

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

No. 33/Comp. Purchase/15/SCI(AM)
Dated : 25th March, 2015

Last date of Tender : 16th April, 2015

Pre-Bid Meeting : 07th April, 2015

NOTICE INVITING TENDER

For supply of Desktops, Laser Printers, and Multi Function Devices (MFDs) of leading brands only with 3 and 5-years on-site comprehensive warranty.

Sealed tenders are invited from authorised dealers for supply of Desktops, Laser Printers, and MFDs in the quantities and configurations stated hereunder along with **“3 and 5-years on-site comprehensive warranty”** for use in the Registry as well as Residential Offices of the Hon'ble Judges of the Supreme Court of India, as per Proforma enclosed herewith at Annexure “A”. **The exact quantity of these items may vary at the time of placing the order.**

Interested parties, if they so desire, may contact the Branch Officer, Admn. Material (Tel. 23111406 and 23388745) on any working day between 10.30 AM to 4.30 PM except on Saturday up to 12.00 noon for further information regarding the following items before quoting the rates.

Sl. No.	Items (any leading OEM brands, but not assembled; refer ANNEXURE – 'C' for details)	Quantity
01	Desktops (with standard accessories)	150 nos. approx.
02	Laser Printers (with standard accessories)	100 nos. approx.
03	Multi Function Devices or MFDs (with standard accessories)	31 nos. approx.

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A. TENDER

1. The tender may be sent in three different sealed envelopes superscribed with (1) "Earnest Money for supply of Desktops, Laser Printers, and MFDs", (2) "Technical bid for supply of Desktops, Laser Printers, and MFDs", and (3) "Financial bid for supply of Desktops, Laser Printers, and MFDs" by post sufficiently early so as to reach the Registry or may be delivered to the R&I Branch of the Registry through the Reception Office of the Supreme Court of India within time i.e. **16th April, 2015 by 3:00 P.M.** 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.

B. TERMS AND CONDITIONS OF TENDER

2. The tenderers are required to quote their lowest rate per unit for the Desktop, Laser Printer, and MFD with 3 and 5 years on-site comprehensive warranty, discount, if any, percentage of VAT, delivery period, DGS&D approved rate / NICSI empanelment, if any, etc.. as per Annexure-'A' enclosed. The Tenderers holding a valid NSCI/MSME Certificate may furnish the same in the EMD envelope itself for the purpose of exemption of EMD.

3. The rates should be valid for a minimum period of 90 days.

4. The tenderers are required to send their tenders along with a Demand Draft of **Rs. 1,80,000/- (Rupees One Lac Eighty Thousand Only)** drawn in favour of "The Registrar (Admn.), Supreme Court of India, New Delhi" as Earnest Money by way of Demand Draft (DD) / Bank Guarantee (BG) / or Fixed Deposit Receipt (FDR) which will be refunded without interest to the unsuccessful tenderers on written request or by Speed Post, at the risk of the tenderers. **The name of the Item and**

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the Firm should be written on the back side of the Demand Draft.

5. 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.

6. 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.

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

8. The Registry, in its discretion, reserves the right to reject or accept the tenders, partly or completely, at any time without assigning any reason thereof.

9. The OEM Company may submit a bid either in its own name or through any of the authorized dealers, who has to provide supply/services to the Supreme Court.

10. The bids without confirmation of the original equipment manufacturing company regarding authorization to sell the product shall not be considered.

11. The tender should accompany an undertaking of Authenticity as per proforma placed at Annexure 'B' and also submit an authorization certificate of the company.

12. The pre-bid meeting will be held on 07-04-2015 at 02:30 p.m. in the Supreme Court of India premises for any clarification / query in respect of the technical specifications of Desktop/ Printers etc.

C. TERMS & CONDITIONS OF THE SUCCESSFUL TENDERER

13. The successful tenderer shall have to deposit performance security of 5% of the total amount of the Purchase Order by way of Demand Draft/Bank Guarantee/FDR drawn in favour of "The Registrar(Admn.), Supreme Court of India, New Delhi." The performance security deposit will be refunded after two months from the date of successful delivery/installation, and/or payment of their bill and/or expiry of warranty/guarantee period, whichever is later. The Earnest Money deposited along with the tender would be adjusted against the Security Deposit.

14. The items are required to be **supplied and installed within 30 days** on receipt of the Purchase Order and in case the supply & installation is not done within the stipulated time and the Registry is forced to make purchase from outside to meet the urgent demand, the tenderer will have to make payment of the loss caused to the Registry because of the price difference.

15. The items 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 the same will be liable to be rejected and will be required to be replaced with the supply exactly commensurate with the approved specifications. The decision of the Registry in this regard will be final, unassailable and binding on the supplier.

16. The payment will be made only after the complete supply and installation as per approved specifications without payment of any advance amount.

17. Complaints are to be required to be attended even on Sundays/ Holidays and before/after office hours also, as and when required during the 3 and 5 years of on site Comprehensive warranty.

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18. The tenderer should have sufficient infrastructure and qualified staffs for actual execution of work.

19. The complaint would take up of any reported fault within two hours even at odd hours and during holidays and shall rectify the fault as far as possible. The repairs would be carried out on-site itself. No TA will be given. If for some reason, it is not possible to carry out the necessary repair at the place where the item is installed, prior permission in writing shall be taken before taking the item to the workshop of the tenderer. However, in case the item is not likely to be repaired within 6 hours the firm would provide a standby for the same till the faulty item is repaired.

20. The tenderer shall maintain the equipment as per manufacturer's guidelines and shall use only standard/compatible/equivalent components for replacement. The original specification/characteristics/features of the item shall not be changed without prior intimation to the Supreme Court of India.

21. **(OPTIONAL)** The successful tenderer may be required to depute at least **one resident engineer** in the Supreme Court Registry as well as residential offices of Hon'ble Judges to attend complaints on daily basis through out the on site warranty period of 3 and 5 years at their own cost. It is also assured by you that the character and antecedents of each service engineers who will deploy at the residential offices of Hon'ble Judges and in the Supreme Court Registry have been duly verified by the Police Authorities from time to time.

D. PENALTIES

22. The items are required to be **supplied and installed within 30 days** on receipt of the Purchase Order and in case the supply & installation is not done within the stipulated time and the Registry is

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forced to make purchase from outside to meet the urgent demand, the tenderer will have to make payment of the loss caused to the Registry because of the price difference.

23. Irrespective of the fact as to whether or not the Registry gets the material purchased from outside, the Registry may impose penalty of one % of the total cost per week for delayed delivery of the supply, if delay is due to willful laches or negligence of the tenderer and it causes financial loss or inconvenience to the Registry.

24. In case complaints/services are not done within the stipulated time, the Performance Security Deposit may be forfeited along with any other action as may deem appropriate by the Registry. In case the Registry is forced to make expenditure because of delay to meet any exigency, the tenderer will be liable to the loss which the Registry may directly deduct from Bill/Security Deposit. Irrespective of the fact as to whether or not the Registry gets the work/services from outside, The Registry may impose penalty of Rs.100/- per day delayed, if delay is due to willful laches or negligence of the tenderer and it causes financial loss or inconvenience to the Registry.

E.SUBMISSION OF TENDER

Interested parties may send their sealed tenders in three separate envelopes as mentioned above at Clause No. 3. The sealed tenders will be accepted on or before **16th April, 2015 by 3.00 P.M. at Counter No.37, Reception East, Office of the Deputy Registrar(Public Relations), Supreme Court of India, Tilak Marg, New Delhi-110201.** Alternatively, the tenders may be sent by post so as to reach before the due date & time.

The Technical Bids only will be opened on the same day i.e. **16th April, 2015 at 3.30 PM** in the Registry by a Committee of Officers constituted for the purpose before the representatives of the firms, who may wish to remain present at the time of opening the tenders, if they are interested. In the first instance, envelopes containing Earnest Money may be opened and thereafter the envelopes containing Technical Bids will be opened. One representative of each tenderer will be allowed to remain present at the time of opening the sealed tenders. The representative of each tenderer should carry the identity card and letter of authority of the tenderer. The commercial/ financial bids shall be opened on subsequent date that will be announced later, of those tenderers whose technical offers are found proper and who qualify for contract. The tenders received after due date and/or *time* and/or without Earnest Money will not be entertained.

(BASU DEV SHARMA)
ADDITIONAL REGISTRAR(AM)
25 -03-2015

Encl : ANNEXURE 'A' & "B"

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ANNEXURE-‘A’

Financial Bid

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

No. 33/Comp. Purchase/15/SCI(AM)

Dated : 25th March, 2015

Proforma to be filled by the Tenderer with Reference to Notice Inviting Tender dated 25th March, 2015 for Supply of Desktops, Laser Printers, and MFDs with 3 and 5 years on-site comprehensive warranty.

1. Name of the Firm : _____
2. Address with Tel. No. : _____
& Fax No.
3. Trader Identification No. : _____
4. Name of the Contact Person with : _____
Telephone/Mobile No./E-mail ID

5. Rates for each Desktop, Laser Printer, and MFD **(With at least 01 Resident Engineer):**

Items	Make & Model as per specification given in the NIT	Qty	Price per unit(Rs.) with on-site comprehensive warranty		% of Tax/VAT if any	Total net price per unit	
			3 years	5 years		3 years	5 years
Desktop (with standard accessories)		150 Nos. approx					
Laser Printers (with standard accessories)		100 Nos. approx					
MFDs (with standard accessories)		31 Nos. approx					

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6. Rates for each Desktop, Laser Printer, and MFD **(Without Resident Engineer)**:

Items	Make & Model as per specification given in the NIT	Qty	Price per unit(Rs.) with on-site comprehensive warranty		% of Tax/VAT if any	Total net price per unit	
			3 years	5 years		3 years	5 years
Desktop (with standard accessories)		150 Nos. approx					
Laser Printers (with standard accessories)		100 Nos. approx					
MFDs (with standard accessories)		31 Nos. approx					

7. Whether all the terms & conditions of NIT are acceptable : Yes/No :

8. Discount, if any :

9. Part which are not included during the warranty period of 03 and 05 years : _____

10. FOR: Supreme Court Registry : _____

11. Delivery Time : _____

Signature
(Name of firm with stamp)

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ANNEXURE 'B'
To be filled by the Tenderer

Subject : Undertaking of authenticity for Desktops, Laser Printers, and MFDs

Sub: Supply of Desktops, Laser Printers, and MFDs Hardware/Software

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

With reference to the (Desktops, Laser Printers, and MFDs etc) being supplied/quoted to you vide our invoice no./quotation no./order no. cited above, _____ We hereby undertake that all the components/parts/assembly/software used in the Desktops, Laser Printers, and MFDs under the above like Hard disk, Monitors, Memory etc. shall be original new components/parts/assembly/software only, from respective OEMs of the products and that no refurbished/duplicate/second hand components/parts/assembly/software are being used or shall be used.

We also undertake that in respect of licensed operating system if asked for by you in the purchase order, the same shall be supplied along with the authorized license certificate (eg. Product Keys on Certification of Authenticity in case of Microsoft Windows Operating System) and also that it shall be sourced from the authorized source (eg. Authorized Microsoft Channel in case of Microsoft Operating System).

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 IT Hardware/Software already billed, we agree to take back the Desktops/Laser Printers/MFD 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 both Parts & Servers SLA as per the content even if there is any defect by our authorized Service Centre/Reseller/SI etc.

Authorized Signatory

Name:

Designation:

CONFIGURATION OF DESKTOPS

Specifications of Desktops for Registry

Processor	
Processor	Intel Core i3 (4 th Gen)
Clock Speed & Cache	3.0 Ghz. 3 MB
Chipset	Intel Original Chipset Motherboard
Memory	
Expandable Memory	Upto 16 GB, 2 slots
System Memory & Frequency	4 GB DDR3, 1333/1600 Mhz, 1 unused slot
Disk Storage	
Harware Interface	SATA
RPM & Capacity	7200, 500 GB
Optical Disk Drive	
Optical Drive	16x SuperMulti DVD RW Drive, Dual Layer
Platform / Architecture	
Operating System	Ubuntu/ Free DOS/ Without OS
OS Certification	Ubuntu-Linux 14.04 and later
System Architecture	64-Bit
Display	
Screen Size & Resolution	18.5 inch, 1366 x 768 Pixels
Screen Type	HD Wide Screen Baklit LED Anti – Glare Display

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Graphics	
Graphics Memory	1 GB DDR3 (Dedicated)
Graphic Processor	Intel HD Graphics
Input	
Pointer Device	Optical Scroll USB Mouse
Keyboard	Standard USB keyboard
Audio	
Multimedia	Intergrated HD, Audio Stereo enabled
Audio Ports	Front and back mic. & speaker ports
Communication	
Ethernet	Gigabit Ethernet (Ipv6 complaint)
Ports / Slots	
USB Port	4 x USB 2.0, 2 x USB 3.0 (2 in front)
Other Ports	Mic In, Speaker Out, RJ45, VGA, DVI
System Chassis	
Cooling Fans in Cabinet	Cooling Fans for sufficient cooling of the system
SMPS	300 W or above
Driver Support	
Hardware Drivers	Ubuntu-Linux 14.04 and later
Energy Efficiency (Green Compliance)	
Energy Certification	Energy Star (EPA) ver 5.0 / BEE India Star ver 1
Other	
Power Management	ACPI complaint

Original Equipment Manufacturer (OEM) Product	OEM Manufacturer or its authorised Dealers with OEM Manufacturer Certificate only to bid
Warranty Summary	
Warranty	3 years Comprehensive with on site support
	5 years Comprehensive with on site support

Note : Whole of the above configuration should be read as 'the same, equivalent or better/more'

CONFIGURATION OF LASER PRINTER

Specifications of Laser Printer for Registry

Feature	Basic Duplex Printer for Ordinary Usage	Auto Duplex Printer for Heavy Usage.
Printing Technology	Monochrome Laser Printing	Monochrome Laser Printing
Duplex Printing	Auto Duplex with Ubuntu-Linux support for duplex	Auto Duplex with Ubuntu-Linux support for duplex
Simplex Printing Speed (A4)	20 ppm or above	30 ppm or above
Duplex Printing Speed (A4)	12 ppm or above	16 ppm or above
First Print Out Time	8 seconds or less	8 seconds or less
Resolution	600 x x 600 dpi or better	600 x x 600 dpi or better
Paper Tray Capacity	200 pages	300 pages
Output Tray Capacity	80 pages	150 pages
Bypass Paper feeder	For Single Sheets	For Single Sheets
Paper Type	Plain Paper, Heavy Paper, Transparency, Label, Index Card, Envelop	Plain Paper, Heavy Paper, Transparency, Label, Index Card, Envelop
Duplex Printing	A4/ Letter/ Legal (60-100gsm)	A4/ Letter/ Legal (60-100gsm)
RAM	8 MB or more	128 MB or more
Interface	USB 2.0 Hi-speed or more	USB 2.0 Hi-speed or more
Operating System Drivers to be provided for	Ubuntu-Linux 14.04 and later, Windows Vista and later including Windows 8(all 32 and 64 bit both)	Ubuntu-Linux 14.04 and later, Windows Vista and later including Windows 8(all 32 and 64 bit both)
Duty Cycle	2500 pages per month	10,000 pages per month
Power Requirement	AC 220-240V (+/- 10%), 50 / 60Hz (+/- 2Hz)	AC 220-240V (+/- 10%), 50 / 60Hz (+/- 2Hz)
Energy Certification	Energy Star (EPA) ver. 5.0 / BEE India Star ver1	Energy Star (EPA) ver. 5.0 / BEE India Star ver1

Original Manufactureer Product	Equipment (OEM)	OEM Manufacturer or its authorised dealers with OEM Manufacturer Certificate only to bid	OEM Manufacturer or its authorised dealers with OEM Manufacturer Certificate only to bid
A. Yield per Toner Cartridge			
B. Whether Toner Cartridge is proprietary (chip based)			
C. Whether Cartridge is refillable			
Warranty		3 years Comprehensive with on site support	3 years Comprehensive with on site support
		5 years Comprehensive with on site support	5 years Comprehensive with on site support

CONFIGURATION OF MULTI-FUNCTION DEVICE

Specification of MFDs for Registry

Print	
Printing Method	Monochrome Laser
Simplex Printing Speed (A4)	25 ppm or more
Duplex Printing Speed (A4)	15 ppm or more
Print Resolution	600 x 600 dpi
First Printout time	10 second or less
Auto Duplex Print	Auto Duplex Standard
Available Paper Size for Auto Duplex Print	Plain Paper, Heavy Paper, Transparency, Label, Index Card, Envelop
A. Yield per Toner Cartridge	
B. Whether Toner Cartridge is proprietary (chip based)	
C. Whether Cartridge is refillable	
Paper Handling	
Auto Document Feeder (ADF)	30 sheets (80 g/m ² or less)
Available Paper size for Auto Document Feeder	A4, B5, A5, B6, Letter, Legal
Paper Input (Standard)	250 sheets (Plain Paper of 60-80 gsm), 1-sheet Multipurpose Tray
Paper Output	100 sheets
Paper Sizes (Standard Cassette)	A4, B5, A5, B6, Letter, Legal
Paper Sizes (Multipurpose Tray)	A4, B5, A5, B6, Letter, Legal
Paper Types	Plain Paper, Heavy Paper, Transparency, Label, Index Card, Envelop
Paper Weight (Standard Cassette)	60 to 120 gsm
Paper Weight (Multipurpose Tray)	60 to 120 gsm

Scan	
Scan Resolution	Optical : 600 x 600 dpi or better
Color Depth	24-bit Color scanning
Pull Scan	Yes, USB and Network
Push Scan (Scan to PC)	Yes, USB and Network
Scan Features	TWAIN compatible
Scan Output	PDF, JPG, TIFF etc.
Scanning Options	Color, Grey Scale, Black & White (Lineart) etc
Scanner Compatibility	SANE Family of Scanner (SANE Project supported device)
Copy	
Copy Speed (Simplex A4)	25 cpm (copier per minute) or more
Copy Speed (Duplex A4)	15 cpm (copier per minute) or more
Copy Resolution	600 x 600 dpi
First Copy Out Time (A4)	10 second or less
Reduce / Enlargement	25-400 % in 1% increments
Fax	
Modem Speed	Up to 33.6 Kbps
Fax Resolution	Up to 200 x 400 dpi
Memory Capacity	Up to 100 pages
One-touch Dial	3 or more dials
Coded Dial	Up to 99 dials
Receive Mode	FAX only, Manual, Answering, Fax/Tel Auto Switch
Memory Backup	Permanent fax memory back - up

Other Fax Features	Plain Paper Fax, EPABX Compatible, Auto Redial, Fax Activity Reports, Fax Activity Result Reports, Fax Activity Management Reports
Connectivity & Software	
Standard Interface(s) (Wired)	USB 2.0 High – Speed, 10/100 Base-T Ethernet (Network)
Network Security (Wired)	IP/Mac address filtering
Compatible Operating Systems*3	Ubuntu-Linux 14.04 and later, Windows Vista and later including Windows 8 (all 32 and 64 bit both)
General Specifications	
Memory	128 MB or higher
Power Requirements	AC 220-240V (+/- 10%), 50 / 60Hz (+/- 2Hz)
Monthly Duty Cycle	Up to 10,000 pages
Energy Certification	Energy Star (EPA) ver. 5.0 / BEE India Star ver1
Warranty	3 Years Comprehensive with on site support
	5 Years Comprehensive with on site support

ANNEXURE 'D'
To be filled by the Tenderer

Compliance Sheet to be filed by the Tenderer

(with reference to “Configuration of Desktops, Laser Printers, and MFDs” as mentioned in Annexure – 'C' kindly indicate below if the same have been complied with, or else specifically mention the configurations available with the tenderer)

CONFIGURATION OF DESKTOPS

Specification of Desktops for Registry

PROCESSOR	
Processor	
Clock Speed & Cache	
Chipset	
Memory	
Expandable Memory	
System Memory & Frequency	
Disk Storage	
Hardware Interface	
RPM & Capacity	
Optical Disk Drive	
Optical Drive	
Platform / Architecture	
Operating System	
OS Certification	
System Architecture	

Display	
Screen Size & Resolution	
Screen Type	
Graphics	
Graphics Memory	
Graphic Processor	
Input	
Pointer Device	
Keyboard	
Audio	
Multimedia	
Audio Ports	
Communication	
Ethernet	
Ports / Slots	
USB Port	
Other Ports	
System Chassis	
Cooling Fans in Cabinet	
SMPS	
Driver Support	
Hardware Drivers	
Energy Efficiency (Green Compliance)	
Energy Certification	

Other	
Power Management	
Original Equipment Manufacturer (OEM) Product	
Warranty Summary	
Warranty	

Note : Whole of the above configuration should be read as 'the same, equivalent or better/more'

CONFIGURATION OF LASER PRINTER
Specifications of Laser Printer for Registry

Feature	Basic Duplex Printer for Ordinary Usage	Auto Duplex Printer for Heavy Usage.
Printing Technology		
Duplex Printing		
Simplex Printing Speed (A4)		
Duplex Printing Speed (A4)		
First Print Out Time		
Resolution		
Paper Tray Capacity		
Output Tray Capacity		
Bypass Paper feeder		
Paper Type		
Duplex Printing		
RAM		
Interface		
Operating System Drivers to be provided for		
Duty Cycle		
Power Requirement		
Energy Certification		
Original Equipment Manufacturer (OEM) Product		
A. Yield per Toner Cartridge		
B. Whether Toner Cartridge is proprietary (chip based)		
C. Whether Cartridge is refillable		
Warranty		

CONFIGURATION OF MULTI-FUNCTION DEVICE

Specification of MFDs for Registry

Print	
Printing Method	
Simplex Printing Speed (A4)	
Duplex Printing Speed (A4)	
Print Resolution	
First Printout time	
Auto Duplex Print	
Available Paper Size for Auto Duplex Print	
A. Yield per Toner Cartridge	
B. Whether Toner Cartridge is proprietary (chip based)	
C. Whether Cartridge is refillable	
Paper Handling	
Auto Document Feeder (ADF)	
Available Paper size for Auto Document Feeder	
Paper Input (Standard)	
Paper Output	
Paper Sizes (Standard Cassette)	
Paper Sizes (Multipurpose Tray)	
Paper Types	
Paper Weight (Standard Cassette)	
Paper Weight (Multipurpose Tray)	

Scan	
Scan Resolution	
Color Depth	
Pull Scan	
Push Scan (Scan to PC)	
Scan Features	
Scan Output	
Scanning Options	
Scanner Compatibility	
Copy	
Copy Speed (Simplex A4)	
Copy Speed (Duplex A4)	
Copy Resolution	
First Copy Out Time (A4)	
Reduce / Enlargement	
Fax	
Modem Speed	
Fax Resolution	
Memory Capacity	
One-touch Dial	
Coded Dial	
Receive Mode	
Memory Backup	
Other Fax Features	

Connectivity & Software	
Standard Interface(s) (Wired)	
Network Security (Wired)	
Compatible Operating Systems*3	
General Specifications	
Memory	
Power Requirements	
Monthly Duty Cycle	
Energy Certification	
Warranty	