be given to the said Messenger so that he/she could show the same along with his/her own identity proof to the Reception Officer at Reception Counter for issuance of entry pass.
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 by the Government of India 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 Apple iMacs 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. 1,29,600/- (Rupees One Lac Twenty-nine Thousand Six Hundred only) drawn in favour of 'The 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 valid Certificate to this effect has to be submitted along with the tender documents.

10. Financial Bid of only successful technical vendors shall be opened. Order shall be awarded on L-1 basis.

11. 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 tenderers.

12. Hypothetical / Conditional tenders 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, the tenderer may be debarred to participate in the tender process of the Supreme Court of India.

13. 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.

14. 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.

15. 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.

16. The tenderer should submit proof of his/her domicile in Delhi-NCR along with address of office.

17. 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.

18. Each tenderer has to certify that all the terms and conditions are acceptable to him.

19. Tenderers are required to fill the Technical Specifications Compliance Sheet as at **Annexure- 'C'**.

20. The tenderer should have a well established infrastructure with qualified staff for supply and execution of work, and must possess minimum three years experience including Government Offices.

C. TERMS & CONDITIONS OF THE SUCCESSFUL TENDERER

21. The successful tenderer shall have to deposit **performance security deposit @ 3% of the total amount of tender** by way of Bank Guarantee/Demand Draft drawn in favour of "The Registrar (Admn), Supreme Court of India, New Delhi". The Bank Guarantee/Demand Draft will be released only after satisfactory supply and installation of the material, and after 60 days from the date of final bill payment or expiry of company warranty period applicable, **whichever is later.**

22. The supply of the material as per the required specifications shall be required to be made within **20 days** in the Registry (F.O.R. Destination) on receipt of the Supply Order; in case supply is not made within the stipulated time and the Registry is forced to make purchase from outside 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 shall be made after receiving satisfactory working report from Computer Cell against full supply by the vendor.

23. Supply and installation of the said items is to be made expeditiously and on bill basis.

24. 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.

25. 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.

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

27. The materials should be supplied in original packing and the materials will be inspected by an Inspection Committee of Senior Officers of the Registry and in case the supply and installation 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.

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 may be asked to demonstrate their products required to be delivered.

31. Complaints are to be required to be attended to on the same day even on Sunday/Holidays and before/after office hours also, as and when required. In case, any iMacs are required to be shifted at other location, no additional charges will be made to the tenderer. Rates quoted shall include cost of commuting, replacement of parts, shifting of iMacs, and no separate travelling charges shall be admissible.

32. No advance payment will be made by the Registry.

33. In case defective iMacs cannot be repaired and made functional on the same day, stand by iMacs of the exact similar specifications will be required to be provided immediately till the particular device is set right.

D. PENALTIES

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

35. Irrespective of the fact as to whether or not the Registry makes arrangements for purchasing from outside, the Registry may impose penalty up to **1% per week subject to maximum of 10%** of total cost of delayed articles, 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.

36. The Performance Security of successful tenderers 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.

E. INVITATION OF TENDER

Interested parties may send their Tenders in Three sealed envelopes superscribing (a) “**Earnest Money for Supply and Installation of Apple iMacs**”, (b) “**Technical Bid for Supply and Installation of Apple iMacs**” and (c) “**Financial Bid For Supply and Installation of Apple iMacs**” respectively addressed by name to the undersigned or at **R&I, Reception Counter No. 17** on or before 21st May 2022 up to 11:00 A.M. which will be opened at 11:30 A.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,B,C, D & E

Supreme Court of India
Admn. Material (P & S)

Annexure - 'A'

NOTICE INVITING TENDERS FOR SUPPLY AND INSTALLATION OF APPLE
IMACS (SILVER COLOUR ONLY)

(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)
- 3B. Bank details for refund of EMD/PBG: _____
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 Apple iMac)
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 product literature
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:

Supreme Court of India
Admn. Material (P & S)

(Proforma to be filled by the Tenderer)

TECHNICAL BID

S.No.	<i>Description of IT & Computer Hardware</i>	<i>Technical Specifications of Hardware</i>	<i>Brochures to be attached in support of technical specifications for technical Evaluation</i>
			<u>Mention Compliance (Yes / No)</u>
(ii)	<i>Apple iMac Computer (Colour Silver only)</i>	<ul style="list-style-type: none"> - <i>Apple M1 Chip; 24” screen 8GB unified memory (RAM); 512GB Hard Drive storage; 02 thunderbolt/USB-4 ports; 02 USB-3 ports; Gigabit Ethernet and Magic Keyboard with Touch ID; Magic Mouse; Magic Trackpad;</i> - <i>AppleCare+ 3 Years of accidental damage protection.</i> - <i>Accessories: USB-C to USB Adapter; USB-C Digital AV Multiport Adapter.</i> 	

ANNEXURE 'E'

Undertaking of Authenticity

**Sub: NOTICE INVITING TENDERS FOR SUPPLY AND INSTALLATION
OF APPLE Imacs (SILVER COLOUR ONLY)**

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 :