

SUPREME COURT OF INDIA  
ADMN. MATERIALS (P&S)  
TILAK MARG, NEW DELHI

No. 33/Misc.IT/17/SCI(AM)  
Dated : 12<sup>th</sup> October,2017

**Last date of Tender : 01-11-2017**

**NOTICE INVITING TENDER**

**RATE CONTRACT FOR SUPPLY OF MISCELLANEOUS IT RELATED ITEMS  
AND ACCESSORIES FOR A PERIOD OF 01 YEAR**

Sealed tenders are invited, **as per the Proforma enclosed herewith at Annexure-A'** for Rate Contract for supply of **MISCELLANEOUS IT RELATED ITEMS AND ACCESSORIES** on requirement basis for a period of **ONE YEAR** from OEM/Authorised Dealers for “branded items”, and from reputed firms for “non-branded items”, for the use at Residential Office of Hon'ble Judges, Guest House, e-Committee and Supreme Court Registry.

Interested parties, if so desire, may contact Branch Officer, Admn. Material (Tel. 011-23112235 / 011-23111483) on any working day between 10.30AM to 4.30 PM (except on Saturday and holidays) for further information regarding the following items before quoting the rates :

Sl.	Item	Make / Model	Requirement in a year(Approx.)
1	Antivirus (10 Licence Keys)	QuickHeal Total Security	20
2	Antivirus (Server Edition)	QuickHeal Total Security	As per requirement
3	Wifi Hotspot (10-user Support)	Airtel (Huawei)	5
4	64GB Pendrives	Sandisk/Kingston/Transcend/Moser Baer/Sony/Toshiba/HP	10
5	32GB Pendrives	Sandisk/Kingston/Transcend/Moser Baer/Sony/Toshiba/HP	20
6	16GB Pendrives	Sandisk/Kingston/Transcend/Moser Baer/Sony/Toshiba/HP	20
7	8GB Pendrives	Sandisk/Kingston/Transcend/Moser Baer/Sony/Toshiba/HP	20
8	Wireless Keyboard and Mouse Combo	Dell/HP/HCL/Acer	As per requirement
9	Wired Mouse	Dell/HP/HCL/Acer	As per requirement
10	Mechanical Keyboard (with Rupee Symbol)	TVSE Gold (Bharat model)	As per requirement
11	1TB External Hard Disk Drive	WD Elements	10
12	4.7GB DVD	Sony/Moser Baer/Amkette	As per requirement
13	8.5GB DVD	Sony/Moser Baer/Amkette	As per requirement
*14	Mouse Pad	Good quality	As per requirement
*15	CD Folder (capacity to hold 100 CDs)	Good quality	As per requirement
*16	CD Mailer	Good quality	As per requirement
*17	Plastic DVD Case	Good quality	As per requirement
*18	Plastic CD Case	Good quality	As per requirement
19	Windows 10 Professional 64 Bit a/w MS Office Suit 2016	Windows 10 Professional 64 Bit a/w MS Office Suit 2016	20
20	Wireless Router	D Link DIR-816 AC750 Dual Band	As per requirement
21	Barcode Scanner	LS-2208	As per requirement
22	Canon Cartridge 328	Canon	2
23	Patch Cord 2 mtr	D Link	100
24	Patch Cord 5 mtr	D Link	100
25	Patch Cord 10 mtr	D Link	20

\*Sample of items at S.Nos. 14-18 required with Tender

**Contd...2/-**

**A. TENDER**

1. Three separate sealed envelopes should be used for submitting (i) **“Earnest Money for Rate Contract of MISCELLANEOUS IT RELATED ITEMS AND ACCESSORIES”**, (ii) **“SAMPLE of Mouse Pad, CD Folder(capacity to hold 100 CDs), CD Mailer, Plastic DVD Case and Plastic CD Case”** and (iii) **“Financial bid for Rate Contract of MISCELLANEOUS IT RELATED ITEMS AND ACCESSORIES”**.
  
2. Tender may be sent by post sufficiently early so as to reach the Registry within time, or may be delivered to the undersigned. If tender is sent through Messenger, an authority letter from the tenderer with proof of identity may also be given to the Messenger so that he could show the same along with his own identity proof to the Reception Officer at Reception Counter No.37 for issuance of entry pass.
  
3. The tenderers are expected to examine all the instructions, Proforma's terms and conditions and specifications in the tender documents. Failing to furnish all information's required by the tender document in every respect will be at the tenderer's risk and may result in rejection of the tender.
  
4. The tender must be received not later than the date and time specified for submitting the same. In case, the date of submitting the tender will be declared as holiday by the Government of India then next working day of the Registry will be treated as due date of the tender.

**B. TERMS AND CONDITIONS OF TENDER**

5. The tenderers are required to quote their lowest rates per unit for the above mentioned items for a period of 01 year and discount, if any, percentage of GST, delivery period, DGS&D approved rate, if any, etc.. as per **Annexure-'A'** enclosed.
6. The tenderers are required to send their tenders along with a **Demand Draft of Rs. 2,000/- (Rupees Two Thousand only) drawn in favour of "The Registrar (Admn.), Supreme Court of India, New Delhi"** as **Earnest Money**, which will be refunded without interest to the unsuccessful tenderers on their written request after awarding of the contract. **Name of the firm, telephone number and name of item** may be written on the reverse side of the Demand Draft.
7. Tenderers having valid NSIC or MSME certificates shall be exempted from depositing earnest money. However, the same must be furnished along with tender in Earnest Money sealed envelope.
8. Hypothetical or conditional Tender will 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, appropriate action may be taken.
9. The Registry will deal with the tenderer directly and no middleman/Commission agents etc. should be asked by the tenderer to represent the cause and they will not be entertained by the Registry.
10. The Bidder shall give an undertaking (as per Annexure B) 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.
11. In case of corrections, the same must be attested by the bidder with full signature. Over-writing / over-typing or erasing of the figures which render it doubtful or ambiguous are not allowed and shall render the tender invalid.

12. The Registry reserves the right to make any change, at any time, in the terms and conditions of the Notice Inviting Tender and accept or reject any or all tenders wholly or partly without assigning any reason thereof.

13. The tenderer shall quote rates both in figures and words with blue/black ball pen. In case of any discrepancy between words and figures, in financial bid, the rates in words shall be accepted as correct.

14. All the pages of quotation including the documents submitted therewith must be duly signed and stamped failing which the offer shall be liable for rejection.

15. It is not binding on the part of the Registry to accept the lowest tender.

16. Each tenderer has to certify that all the terms and conditions are acceptable to him. The Security deposit shall stand forfeited in case of breach of any of the conditions.

17. During the subsistence of contract in case of breach of any conditions or deficiency in service, the Registry has a right to terminate the contract and to entrust the work to another contractor. The loss, if any, sustained by the Registry on that account will be recovered from the tenderer.

**Contd..5/-**

**C. TERMS & CONDITIONS OF THE SUCCESSFUL TENDERER**

18. The successful tenderer(s) shall have to give **Performance Security Deposit of Rs.5,000/-(Rupees Five Thousand only)** after adjustment of Rs.2,000/- deposited towards EMD by way of Demand Draft within a week from the date of awarding of contract, drawn in favour of "The Registrar (Admn.), Supreme Court of India, New Delhi." which will be refunded after two months of the successful completion of the contractual period or payment of the last bill, whichever occurs later, on written request of the tenderer.

19. The material supplied will be inspected by an Inspection Committee comprising of Senior Officers of the Registry and in case the final supply is not found in conformity with the approved specifications/ samples, the same will be liable to be rejected and entire supply will have to be replaced with the quality exactly commensurate with the approved specifications/samples at the cost of the tenderer. The decision of the Committee in this regard shall be final.

20. The supply of the material as per the required specifications/ samples shall be required to be made within 2 days in the Registry (F.O.R.Destination) on receipt of Purchase Order; otherwise the Security Deposit may be forfeited along with any other action as may be deemed appropriate by the Registry. Non availability of raw material shall not be accepted as a ground for delay in supply and shall equally be penalised.

21. The payment will be made only after full supply is received and accepted as per approved samples/specifications. No part payment or advance payment will be made.

22. Validity: Quoted rates must valid during the contract period. No escalation in respect of materials, labour, frieght etc. will be allowed in any shape.

#### **D. PENALTIES**

23. If delivery is not made in time and the Registry is required to make purchase from outside at higher rates, the loss sustained will be deducted from the E.M.D/Performance Security of the Tenderer.

24. Irrespective of the fact as to whether or not the Registry makes the purchase from outside, the Registry may impose penalty of 1% per day on total cost, for delayed delivery, if the delay is due to wilful laches or negligence of the tenderer and it causes financial loss or inconvenience to the Registry.

#### **E. INVITATION OF TENDER**

Interested parties may send their tenders in three separate sealed envelopes containing (a) "Earnest Money, (b) Samples of Mouse Pad, CD Folder (capacity to hold 100 CDs), CD Mailer, Plastic DVD Case and Plastic CD Case and (c) Tender Documents superscribing (a) " EARNEST MONEY for Rate Contract for supply of MISCELLANEOUS IT RELATED ITEMS AND ACCESSORIES" (b) SAMPLES of items at S.Nos. 14-18 and (c) "TENDER DOCUMENTS for Rate Contract for MISCELLANEOUS IT RELATED ITEMS AND ACCESSORIES" and respectively addressed by name to the undersigned or may be handed over personally at the Registry's Reception Counter No.37 near PRO office **on or before 1<sup>st</sup> November, 2017 upto 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 and/or without earnest money and/or without Samples will not be entertained. In the first instance, envelopes containing Earnest Money will be opened, thereafter, Envelopes containing Samples will be opened and if samples of the tenderers are found to be as per requirement, only then the envelopes containing Tender Documents will be opened.

(NEENA AHUJA)  
DEPUTY REGISTRAR(AM)  
12-10-2017

Encl : ANNEXURE "A", "B" & "C"

Note:- The Registry will remain closed w.e.f. 15-10-2017 to 22-10-2017 due to Diwali Holidays.

**Supreme Court of India**  
**Admn. Materials (P & S)**

No. 33/Misc.IT/17/SCI(AM)

Dated : 12-10-2017

**PROFORMA TO BE FILLED BY THE TENDERER FOR RATE CONTRACT FOR MISCELLANEOUS IT RELATED ITEMS AND ACCESSORIES FOR 01 YEAR**

1. Name of the Firm : \_\_\_\_\_
- 1a. Contact Person/Authorised Signatory: \_\_\_\_\_
2. Address with Tel. No. : \_\_\_\_\_
- 3a. Trader Identification No. : \_\_\_\_\_
- 3b. GST Registration No. : \_\_\_\_\_
- 3c. PAN No. : \_\_\_\_\_  
(copies to be enclosed)
4. Name of the Contact Person with: \_\_\_\_\_  
Telephone/Mobile No./E-mail ID/FAX No.

5. **Rates for each ITEMS :**

Sl.	Name of the items	Make / Model	Price per unit (Rs.)	% of GST, if any	Total net price per unit (Rs.) including F.O.R. Supreme Court	DGS&D approved Rates, if any	Warranty
1.	Antivirus (10 Licence Keys)	QuickHeal Total Security					
2.	Antivirus (Server Edition)	QuickHeal Total Security					
3.	Wifi Hotspot (10-user Support)	Airtel (Huawei)					

Sl.	Name of the items	Make / Model	Price per unit (Rs.)	% of GST, if any	Total net price per unit (Rs.) including F.O.R. Supreme Court	DGS&D approved Rates, if any	Warranty
4.	64GB Pendrives	Sandisk/Kings ton/Transcend / Moser Baer/Sony/ Toshiba/HP					
5.	32GB Pendrives	Sandisk/Kings ton/Transcend / Moser Baer/Sony/ Toshiba/HP					
6.	16GB Pendrives	Sandisk/Kings ton/Transcend / Moser Baer/Sony/ Toshiba/HP					
7.	8GB Pendrives	Sandisk/Kings ton/Transcend / Moser Baer/Sony/ Toshiba/HP					
8.	Wireless Keyboard and Mouse Combo	Dell/HP/HCL/ Acer					
9.	Wired Mouse	Dell/HP/HCL/ Acer					
10.	Mechanical Keyboard (with Rupee Symbol)	TVSE Gold (Bharat model)					
11.	1TB External Hard Disk Drive	WD Elements					
12.	4.7GB DVD	Sony/Moser Baer/Amkette					
13.	8.5GB DVD	Sony/Moser Baer/Amkette					



Sl.	Name of the items	Make / Model	Price per unit (Rs.)	% of GST, if any	Total net price per unit (Rs.) including F.O.R. Supreme Court	DGS&D approved Rates, if any	Warranty
14.	Mouse Pad	Good quality					
15.	CD Folder (capacity to hold 100 CDs)	Good quality					
16.	CD Mailer	Good quality					
17.	Plastic DVD Case	Good quality					
18.	Plastic CD Case	Good quality					
19.	Windows 10 Professional 64 Bit a/w MS Office Suit 2016	Windows 10 Professional 64 Bit a/w MS Office Suit 2016					
20.	Wireless Router	D Link DIR-816 AC750 Dual Band					
21.	Barcode Scanner	LS-2208					
22.	Canon Cartridge 328	Canon					
23.	Patch Cord 2 mtr	D Link					
24.	Patch Cord 5 mtr	D Link					
25.	Patch Cord 10 mtr	D Link					

**Samples to be attached for S.Nos. 14-18.**

6. Whether all the terms & conditions of NIT are acceptable : Yes/No : \_\_\_\_\_ -

7. Discount, if any : \_\_\_\_\_

8. Copies of Income Tax Return of last three Financial Years.

9. FOR : Supreme Court Registry : \_\_\_\_\_

Place :

Date :

Signature  
(Name of firm with stamp)

**UNDERTAKING**

I/We undertake that (name of the company) 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:

**ANNEXURE 'C'**

**Subject : Undertaking of authenticity of Suppliers for Miscellaneous IT Related Items And Accessories**

Sub: Supply of Misc. IT Items

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 our OEM supplier in support of above undertaking at the time of delivery/installation. It will be our responsibility to produce such letters from our OEM suppliers' at the time of delivery 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 ..... Misc. IT 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 items as per the content even if there is any defect by our authorized Service Centre/Reseller/SI etc.

Authorized Signatory

Name:

Designation:

Place :

Date :