

All Communications should be
addressed to the Registrar, Supreme
Court by designation, NOT by name

SUPREME COURT OF
INDIA
NEW DELHI

F. No. Colour Printer-II/19/SCI(AM)
Dated : 20th March, 2020

From : Ashok Kumar,
Assistant Registrar (AM),
Supreme Court of India

Tel.: 23111483/2235

To :
(As per list of dealers attached herewith)

Subject : NOTICE INVITING TENDER FOR SUPPLY AND INSTALLATION OF PRINTER
MODEL: HP COLOUR LASERJET PRO M154 NW ALONG WITH COMPANY
WARRANTY FROM HP OEM AND HP-AUTHORIZED DEALERS

Sir,

I am directed to enclose herewith Terms & Conditions of Notice Inviting Tender dated 28.02.2020 for Supply And Installation Of Printer Model: Hp Colour Laserjet Pro M154 Nw Along With Company Warranty.

You are, therefore, requested to quote your rate as per the terms & conditions of Notice Inviting Tender dated 28.02.2020 as stated above, addressed to the undersigned by name so as to reach **on or before 30th March, 2020**. The tenders will be opened by the Committee of the Officers on the same day at 3.30 P.M. in the Registry before the tenderers or their authorized representatives who may wish to remain present. The tenders received after due date/ and/or time will not be entertained. In case, less than three tenders are received, due to inadequate competition, the same may not be opened and more tenders may be called and may be opened at the place, date and time to be notified to the tenderers in due course.

-sd/-
ASSISTANT REGISTRAR (AM)
SUPREME COURT OF INDIA

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

F. No. Colour Printer-II/19/SCI(AM)
Dated : 28th February, 2020

Last date for
Submission of Tender: 16th March, 2020 up to 03:00 p.m.

NOTICE INVITING TENDER FOR SUPPLY AND INSTALLATION OF
PRINTER Model: HP COLOUR LASERJET PRO M154 NW
ALONG WITH COMPANY WARRANTY
FROM HP OEM AND HP-AUTHORIZED DEALERS

Sealed tenders are invited only from HP OEM and HP-Authorized Dealers based in Delhi and NCR region as per Proforma enclosed herewith as **Annexure-'A'** for **Supply and Installation of HP COLOUR LASERJET PRO M154 NW Printer along with Company Warranty** (no online/telephone support acceptable) for use in the Registry, Supreme Court of India.

Interested parties, if so desire, may contact Ms. Padma Sundar, Branch Officer, Admn.Material (P&S) telephonically for purchase/administrative queries or personally visit at Reception Counter No.42 for any clarification on any working day between 10.30 A.M. and 4.00 P.M. (except Saturdays & holidays) on Telephone Nos. 23111483; or Mr. Pavan Prathapa, Branch Officer, Computer Cell on 23112086 for technical queries.

A. TENDER

1. The tender should be sent in Two Sealed Envelopes superscribed with (a) "Earnest Money for supply and Installation of HP COLOUR LASERJET PRO M154 NW Printer" and (b) "Financial Bid for Supply and Installation of HP COLOUR LASERJET PRO M154 NW Printer" by post sufficiently early so as to reach the Registry within date and time or may be delivered to the undersigned. If tender is sent through Special Messenger, an authority letter from the tenderer with proof of identity may also be given to the Messenger so that he/she could show the same alongwith his/her own identity proof to the Reception Officer at Reception Counter No.42 for issuance of entry pass.

2. 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.

3. 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 holiday by the Govt. of India then next working day of the Registry will be treated as due date of Tender.

B. TERMS AND CONDITIONS OF TENDER

4. The tenderers are required to quote their lowest rate per unit for **HP COLOUR LASERJET PRO M154 NW PRINTER along with Company Warranty (no online/telephone support acceptable)** in **Annexure-'A'** enclosed herewith and the rates should be valid for a minimum period of 90 days from the date of opening of Tenders. The tenderer shall not be entitled during the said period of 90 days to revoke or cancel its tender or to vary the tender or any terms thereof.

5. The tenderers are required to send their tender along with Demand Draft drawn in favour of "The Registrar (Admn), Supreme Court of India" towards **Earnest Money Deposit of Rs. 500/-** for supply of HP COLOUR LASERJET PRO M154 NW Printer (Name of the firm, telephone number and name of the item may be written on the reverse side of the Demand Draft). If EMD is exempted, relevant Certificate has to be submitted along with the tender documents.

6. Earnest Money Deposit of 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.

7. 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.

8. 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.

9. Over-writing/over-typing or erasing of the figures which render it doubtful or ambiguous are not allowed and shall render the tender invalid.

10. 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.

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

C. TERMS & CONDITIONS OF THE SUCCESSFUL TENDERER

12. The successful tenderer shall have to deposit **Performance Security of Rs. 1,250/-** for supply of HP COLOUR LASERJET PRO M154 NW Printer by way of Demand Draft or Bank Guarantee drawn in favour of "The Registrar (Admn), Supreme Court of India, New Delhi." The Performance Security amount will be released after two months from the date of expiry of the contractual period or after 60 days from the date of final bill payment and after satisfactory supply of the material, whichever is later.

13.(a) The tenderers are required to quote their lowest rates which should be valid for a period of 90 days.

(b) The Tenderers should specifically state whether rates are inclusive of GST (as applicable); if not, it will be deemed that rates are inclusive of GST.

14. Execution of the supply is to be done very expeditiously but not later than three days, and in emergency the supply has to be executed on the same day itself.

15. The supply of genuine HP Printer shall be required to be made within the stipulated time on conveyance of Purchase Order and in case supply is 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.

16. Supply of HP Printer is to be made on bill basis. The payment is normally made after full supply is received and accepted as per specifications/requirement.

17. 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.

18. The OEM Company may submit a bid either in its own name or through any of its authorised dealers, who has to provide services of supply of materials to Supreme Court of India. The bid without confirmation of the Original Equipment Manufacturing company regarding authorization to sell the product shall not be considered.

19. 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.

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

21. The tenderer shall have to submit the ink signed Authorisation Certificates from OEM Companies to sell HP Printer in their own name/organisation with the date of validity of the Authorisation.

22. The materials supplied 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 specifications 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.

23. The payment will be made only after full supply is received and accepted as per approved specifications against single supply order.

D. PENALTIES

24. If delivery is not made in given time and 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.

25. Irrespective of the fact as to whether or not the Registry makes purchases from outside, the Registry may impose penalty up to 1% **per day** on total cost of delayed articles subject to 10%, 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.

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

E. INVITATION OF TENDER

Interested parties may send their Tenders in two sealed envelopes superscribing (a) "Earnest Money for Supply and Installation of HP COLOUR LASERJET PRO M154 NW Printer" and (b) "Financial Bid for Supply and Installation of HP COLOUR LASERJET PRO M154 NW Printer"

addressed by name to the undersigned so as to reach on or before 16th March 2020 up to 3:00 P.M. which will be opened on the same day at 3:30 P.M. in the Registry by a Committee of Officers in the presence of the tenderers or their authorized representatives who may wish to remain present there at that time. If it is found that less than three tenders have been received for the purpose, due to inadequate competition, the same may not be opened, more tenders may be called and may be opened at the place, date and time to be notified to the tenderers in due course. In the first instance, the envelopes containing EMD will be opened. Thereafter, the envelopes containing financial bid **(Annexure 'A')** will be opened.

The tenders received after due date and/or time or without Earnest Money Deposit will not be entertained.

Note: The Registry shall remain closed from 9th March 2020 to 14th March 2020 on account of Holi Holidays.

-sd/-

(B.L.N. Achary)

Additional Registrar (AM)

ANNEXURE-'A'**Supreme Court of India
Admn. Material (P & S)**F. No. Colour Printer-II/19/SCI(AM)
Dated : 28th February, 2020**Last date for
Submission of Tender: 16th March, 2020 up to 03:00 p.m.****NOTICE INVITING TENDER FOR HP COLOUR LASERJET PRO M154 NW PRINTER
ALONG WITH COMPANY WARRANTY
FROM HP OEM AND HP-AUTHORIZED DEALERS**

(Proforma to be filled by the Tenderer.)

1. Name of the Tenderer : _____
with 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. Rate and Warranty details :

Make & Model as given in the NIT	Quantity required to be purchased	Price per unit (In Rs.)	No of Year/s for which Company Warranty being offered (no online / telephone support acceptable) (In Year/s)	GST%	Total net price per unit (In Rs.)
HP COLOUR LASERJET PRO M154 NW PRINTER ALONG WITH COMPANY WARRANTY	01 (ONE)				

5. Whether all the terms & conditions of NIT are acceptable : Yes/No :
6. Whether rates are inclusive of GST(as applicable). Please mention it clearly : _____
- 6a. Discount, if any : _____
7. Part which are not included during the warranty period of _____ year/s : _____
8. FOR: Supreme Court Registry : _____
9. Whether supply and installation shall be made within 03 days of receipt of Purchase Order : _____
10. Whether Undertaking of Non-blacklisting attached: _____
11. Whether HP Authorisation Certificates are enclosed with tender document: _____
12. Delivery Schedule : _____
13. Name & address of the Govt. Offices etc. of which the tenderer is having the contract (For HP Printer) with name of contact person and his telephone/mobile number: _____
14. Details of previous experience in the field & infrastructure of the Company: _____
15. Details of annual turnover: _____
16. Whether No dues certificate from Department of Trade & Taxes and copies of the returns Submitted to the department in enclosed: _____
17. Whether EMD is submitted or Certificate for its exemption is enclosed: _____

Dated:

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: