

Last date of Tender : 12-11-2018
Upto-3.00 P.M.

NOTICE INVITING TENDER

**RATE CONTRACT FOR SUPPLY OF MISCELLANEOUS INFORMATION TECHNOLOGY (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 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. No.	Item	Make / Model	Requirement in a year (approx.)
1	Antivirus (10 Licence Keys)	QuickHeal Total Security	10
2	Antivirus (Server Edition)	QuickHeal Total Security	4
3	64GB Pendrives 3.0 USB	Sandisk/Kingston/ Transcend/MoserBaer/ Sony/Toshiba/HP	10
4	32GB Pendrives 3.0 USB	Sandisk/Kingston/ Transcend/MoserBaer/ Sony/Toshiba/HP	20
5	16GB Pendrives 3.0 USB	Sandisk/Kingston/ Transcend/MoserBaer/ Sony/Toshiba/HP	60
6	Wireless Keyboard and Mouse Combo (with Rupee Symbol)	Dell/HP/HCL/Acer	15
7	Wired Keyboard (with Rupee Symbol)	Dell/HP/HCL/Acer	15
8	Wired Mouse	Dell/HP/HCL/Acer	20
9	Wired Mechanical Keyboard (with Rupee Symbol)	TVSE Gold (Bharat model)	15
10	1TB External Hard Disk Drive	WD Elements	15
11	2TB External Hard Disk Drive	WD Elements	10

Sl. No.	Item	Make / Model	Requirement in a year (approx.)
12	4.7GB DVD	Sony/MoserBaer/ Amkette	100
13	8.5GB DVD	Sony/MoserBaer/ Amkette	50
14	Windows 10 Software	Windows 10 Professional 64 Bit	50
15	MS Office Suite 2016 Software	Home & Business	50
16	Wireless Router	D Link DIR-816 AC750 Dual Band	5
17	Barcode Scanner	Model LS-2208 (Motorolla/Zebra/ Symbol)	10
18	Patch Cord CAT-6 Cable: 2 meter	D Link	100
19	Patch Cord CAT-6 Cable: 5 meter	D Link	100
20	Patch Cord CAT-6 Cable: 10 meter	D Link	50
21	Patch Cord CAT-6 Cable: 20 meter	D Link	25
22	HDMI to HDMI Cable: 3 meter	D Link	5
23	HDMI to HDMI Cable: 5 meter	D Link	5
24	External DVD Writer	LG make: USB 2.0 interface (up to 480Mbits/s, USB 3.0 Compatible) Max 8x DVD±R Write Speed Max 24x CD Write Speed	5

A. TENDER

1. Two separate sealed envelopes should be used for submitting (i) “**Earnest Money for Rate Contract of MISCELLANEOUS IT RELATED ITEMS AND ACCESSORIES**” and (ii) “**Financial bid for Rate Contract of MISCELLANEOUS IT RELATED ITEMS AND ACCESSORIES**”.

Contd..3/-

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 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 tenderer is 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, etc.. as per **Annexure-'A'** enclosed.
6. The tenderer is required to send their tender 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.

Contd..4/-

7. Tenderer having valid NSIC or MSME certificates shall be exempted from depositing earnest money. However, the copy of 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 Tenderer 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 tenderer 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 tender, 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.

C. TERMS & CONDITIONS OF THE SUCCESSFUL TENDERER

18. The successful tenderer(s) shall have to give **Performance Security** amounting to 5% of the total anticipated expenditure of the items to be purchased during the contractual period 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 be valid during the contract period. No escalation in respect of materials, freight 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 two separate sealed envelopes containing (a) "Earnest Money and (b) Tender Documents superscribing (a) "EARNEST MONEY for Rate Contract for supply of MISCELLANEOUS IT RELATED ITEMS AND ACCESSORIES" and (b) "TENDER DOCUMENTS for Rate Contract for MISCELLANEOUS IT RELATED ITEMS AND ACCESSORIES" 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 12th November, 2018 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

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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 will not be entertained. In the first instance, envelopes containing Earnest Money will be opened, thereafter, the envelopes containing Tender Documents will be opened.

(BASU DEV SHARMA)
ADDITIONAL REGISTRAR(AM)
15-10-2018

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

Note:- The Registry will remain closed w.e.f. 15-10-2018 to 20-10-2018 and 05-11-2018 to 10-11-2018 due to Dussehra Holidays and Diwali Holidays, respectively.

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

No. 33/Misc.IT NIT/18/SCI(AM)

Dated : 15-10-2018

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. GST Registration No. : _____
- 3b. 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.) Excluding GST	% of GST, if any	Total net price per unit (Rs.) including F.O.R. Supreme Court	Warranty
1	Antivirus (10 Licence Keys)	QuickHeal Total Security				
2	Antivirus (Server Edition)	QuickHeal Total Security				
3	64GB Pendrives 3.0 USB	Sandisk/Kingston/ Transcend/ MoserBaer/Sony/ Toshiba/HP				
4	32GB Pendrives 3.0 USB	Sandisk/Kingston/ Transcend/ MoserBaer/Sony/ Toshiba/HP				

Sl.	Name of the items	Make / Model	Price per unit (Rs.) Excluding GST	% of GST, if any	Total net price per unit (Rs.) including F.O.R. Supreme Court	Warranty
5	16GB Pendrives 3.0 USB	Sandisk/Kingston/ Transcend/ MoserBaer/Sony/ Toshiba/HP				
6	Wireless Keyboard and Mouse Combo (with Rupee Symbol)	Dell/HP/HCL/Acer				
7	Wired Keyboard (with Rupee Symbol)	Dell/HP/HCL/Acer				
8	Wired Mouse	Dell/HP/HCL/Acer				
9	Wired Mechanical Keyboard (with Rupee Symbol)	TVSE Gold (Bharat model)				
10	1TB External Hard Disk Drive	WD Elements				
11	2TB External Hard Disk Drive	WD Elements				
12	4.7GB DVD	Sony/MoserBaer/ Amkette				
13	8.5GB DVD	Sony/MoserBaer/ Amkette				
14	Windows 10 Software	Windows 10 Professional 64 Bit				
15	MS Office Suite 2016 Software	Home & Business				
16	Wireless Router	D Link DIR-816 AC750 Dual Band				
17	Barcode Scanner	Model LS-2208 (Motorolla/Zebra/Symbol)				
18	Patch Cord CAT-6 Cable: 2 meter	D Link				
19	Patch Cord CAT-6 Cable: 5 meter	D Link				
20	Patch Cord CAT-6 Cable: 10 meter	D Link				
21	Patch Cord CAT-6 Cable: 20 meter	D Link				

Sl.	Name of the items	Make / Model	Price per unit (Rs.) Excluding GST	% of GST, if any	Total net price per unit (Rs.) including F.O.R. Supreme Court	Warranty
22	HDMI to HDMI Cable: 3 meter	D Link				
23	HDMI to HDMI Cable: 5 meter	D Link				
24	External DVD Writer	LG make: USB 2.0 interface (up to 480Mbps/s, USB 3.0 Compatible) Max 8x DVD±R Write Speed Max 24x CD Write Speed				

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

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.

We hereby undertake to produce the certificate from our OEM supplier in support of above undertaking at the time of delivery/installation, if required. 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 :