

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

Subject : Procurement and Installation of 05 Units of Laptops
Through GeM Portal - reg.

Supreme Court of India, an apex Judicial Body under the Constitution of India, intends to procure 05 laptops (as per GeM category/specifications) for the use of the Registry and therefore, invites E-bid through GeM Portal from the reputed suppliers/ retailers/ authorised dealers based in Delhi/NCR region latest **by 23rd July, 2025 at 04:00 p.m.** The estimated value of the procurement is expected to be approximately Rs. 2,50,000/-.

A. INSTRUCTIONS TO BIDDERS

1. Bidders are required to quote their rates strictly as per the GeM category specifications for five units of High End Laptop-Notebook:

Parameters	Model Specifications
Processor	AMD Ryzen 7 5825U/ Intel Core i7-1265U Or Higher
RAM	Minimum 16GB DDR4 or latest, with support or suitable slots to expand memory upto 64GB or Higher
Memory Size	Minimum 1 TB SSD/NVME
Display Resolution	1920 x 1080 FHD display
Battery	Lithium ion Battery Capacity (Watt Hour) – Minimum 36 Battery Backup Time (Hours) - 8
Chipsets	Compatible chipsets as per processors make
Display Size	14” or higher
Display Type	LED
Bluetooth	Enabled 5.0 or higher
Wireless Device	Wireless 802.11 ac+ BT 5.0 or Higher
Interfaces	RJ-45, Min. 2 USB 3.0 Type A & 1 usb 3.0 Type c, Audio combo port, DC Adapter Jack, HDMI port
Audio	Built-in stereo speakers with high-definition audio support. Buit-in microphone.

Security	Bios Password/FTPM 2.0 etc.
Hardware interface	USB and HDMI
Ethernet controllers	Gigabit Ethernet
Keyboard & touch pad device	Keyboard with Touch pad
Mouse	optional
Camera for video conferencing	HD 720p Webcam
OS	Windows 11 or latest version
Certification	BIS, BEE, EPR, RoHS or any other relevant Indian Certificates
Software optional	MS Office 2021 lifetime - optional

2. The bidders are expected to go through the instructions, terms & conditions and specifications as mentioned in the tender documents carefully. Failing to furnish all information required as per the tender document, in any respect will be at the tenderer's risk and will result in rejection of the tender.
3. It is mandatory for the tenderers to submit a valid Authorization Certificate from Original Equipment Manufacturer (OEM).
4. No EMD or Performance Security is required to be submitted with this tender.

B. TERMS AND CONDITIONS OF TENDER

5. Hypothetical or conditional tenders will not be entertained. Tender once submitted shall not be allowed to be withdrawn or altered. In the event of tender being withdrawn/altered, the tenderer may be debarred to participate in the tender process of the Supreme Court of India in future.
6. 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.
7. The Registry will deal with the tenderer directly and no middlemen/ agents/commission agents etc. should be asked by the tenderer to represent their cause and they will not be entertained by the Registry. The tender form is non transferable and the agency shall not be permitted to transfer their rights and obligations to any other person/ organization or otherwise.
8. The tenderer shall give an undertaking as per Annexure – 'B' in support of having understood the terms and conditions of the bid and that the firm has not been

blacklisted/banned by any Central/ State Government/ Public Sector Units/ Autonomous Bodies.

9. The Registry is neither bound to accept the rates submitted by the lowest tenderer or any other bidder nor does it undertake to assign any reason for its decision in this matter.
10. Tenderers are required to quote the rates only with respect to the category / technical specifications prescribed on GeM portal. Tenders for any other technical specifications of items shall not be considered at all. No claim in this regard shall be entertained by the Registry and the decision of the Registry shall be final. The price will be quoted on the portal and shall be final in all respects.
11. In case the bidder expresses his unwillingness to supply the item(s) once the Registry issues the supply order in respect of said item, with unsatisfactory reasons at any subsequent point of time, an appropriate action, as deemed fit by the Registry, will be taken.
12. The tenderer should submit proof of their domicile in Delhi-NCR along with address of the office.
13. No deviation in quality/ specifications of the items will be permitted. It will be the responsibility of the Tenderer to ensure that the supplied material should have latest manufacturing date as on the date of supply of material. Failing to adhere to the aforesaid norms might attract rejection of material. In such cases, the decision of the Competent Authority will be final and the same will be binding upon the Tenderer.
14. The bids will be opened online by the GeM buyer in the Registry **on 23rd July, 2025 at 04:00 p.m.** in the presence of the bidders or their authorised representatives who may wish to remain present.
15. The Competent Authority in the Registry reserves its right to cancel the tender at any time or amend/ withdraw any of the terms and conditions of the tender, without assigning any reason, therefor.

C. SUBMISSION OF BID

16. The bid along-with necessary documents shall be submitted through Online mode in Gem Portal.
17. Bidders are advised to submit the bid strictly complying with the terms and conditions and GeM category/specifications and not to stipulate any deviation or condition. The Registry reserves the right to reject any bid containing deviations to the terms, conditions and requirements stipulated in the bid document.
18. No indication regarding price or financial information shall be mentioned in the Technical bid. Otherwise the bidder shall be disqualified from further consideration in the bidding process.

19. The Registry shall be under no obligation to accept the lowest or any other offer received in response to this Tender Notice and shall be entitled to reject any or all the offers including those received late or incomplete without assigning any reason whatsoever. The Registry reserves the right to amend, withdraw or to incorporate any of the terms and conditions in the contract.
20. The offers containing erasures/ overwriting will not be considered. There should be no hand-written/ material correction or alterations in the offer. The Registry may treat offers, not adhering to, these guidelines as unacceptable.
21. NOTE-1: Scanned copies in support of all below mentioned documents must be uploaded along with the filled up tender document, failing which the bid may be summarily rejected.

PART –I: Technical Bid shall contain the following:

- 21.1. Self-Attested copy of document in support of its location at Delhi/NCR;
- 21.2. Self-attested copy of Certificate of Incorporation in respect of the applicant organization issued by Registrar of Companies or a partnership deed duly registered under the Partnership Act or valid registration document (in case of sole Proprietorship).
- 21.3. Self-attested copy of GST registration certificate and PAN card.
- 21.4. Authorisation Certificate from OEM.
- 21.5. Declaration/Undertaking as per Annexure-B.

PART –II: Price Bid contain following:

- 22.1. The Price Bid shall contain only schedule of rates duly filled in. NO stipulation, deviation, terms & conditions, presumptions etc. is permissible in price part of the bid. The Registry shall not take any cognizance of any such conditions and may at its discretion reject such price bid.
- 22.2. Bidders shall submit the tender online on GeM Portal on or before the due date and time of bid submission. Tender submitted by any other form (fax/email/courier/post/hard copy) will be summarily rejected.

D. PAYMENT TERMS AND CONDITIONS

23. 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, 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.
24. Since time is the essence of the tender, the supply of the items as per the required specifications shall be required to be made **within 30 days** in the Registry (F.O.R.Destination) from the date of Purchase Order.

25. The payment will be made only after full supply is received and accepted as per approved specifications. No part payment or advance payment will be made on receipt of pre-receipted bill invoice from the successful bidder.
26. No payment on account of costs of commuting, delivery and no separate traveling/ delivery charges shall be admissible.

E. SCOPE OF WORK REGARDING MAINTENANCE SERVICES

27. The scope of work covers maintenance during the warranty period as per GEM Bid (including all spare parts of **OEM**), their accessories & peripherals as well as softwares.
28. During the warranty period, the tenderer shall provide onsite services related to maintenance which is comprehensive inclusive of Operating System (OS) support on all the **laptops** covered under it. Any problem related with OS maintenance, reloading of OS with all device drivers, OS upgrade, device drivers, System configuration and network configuration shall be attended & rectified by the tenderer.
29. The tenderer shall maintain the equipment as per OEM's guidelines, industry standards and shall use only standard / compatible / equivalent components for replacement during the warranty period. The original specification/ characteristics / features of the equipment shall not be changed without prior intimation to the Supreme Court of India.

F. LIQUIDATED DAMAGES

30. If delivery is not made within the specified period as mentioned in the Purchase Order and if Registry is required to procure the items from other dealers, the bidder will be liable for loss in case of higher payments as compared to approved rates.
31. In case of any doubt/clarification, the parties may contact Branch Officer, Admn. Materials (Maintenance) at Telephone No. 011- 23115864 before quoting the rates.

For entry pass preparation, if required the visitor may login to Suswagatam Portal at <http://suswagatam.sci.gov.in/public/Index.aspx> for making photo entry passes before visiting to the Registry. Name of the Officer – Shri Sanjeev Kumar Sinha, Branch Officer (AM), and only two (02) representative(s) will be allowed for each firm.

Sd/-
(Madhu Arora)
Additional Registrar (AM)

Encls.: Annexures 'A' and 'B'

Annexure - 'A'

NOTICE INVITING TENDERS
FOR SUPPLY AND INSTALLATION OF 05 UNITS OF LAPTOPS
AS PER GEM CATEGORY / SPECIFICATIONS

1. Name of the Bidder with Telephone No.,
Official Address in Delhi/ NCR & Official :
E-mail ID
2. Name of the Contact Person with
Telephone No./ E-mail ID :
3. State clearly whether it is sole proprietor or
partnership firm of a company or a :
Govt. Deptt. or a Public Sector undertaking
4. GST Registration Number :
(copy to be uploaded)
5. PAN No. (copy to be uploaded)
6. TIN No. (copy to be uploaded) :
7. Details of Past experience of similar items :
satisfactorily supplied items, Supply Orders etc.
8. Whether copy of the authorisation certificate : YES/NO
from the OEM enclosed
9. Whether all the terms & conditons of NIT : YES/NO
are acceptable
10. Warranty Offered :

Date:

Place:

Signature
of the authorised signatory of the
Firm/Company/Organisation
with Official Stamp/Seal

ANNEXURE - 'B'

UNDERTAKING

1. I/We undertake that..... (Name of the Firm / Proprietor/ Company/ Director) have not been blacklisted/ banned by any Central/ State Government/ Public Sector Units/ Autonomous Bodies.

2. I/We have carefully studies all the terms and conditions of the tender and shall abide by it.

3. I/We shall supply the items of requisite quality.

4. I/We undertake that the information provided in this tender is true and correct in all respect and I/ We hold the responsibility for the same.

5. I/ We am/ are signing the tender as :

(i) *A 'Sole Proprietor' of the concern or constituted attorney of such sole proprietor.

(ii) *A partner of the firm, if it is a partnership firm in which case he must have authority to execute the contracts on behalf of the firm and to refer to arbitration disputes concerning the business if the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.

(iii) *Director or a Principal Officer duly authorised by the Board of or Directors of the Company, if it is a Company.

*(Strike out whichever is not applicable)

Date:

Place:

Signature
of the authorised signatory of the
Firm/Company/Organisation
with Official Stamp/Seal