

HIGH COURT OF UTTARAKHAND, NAINITAL

SHORT TERM TENDER NOTICE

Dated: 13.06.2019

This Court invites sealed tender from eligible/experienced vendors for **“Supply, delivery & installation of Apple Macbook Pro, i-pad Air and their accessories”** at High Court of Uttarakhand at Nainital. The intended bidders may see the details of tender on our website <http://www.highcourtofuttarakhand.gov.in>.

The Sealed Tender complete in all respect addressed to the Registrar General, High Court of Uttarakhand, Nainital superscripting thereon **“Tender for supply, delivery & installation of Macbook Pro, i-pad Air and their accessories”** must be submitted latest by **08.07.2019** upto 02:00 pm and tenders will be opened at 02.30 pm on same day. The tender received beyond the scheduled time shall be summarily rejected.

By order of the Court

Sd/-

Registrar General

HIGH COURT OF UTTARAKHAND AT NAINITAL

SHORT TERM TENDER NOTICE

Dated: 13.06.2019

SUB: TENDER FOR “SUPPLY, DELIVERY & INSTALLATION OF Apple Macbook Pro, i-pad Air and their accessories”.

Sealed tenders are invited for “**Supply, delivery & installation of Apple Macbook Pro, i-pad and their accessories**” at High Court of Uttarakhand at Nainital as per the specifications and terms & conditions mentioned in the Tender documents from Manufacturing Companies (OEM) either directly or through partners or authorized Vendors/Dealers (dealing in sale of Apple Macbook Pro & i-pad Air & their accessories) who have executed similar nature of work in Government Ministries/Departments, Semi-government organizations including Public Sector Undertakings and satisfying all other terms and conditions in this tender document.

1. Instructions to the Bidders:

The Sealed Tender complete in all respect addressed to the Registrar General, High Court of Uttarakhand, Nainital superscripting thereon “**Tender for supply, delivery & installation of Apple Macbook Pro, i-pad and their accessories**” must be submitted latest by **08.07.2019** upto 02.00 pm and tenders will be opened at 02.30 pm on same day. The tender received beyond the scheduled time shall be summarily rejected.

2. Scope of Work:

- A. Supply, delivery & installation of **Apple Macbook Pro, i-pad Air and their accessories (as per clause 3)** at High Court of Uttarakhand at Nainital.
- B. At present, 03 nos. Apple Macbook Pro & 06 nos. i-pad Air with their accessories (mentioned at clause 3) is to be supplied. The number of items to be purchased may increase.
- C. The bidder shall quote the prices of goods including all taxes, levies or other transportation charges. The prices should be F.O.R. at High Court of Uttarakhand, Nainital.
- D. The prices should be inclusive of installation charges, if any.

- E. The entire work will have to be completed by the successful bidder within a period of 14 days.

3. Specifications:

SN	Name of the items (Macbook Pro, i-pad & accessories)	No. of requirement
1	Apple Macbook Pro 13- inch with Touch Bar 2.3 GHz quad-core Intel Core i5, 8 GB RAM, 256 GB HDD	03
2	Apple iPad Air, Capacity 256 GB, Wi-Fi + Cellular model, 10.5" size	06
3	USB-C AV multiport Adapter	03
4	Apple earpods headphone	03
5	Versavu signature (Ebony) bag for i-pad	06
6	Dexter Bag for macbook	03
7	Stylus pen for i-pad (1 st generation)	10

4. Duties and responsibilities:

- A. The bidder should have an authorized service centre or well-established & long time authorized dealer.
- B. To attend the complaints without fail within the shortest possible time and to solve the complaints immediately, in no case shall exceed 24 Hours down time.
- C. To replace all such parts which are damaged and which cannot be repaired to keep the Apple Macbook Pro & i-pad in good working condition.
- D. To use only genuine original spare parts of reputed firms/manufacturing company in the Apple Macbook Pro & i-pad.
- E. To maintain highest order of integrity, moral and social responsibility and decorum of the Courts.

5. Eligibility Criteria:

- A. The Agency/Vendor applying should possess Income Tax PAN No. and Service Tax Account No. (if any). The Agency/vendor/bidder should have a minimum experience of 03 years in similar services in Central Government/ State Government Departments/ Public Sector Undertakings/ Autonomous Bodies. Possession of valid ISO Certificate in the same field may be an added advantage.

- B. The bidder may either be the manufacturer or an authorized dealer. In case of manufacturer, well established & long time authorized dealer, authorized service centre should be in Uttarakhand.
- C. Copies of the following documents should be submitted alongwith the Bid.
- a. Successful Orders worth Rs. 03 Lakh from sale of Apple Macbook Pro & i-pad hardware in last three years.
 - b. Audited Profit & Loss Account of last three financial years.
 - c. Service Tax Certificate.
 - d. Income Tax PAN No.
 - e. Income Tax Return for the last three financial years.
 - f. ISO Certification of bidder company will be appreciated & preferred, if all other conditions & features are same & equal.
 - g. Latest Service Tax Return.
 - h. Documents regarding Experience of 03 years in providing similar services in Central Government/ State Government/ Public Sector Undertakings/ Autonomous Bodies.
 - i. The Form Fee of Rs.1770/- (one thousand seven hundred seventy only) (non refundable) through a Demand Draft (**separate draft**) in favour of Registrar General, High Court of Uttarakhand, Nainital.
 - j. The Earnest Money Deposit (EMD) of Rs. 33,000/- (thirty three thousand only) through a Fixed Deposit Receipt/unconditional Bank Guarantee in favour of Registrar General, High Court of Uttarakhand, Nainital.

6. Evaluation of Bids:

- A. The Techno-Commercial Bid and price Bid will be evaluated as a package simultaneously. It must satisfy all the terms and conditions mentioned in this document and must be accompanied by all the requisite documents.
- B. Filling up of all the columns in Techno-Commercial Bid and Price Bid is compulsory.

7. Form Fee Deposit:

The tender should be accompanied by Form Fee (**separate draft**) of Rs.1770/- (one thousand seven hundred seventy only) (non-refundable) in the form of Account Payee Demand Draft from any of the nationalized/scheduled banks in an acceptable form drawn in favour of Registrar General, High Court of Uttarakhand, Nainital without which the tender will not be considered.

8. Earnest Money Deposit:

The tender should be accompanied by Earnest Money Deposit (EMD) of Rs. 33,000 (thirty three thousand) in the form of Fixed Deposit Receipt/unconditional Bank Guarantee

from any of the nationalized/scheduled banks in an acceptable form drawn in favour of Registrar General, High Court of Uttarakhand, Nainital without which the tender will not be considered. The earnest money will be returned to all the unsuccessful Bidders after finalization of the Contract.

9. Performance Guarantee (Security Deposit):

The successful Bidder shall give performance security in the form of Account Payee Fixed Deposit Receipt or unconditional Bank Guarantee from a Nationalized Bank amounting to 10% of the total contractual value in favour of the Registrar General, High Court of Uttarakhand, Nainital. Performance Security should remain valid even after 45 days of warranty of said items.

10. Other terms and conditions:

- A. Fax/Telex/E-mail and incomplete offers will be rejected.
- B. The Tender documents can also be directly downloaded from the website www.highcourtofuttarakhand.gov.in. No editing, addition/deletion of the matter is permitted. If such action is observed at any stage, such Tenders are liable for outright rejection. The Tender document will form an integral part of the Contract to supply.
- C. Tender document should be signed and stamped by the bidder on each page accepting the terms and conditions of the Tender.
- D. Canvassing in any form will be viewed seriously and if any Bidder is found to be resorting to such practice, the Tender of such firm will be rejected.
- E. In case of any discrepancy between the unit price and the total price, the unit price shall prevail and total price shall be corrected unless it is lower than the sum total of unit prices. If there is any variation between the amount written in figures and words, then the amount whichever is lower shall be taken into consideration.
- F. The Registrar General, High Court of Uttarakhand, Nainital has the right of accepting or rejecting any or all tenders without specifying any reason(s) thereof. The Registrar General is under no obligation to accept the lowest tender.
- G. There is no obligation on the part of the Registrar General, High Court of Uttarakhand, Nainital to inform the unsuccessful Bidder of the outcome of the Tender process and reasons for rejection of tender.
- H. **Payment term:** 100% on successful and satisfactory installation and on the submission of unconditional Bank Guarantee of 10% of the total amount from a

nationalized/scheduled bank. Performance Guarantee should be valid even after 45 days of warranty of said items.

- I. The successful Bidder will be required to furnish security deposit (performance security) amounting to 10% of the contractual value within 15 days from the date of acceptance of tender.
- J. Procurement of the complete system and payment will be in accordance with Uttarakhand Procurement Rules, (as amended time to time) and allied G.O.s or decisions of Hon'ble Court.
- K. If any item supplied by the firm is not found upto the mark, the items will not be accepted and supplier shall be liable to pay damages and it may be adjusted from the security amount or may be recovered.
- L. The firm shall have to supply the items at High Court of Uttarakhand, Nainital at its own expenses. No price revision/alternative will be allowed after the receipt of the Bid.
- M. The Registrar General High Court of Uttarakhand, Nainital at any time without assigning any reason, can terminate the contract.
- N. The bills in triplicate for the services prepared on the basis of rates will have to be submitted in favour of the Registrar General, High Court of Uttarakhand, Nainital for effecting payment. No advance payment shall be made for the services.
- O. **Penalty clause for causing delay in completion of work:** The job shall be carried out to the satisfaction of the Registrar General, High Court of Uttarakhand, Nainital after getting certification from the Management Section of the High Court of Uttarakhand failing which deductions @ 10% of the total bill shall be made. Depending upon the severity of negligence, the Registrar General, High Court of Uttarakhand reserves the right to blacklist the agency for a suitable period or from further participation in any of the jobs to be done for the High Court of Uttarakhand, Nainital. The decision of the Registrar General of the High Court of Uttarakhand shall be final and binding on the firm/agency.
- P. Premature withdrawal of the Tender by the Bidder shall make him liable for forfeiture of the earnest money.
- Q. The Registrar General, High Court of Uttarakhand reserves right to increase/decrease the number of items at its discretion.
- R. The Registrar General, High Court of Uttarakhand, Nainital reserves the right to vary, amend or alter any terms and conditions of the tender document at the time of execution of the work.
- S. Any disputes arising out of this tender will be under the jurisdiction of Court of Nainital only.

Sd/-

Registrar General

High Court of Uttarakhand, Nainital.

ANNEXURE-I
Techno-commercial Bid

Tender for supply, delivery & installation of Apple Macbook Pro, I-pad Air with accessories

S. N.	Description	Indicate also page no. where attached (mandatory)
1.	Name, address & telephone number of the agency/firm	
2.	Name, designation, address & telephone number of authorized person	
3.	Please Specify As To Whether Bidder Is Sole Proprietor/Partnership Firm/Private or Limited Company	
4.	Name, address & telephone number of Directors/Partners, Fax No., e-mail address	
5.	Copy of PAN Card issued by income Tax Department and copy of previous 03 Financial Year's Income Tax Return.	
6.	Valid ISO Certificate, if any (Please attach copy)	
7.	Service Tax Registration No. (Please attach)	
8.	Latest Service Tax Return (Please attach)	

10.	Experience Certificates of 03 years in providing services in Central Government/State Government/Public Sector Undertakings/ Autonomous Bodies.	
11.	Details of Bid Security/Earnest Money Deposit: a) Amount: b) Demand Draft/FDR or unconditional Bank Guarantee: c) Date of issue: d) Name of issuing Bank:	
12	Certificate of Apple authorized seller	

Declaration by the Bidder:-

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained in the tender document and undertake myself/ourselves to strictly abide by them.

Signature of the Bidder with Seal

Note: Please indicate the page numbers where documents are attached. The entire Tender documents should be serially page numbered including enclosures.

Previous experience(s) of the services provided by the Agency to the Govt./Semi-Government Department and reputed/Ltd. Companies (minimum 03 years experience is essential)

S.N.	Name	Billing Amount (in Rs.)	Period	Status

It is certified that the particulars given above are true to the best of my/our knowledge. In case of any breach of the said conditions, I/We shall be responsible for the consequences arising out of such situation(s).

Name & Signature of the
Authorized Signatory of the Agency/bidder
(with Seal of the Agency affixed)

Date:

Place:

ANNEXURE-II

Specification Sheet for Price Bid

SN	Name of the items	Unit Price (including taxes)
1	Apple Macbook Pro 13- inch with Touch Bar 2.3 GHz quad-core Intel Core i5, 8 GB RAM, 256 GB HDD	
2	Apple iPad Air, Capacity 256 GB, Wi-Fi + Cellular model, 10.5" size	
3	USB-C AV multiport Adapter	
4	Apple earpods headphone	
5	Versavu signature (Ebony) bag for i-pad	
6	Dexter Bag for macbook	
7	Stylus pen for i-pad (1 st generation)	

All the terms and conditions of the tender for supply, delivery & installation of Apple Macbook Pro, i-pad Air and their accessories are acceptable to me.

Signature of bidder with Seal

CERTIFICATES

WE CERTIFY THAT:

1. I/We shall not LEAK/DISCLOSE any information data of the High Court of Uttarakhand to any other individual/institution/organization/firm/company.
2. The rate of TAXES/DUTIES mentioned in the tender is in accordance with the provisions of the rules in all respects and the same is payable to the Authorities.
3. The supply, delivery & installation of Apple Macbook Pro, i-pad Air and their accessories offered by our firm shall be of the best quality strictly in accordance with the specifications and particulars as detailed in the tender.
4. The information furnished by us in the tender are true and correct to the best of our knowledge and belief.
5. We have read and understood the rules, regulations, terms and conditions of tender as applicable from time to time and agree to abide by them.

Authorized Signatory

(Seal of the Company/bidder)