

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	14-10-2025 16:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	14-10-2025 16:30:00
बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)	90 (Days)
मंत्रालय/राज्य का नाम / Ministry/State Name	Autonomous Body
विभाग का नाम / Department Name	Supreme Court Of India
संगठन का नाम / Organisation Name	Supreme Court Of India
कार्यालय का नाम / Office Name	Tilak Marg New Delhi 110001
कुल मात्रा / Total Quantity	5
वस्तु श्रेणी / Item Category	High End Laptop - Notebook (Q2)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service	3 Year (s)
टर्नओवर के लिए एमएसई को छूट प्राप्त है / MSE Exemption for Turnover	Yes Complete
टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है / Startup Exemption for Turnover	Yes Complete
विक्रेता से मांगे गए दस्तावेज़ / Document required from seller	Experience Criteria, Certificate (Requested in ATC), OEM Authorization Certificate *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है / Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या / Minimum number of bids required to disable automatic bid extension	2

बिड विवरण/Bid Details	
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	3 Days
निरीक्षण आवश्यक (सूचीबद्ध निरीक्षण प्राधिकरण /जेम के साथ पूर्व पंजीकृत एजेंसियों द्वारा)/Inspection Required (By Empanelled Inspection Authority / Agencies pre-registered with GeM)	No
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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विभाजन/Splitting

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई खरीद वरीयता/MII Purchase Preference

एमआईआई खरीद वरीयता/MII Purchase Preference	No
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
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1. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover, shall upload the supporting documents to prove his eligibility for exemption.

2. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover shall upload the supporting documents to prove his eligibility for exemption.

3. Experience Criteria: In respect of the filter applied for experience criteria, the Bidder or its OEM of the product offered in the bid {themselves or through reseller(s)} should have regularly, manufactured and supplied same or similar Category Products to any Central / State Govt Organization / PSU for number of Financial years as indicated above in the bid document before the bid opening date. Copies of relevant contracts and delivery acceptance certificates like CRAC to be submitted along with bid in support of having supplied some quantity during each of the Financial year. In case of bunch bids, the category of primary product having highest value should meet this criterion.

4. Purchase preference will be given to MSEs having valid Udyam Registration and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service and Buyer will decide eligibility for purchase preference based on documentary evidence submitted, while evaluating the bid. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 25% (selected by Buyer) percentage of total quantity. The buyers are advised to refer the OM No. F.1/4/2021-PPD dated 18.05.2023 [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.

High End Laptop - Notebook (5 pieces)

तकनीकी विशिष्टियाँ /Technical Specifications

* जेम कैटेगरी विशिष्टि के अनुसार / As per GeM Category Specification

विवरण/Specification	विशिष्टि का नाम /Specification Name	बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values)
Construction	Description of Stores	Laptop with on site 1 year OEM warranty, BIOS Password, 1- inbuilt RJ45 Gigabit Ethernet Port (1-RJ 45 adapter in case not inbuilt), minimum 2 number of USB Type A 3.0 Ports (1- Type C to Type A compatible adapter in case only 1 USB Type A 3.0 port is provided, minimum 1 Type C USB 3.0 Port, 1- HDMI Port, Wi-Fi 5 (802.11ac) or higher, Bluetooth 5.0 or higher, DC Adapter Jack, Built-in Stereo Speakers with high definition audio support, built-in microphone, Keyboard with touchpad, Minimum Li-ion battery Capacity -36 Watt Hour with minimum 8 hour battery backup and integrated webcam
Processor	Base Processor Number	For Higher Processor Or higher

विवरण/Specification	विशिष्टि का नाम /Specification Name	बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values)
	Higher Processor Number	Intel Core i7-1355U, Intel Core i7-1365U, Intel Core 7 150U, Intel Core Ultra 7 155U, Intel Core Ultra 5 125U, Intel Core Ultra 7 165U, Intel Core i7-1280P, Intel Core Ultra 5 125H, Intel Core i7-12650H, Intel Core Ultra 5 135H, Intel Core i7-13620H, Intel Core Ultra 7 155H, Intel Core Ultra 7 165H, Intel Core i7-13700H, Intel Core i9-12900H, Intel Core Ultra 9 185H, Intel Core i7-13650HX, Intel Core i7-13700HX, Intel Core i7-14650HX Or higher
Operating System	Operating System (Factory Pre-Loaded)	Window 11 Professional
Memory	RAM Size (GB)	32 Or higher
Display	Display Size (in cm) - Diagonal	35.56 to 38.07 (14 In to 14.99 In)
Storage	Capacity of Storage Drive (in GB)	1024

परिषेती/रिपोर्टिंग अधिकारी तथा मात्रा/Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परिषेती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
1	Sanjeev Kumar Sinha	110001,SUPREME COURT OF INDIA, TILAK MARG, NEW DELHI-110001	5	15

Special terms and conditions-Version:5 effective from 28-07-2025 for category High End Laptop - Notebook

1.

For Buyers	
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	<p>The category has been created in accordance with the Model Technical Specification issued by the Ministry of Electronics and Information Technology (MeitY) vide letter no. W-43/4/2020-IPHW dated 19th August 2024, and is based on the parameters defined therein. The specifications applicable to this category are as per the MeitY Model Technical Specification dated 19th August 2024. Accordingly, buyers shall not specify or mandate any particular processor, processor brand, or manufacturer in the Additional Terms and Conditions (ATC). In this context, reference may also be made to Clause 2(e) of the GeM General Terms and Conditions (GTC), which inter alia states: "The Specifications shall identify the key parameters defining the products with all necessary validations related to configuration, type of data, restrictions, range / allowed values, allowed units etc. Sellers as well as Buyers while offering / buying the Goods / services shall have to comply with the validation rules / restrictions provided for in the Category Specification. Buyers / Sellers cannot add parameters and / or drop down values not provided for in category Specification." In view of the above, buyers are not permitted to amend or modify any technical specification through the Additional Terms and Conditions, and must ensure full compliance with the predefined category specifications</p>
Product Verification	<p>A unique device serial number shall be provided by the seller at the time of supply, which is mentioned on the product. The buyer/consignee shall be able to verify the complete product details, including configuration, through the OEM website. The buyer/consignee should be able to perform these verifications without needing to create an account on the OEM website.</p>
Operating System	<ol style="list-style-type: none"> 1. There is no requirement that the OEM of the Laptop should be a device partner of Microsoft or hold a valid authorisation from Microsoft 2. Microsoft OS may be sourced directly from Microsoft by OEMs holding device partner status, and those not holding device partner status may source from authorized distributors, i.e., Ingram/Reddington and their authorized channel partners. 3. Buyers may ensure that the authorisation from Microsoft shall not be made a mandatory requirement in bids. 4. If supplies are made as per brands of OEMs who are global device partners, then the serial number of the machine supplied can be used to check the details of the product from the website of the OEM. 5. In the case of local device partners of Microsoft, OS details such as the digital key number should be produced with supplies, and the buyer may verify them from Microsoft. 6. In case of other OEMs who are sourcing from authorized distributors of Microsoft, Reddington, or Ingram, a copy of the invoice which contains the relevant serial number of Windows OS shall be submitted with supplies, and the buyer/consignee can verify the same from the OS server website or by telephone, or both. 7. In respect of verification of OS, the consignee shall take necessary steps at the time of acceptance. For device partner machines, buyers can check the Laptop OEM website to verify the OS by entering the PC's serial number and part code number. For entities that are not device partners and source OS from distributors' networks, they may verify the serial number through the Microsoft website or by telephone, or both. 8. In case the product offered is with a DOS or Linux operating system, such verification of OS shall not be applicable. 9. Buyer shall request for Windows Hardware Compatibility Certificate for window operating system to ensure the supply hardware is compatible with Windows operating system
Storage Retention	<p>Buyer may add their requirement of retention of securely store all Hard Disk Drives (HDDs) or Solid-State Drives (SSDs) used in the Laptop-Notebook under ATC clause.</p>
Requirement of OEM logo	<p>Buyers are advised to note that incorporating a condition stipulating an OEM logo on the motherboard is restrictive and may not be incorporated into the bids.</p>
Processors	<p>Intel and AMD Processors are added as per Model Technical Specification of Laptop - Notebook issued by Ministry of Electronics and Information Technology (MeitY-IPHW Division) W-43/4/2020 dated 19 Aug 2024</p>

Warranty	<ol style="list-style-type: none"> 1. The buyer may ensure that as soon as supplies are received, a request for a warranty certificate is made, along with logging into the OEM website/call center to verify the certificate. 2. The product in GeM marketplace (Direct Purchase & L1 purchase) comes with a minimum standard on site warranty of one year. In case the seller has standard warranty more than one year, the same may be mentioned in the catalogue (including in the model name) and in such case higher warranty offered shall prevail/supersede the minimum one year warranty.
OM related to MII, Local content and MeitY advice on Model technical specifications	Buyers are requested to refer to various OM's pertaining to DPIIT and MeitY, as issued from time to time, while making procurement and follow relevant provisions as applicable.
Check points during Acceptance of Supplies	<p>Before generating the Consignee Receipt and Acceptance Certificate (CRAC), the consignee may inspect the system condition and verify that it complies with the agreed specifications and configurations. In the case of a large number of units to be procured, then the buyer may opt for bidding and accordingly stipulate conditions regarding installation, inspection by consignees/inspection agency. Consignees who receive the supplies should be vigilant and should complete checking to ensure that there is no scope for the supply of refurbished products. At the time of receiving supplies, the consignee may adhere to the following to ensure that any discrepancies in supplies can be flagged, taken into account, and reflected while generating the CRAC:</p> <ol style="list-style-type: none"> i. Packing should be checked properly ii. A warranty certificate from the OEM should be insisted upon and checked. iii. Instruction manuals and the OS installed should be checked. iv. The machine serial number should also be checked through settings and can be verified from the OEM website. The above points are for guidance, and the buyer/consignee may take steps considered suitable by them for checking at the consignee end before acceptance of systems. v. An escalation matrix for customer grievance redressal shall be insisted upon by the buyer from the seller at the time of delivery.
Battery Backup	Buyer may check/validate battery backup time with appropriate benchmark.
For Sellers	
OEM Website Link/Part No for product verification	The OEM shall share the OEM website link with the buyer at the time of delivery. The offered model details/configuration should be available on their website. A unique device serial number shall also be provided at the time of supply, which is also mentioned on the product. The buyer/consignee shall be able to verify the complete product details, including configuration, through the shared OEM website link.
Changing or altering the configuration	Seller must refrain from changing or altering the configuration of the factory pre-loaded machine. The machine should be delivered to the Consignee in its original, factory-approved configuration.
Warranty	The seller shall furnish a valid warranty Certificate/Tag from the OEM to the purchaser, guaranteeing the product's coverage under the specified warranty terms. The warranty certificate should be verifiable through the OEM website/customer care center.
Compliance of extended producer's responsibility	With effect from 1.4.23, as per the E-waste rules 2022, EPR registration is mandatory for manufacturing entities. Therefore, all OEMs shall hold valid EPR registration, and the registration number should be reflected in the catalog parameter. OEMs shall ensure compliance with all responsibilities as per EPR registration applicable from time to time.
Mandatory / Statutory requirements as applicable	OEMs shall have to ensure compliance with the mandatory/statutory requirements as per the Government of India Notifications issued from time to time for hardware and software components, as applicable.
Operating System	It shall be the responsibility of OEMs to ensure that supplies are made with genuine operating systems.

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/**Buyer Added Bid Specific Terms and Conditions**

1. **Generic**

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity up to 25% of the contracted quantity during the currency of the contract at the contracted rates. The delivery period of quantity shall commence from the last date of original delivery order and in cases where option clause is exercised during the extended delivery period the additional time shall commence from the last date of extended delivery period. The additional delivery time shall be $(\text{Increased quantity} \div \text{Original quantity}) \times \text{Original delivery period (in days)}$, subject to minimum of 30 days. If the original delivery period is less than 30 days, the additional time equals the original delivery period. The Purchaser may extend this calculated delivery duration up to the original delivery period while exercising the option clause. Bidders must comply with these terms.

2. **Buyer Added Bid Specific ATC**

Buyer uploaded ATC document [Click here to view the file.](#)

अस्वीकरण/**Disclaimer**

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
16. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or

bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

[यह बिड सामान्य शर्तों के अंतर्गत भी शासित है /This Bid is also governed by the General Terms and Conditions](#)

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---

SUPREME COURT OF INDIA
ADMN. MATERIAL(M)

File No.: AM-P014(11)/1/2023-SC(AM-M)

Subject: Miscellaneous IT Purchase

Dated: 22.09.2025

Last date for Submission of Tender: 14th October, 2025 upto 16:00 hrs

GeM BID NOTICE
NOTICE INVITING TENDERS FOR SUPPLY AND INSTALLATION OF FIVE UNITS
OF LAPTOPS THROUGH GEM PORTAL

1 Supreme Court of India, an apex Judicial Body under the Constitution of India, intends to procure 05 laptops (as per GeM category/specifications) and, therefore, invites E-bid through GeM Portal from the authorised suppliers/ retailers/dealers based in Delhi/NCR region latest by 14th October, 2025 at 04:00 p.m. The estimated value of the procurement of hardware is expected to be approximately Rs. 4,00,000/-.

Manual bids shall not be accepted under any circumstances. The offer submitted by fax / e-mail shall not be considered. No correspondence will be entertained in this matter. The tenderers are, therefore, required to quote rates online on GeM Portal only.

2. **DOCUMENTS DOWNLOAD**

2.1 The bids/ tenders are to be submitted online on GeM Portal in strict compliance with the schedule mentioned in the Critical Date Sheet given hereunder:

<u>CRITICAL DATE SHEET</u>		
Stage	Date	Time
Bid/ Tender Document Publishing Date & Time	22.09.2025	15:00 Hrs.
Bid/ Tender Document Download Start Date & Time	22.09.2025	15:30 Hrs.
Bid/ Tender Submission Start Date & Time	22.09.2025	15:30 Hrs.
Bid/ Tender Submission End Date & Time	14.10.2025	16:00 Hrs.
Bid/ Tender Opening Date & Time	14.10.2025	16:30 Hrs.

Note: In case the date of Submission/Opening of tender is declared as a Public Holiday, the tenders will be opened on the next working day at the same time.

2.2 Tender documents are also available on Supreme Court of India website <https://www.sci.gov.in/notice-category/tenders/> (for reference only).

2.3 Not more than one tender shall be submitted by one Bidder or Bidders having

business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e., when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

2.4 The tenderer shall not tamper/modify the tender form including downloaded price bid template in any manner. In case the same is found to be tampered/modified in any manner, tender will be summarily rejected and the tenderer will also be liable to be banned from doing business with the Registry for a specified period as deemed fit.

2.5 The tenderers are advised to regularly visit GeM Portal and official website of Supreme Court of India i.e. <https://www.sci.gov.in/notice-category/tenders> to keep themselves updated with any change/ modification in the tender which will be intimated through these websites only by corrigendum / addendum/ amendment. **No individual correspondence shall be entertained in this regard.**

2.6 The tenderers are required to quote the competitive rates online for *05 laptops (as per GeM category/specifications) for the use of the Registry* on GeM Portal as per GeM guidelines.

(A) ELIGIBILITY CRITERIA

3 The eligibility criteria for the Prospective Tenderer which need to be complied with the technical bid and will form part of Technical Evaluation is as follows:

- a The bidder should have Manufacturer's Authorization Form (**MAF**) for supply and installation of the said item.
- b The tenderer must comply with the latest ISO, BIS, CEA standards, as amended from time to time. Authorization Certificate, BIS & CEA Certificate should be uploaded along with the bid.
- c Bidder must have valid GST Registration Certificate. A copy of the same should be enclosed with the Technical-Bid.
- d Bidder must possess valid PAN Card. A copy of the same should be enclosed with the Technical-Bid.
- e The Bidder must have an office in Delhi/NCR, to support the services.
- f The bidders should have experience in providing this item/services and should have been in existence for the last 3 years.
- g The Bidder should provide three (03) Work Orders/Contracts from prestigious organisations and One (1) running work contract of supplying the above referred items to any govt organization/PSUs/Autonomous Bodies.
- h **Satisfactory service certificates or Work Orders** should be produced to support **point (g) above**, with details of Contact Person, Telephone No., email etc.

Note: The Tenders will be evaluated based on meeting the tender criteria viz. submission of experience/accepting the terms and conditions etc. and shall normally be awarded to the lowest evaluated quotationer whose bid has been found to be responsive and who is eligible

and qualified to perform the contract satisfactorily.

(B) BID SUBMISSION

4 No EMD is required to be submitted in this tender exercise.

5 **PART –I: Technical Bid shall contain the following:**

S. No.	<u>Documents To Be Uploaded</u> (All the documents must be sequentially numbered and uploaded in the below mentioned chronological order)
1	Tender document signed and stamped (This complete document including Terms & Conditions and Other Instructions etc.)
2	Signed/ Stamped Scanned copy of EMD/ Exemption Certificate, as the case may be
3	Signed and stamped copy of duly filled <u>Technical Bid Proforma</u> as per format at <u>Annexure ‘A’</u>
4	Signed and stamped copy of <u>Undertaking/ Declaration</u> as per format at <u>Annexure ‘B’</u> on the letter head of the bidding firm.
5	Signed and stamped copy of <u>(MAF)</u> as per format at <u>Annexure ‘C’</u> of this document on the letter head of the bidding firm, issued by OEM
6	Signed/ Stamped proof of their domicile in Delhi/NCR along with address of the office
7	Signed/ Stamped copy of Registration/ Incorporation Certificate of the bidding firm (should have been 3 or more years old)
8	Signed/ Stamped copy of PAN Number
9	Signed/ Stamped copy of GST Registration
10	Signed copy of latest certifications of ISO, BIS, CEA standards
11	Signed/ Stamped copy of Audited Accounts Statement of annual turnover for last three financial years (i.e., 2022-23, 2023-24, 2024-25)
12	Signed/ Stamped copies of satisfactory work certificate/work order in support of Satisfactory Work completion from two (02) prestigious Organisations (Government/Public Sector Undertaking)
13	Signed/ Stamped Work Order/ Proof in support of proof of one (01) running contract with govt. organisation
14	Signed/ Stamped copy of duly filled Check List of Documents to be uploaded, as per format
Every page must be signed and stamped by the authorized official of the bidder/tenderer firm, failing which, it is liable to be rejected.	

PART –II: Price Bid contain following:

(i) 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.

(ii) 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.

(C) GENERAL TERMS & CONDITIONS

6. The bidders/ tenderer must read all the instructions, Proformas' terms & conditions and specifications carefully and ensure compliance with the instructions herein. Failing to furnish all the information as required by the tender document in any respect will be at the bidders'/ tenderers' risk and may result in rejection of the bid/ tender.

7. The bidder/ tenderer should have a registered office/ Branch office in Delhi/NCR and should upload proof of their domicile in Delhi/NCR along with address of the office.

8. The rates quoted online should be inclusive of all Govt. levies etc. and no additional charges (transport/ carry charges or any other charges) will be paid by the Supreme Court Registry.

9. Certified translated copies of supporting documents should be uploaded in English, in case of documents available in Regional/ vernacular language.

10. Those Technical bids which are found to be in order i.e. satisfying all the stipulated conditions for this item shall be short-listed and financial bids of only such short-listed bidders will be opened as per GeM guidelines. The bidder not fulfilling eligibility conditions of the tender will not be considered under any circumstances.

11. The Registry will deal with the tenderer directly and no middle-men/agents/commission agents etc., should be asked by the tenderer to represent their cause and they will not be entertained by the Registry.

12. In case of more than one L1 bid emerging, the bidder will be selected as per GeM guidelines.

13. Registry is not bound to accept the lowest bid/ tender and reserves the right to reject or accept any or all the bids/ tenders, partly or completely, at any time without assigning any reason thereof.

14. 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.

15. The decision of the Registry will be final conclusive and binding on the bidder and the Registry takes no responsibility for any delay whatsoever for submission of tender after the last date and time given in the schedule.

16. In case the successful bidder fails to undertake the supply of goods within 15 days from the date of issue of work order, the Registry reserves the right to terminate the contract or at its

discretion make necessary deductions/adjustments at the time of settling the bill for item/service.

17. The rates should be valid for a **minimum period of 90 days** from the date of opening of tenders. The bidder/ tenderer shall not be entitled during the said period of 90 days to revoke or cancel its bid/ tender or to vary the tender or any terms thereof.

18. The bidders/ tenderers 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.

19. Each tenderer has to certify that all the terms and conditions are acceptable to him (Annexure-A).

20. Tenderers have to submit Certificate/documents for being authorised manufacturer/distributors/agency/suppliers of reputed brand of this item.

21. The Registry reserves the right to seek clarification or verification of any information supplied by the bidder.

22. The vendor will maintain a supply service card and will take the signature of Computer Cell after installation. The same needs to be attached with the bill.

23. 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 or any other action as deemed fit.

24. Access to the office premises shall be restricted solely to the authorized representatives of the Service Provider. Personnel shall refrain from engaging in any private work within the premises outside of their designated duties.

25. The bidder shall be responsible for safeguarding its own material during after-sale service being provided to the Registry, at its own cost. Any damage/spoiling of lift/floor/caused during such act will have to be made good by the agency at his/its own expenditure.

26. The tenderer should provide the name and telephone/mobile number of person, who can be contacted at any time, even beyond office hours and on holidays. The tenderer should be capable to arrange the supply even at short notice.

27. The contractor shall maintain the quality of the product/services throughout the warranty period. The quality of the item should be as per approved applicable standard norms. The item should be of original brand, and not damaged.

28. All costs associated with materials, equipment, labor, and transportation shall be the exclusive responsibility of the Service Provider.

29. In case the supplies are 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 one/quality exactly commensurate with the approved specifications at the cost of the tenderer. The decision of the Registry in this regard shall be final.
30. The Registry shall have the discretion to withdraw the purchase order/contract at any time without any notice and without assigning any reason thereof.
31. The response time during the warranty period would not exceed 2 hrs from the time breakdown is reported to the successful bidder.
32. The acceptance of the supply shall be subject to confirmation of the specifications and its quality by the Inspection Committee constituted for the purpose.
33. The successful bidder shall provide comprehensive onsite warranty of laptops as per OEM warranty. The period of comprehensive onsite warranty will start from the date of installation of items but not later than 30 days from the date of supply to the Registry.

(D) PAYMENT TERMS

34. The payment will be made on bill basis only after full supply is received and accepted as per approved specifications satisfactorily. No part payment or advance payment will be made on receipt of pre-receipted bill/invoice from the successful bidder.
35. The payment of the bills will be made subject to receiving satisfactory reports for the item from Competent Authority (Computer Cell).
36. Penalty, if any, shall be deducted from any of the outstanding payment due to the tenderer.
37. Statutory deductions shall be made as per applicable rules.

(E) PERFORMANCE SECURITY DEPOSIT

38. No performance security is required to be submitted in this tender exercise.

(F) PRICE FALL CLAUSE CERTIFICATE

39. Tenderers are required to furnish the PFC (Price Fall Clause) Certificate as per the format given in **Annexure 'D'**.

(G) PENALTIES / LIQUIDATED DAMAGES

40. If services/supply are not made in time and the Registry is forced to procure items/services

from open market at higher rates, the loss so sustained will be deducted from the bill of the tenderer.

41. In the event that any employee of the successful bidder or supplier is found liable for theft, loss, or damage to office property, the Service Provider shall be held accountable for any resulting compensation claims.

42. Irrespective of the fact whether the Registry gets the job done from the outside, a penalty of 1% of total cost of delayed job per hour subject to 10% of maximum will be deducted from the bill in respect of the jobs which are not done within the stipulated period. The same will not be charged if the standby arrangement is made during the prolonged repair period.

43. The successful bidder shall ensure 98% response time per year. This amounts to total maximum downtime of 7 days per year. Also unserviceability must not exceed 2 days at any given time. Total downtime will be calculated at the end of the year. If downtime exceeds permitted limit, Liquidated Damages/termination clause may be resorted to as per the merit of the case, to be decided by the Registry and binding upon the successful bidder. In case of breach of any conditions or unsatisfactory service during the warranty period, the Registry shall have a right to take suitable action against the successful bidder as per the Incident Management Policy of GeM.

44. Any loss/damage sustained to the Registry's items will be recovered from the successful tenderer.

(H) TRANSFER & SUB-LETTING

45. The firm/bidder has no right to give, bargain, sell, assign or sublet or otherwise dispose of the contract or any part thereof, as well as to give or to let a third party take benefit or advance of the present Contract or any part thereof.

(I) RELATIONSHIP OF PARTIES

46. Since both the parties are independent entities, under no circumstance will the employees of the successful bidder/ tenderer be deemed the employees of the Supreme Court of India Registry. The contract shall, therefore, not grant any authority to the successful bidder/ tenderer to act for Supreme Court of India Registry in any capacity on its behalf.

(J) INTELLECTUAL PROPERTY RIGHTS

47. Supreme Court of India Registry shall be solely entitled to any Intellectual Property Right (IPR) emanating or in any way related to this tender bid/ process. If any infringement to such IPR is observed during the currency of the contract or any time thereafter, suitable legal action may be initiated by the Supreme Court of India Registry.

(K) CONFIDENTIALITY OF CONTRACT

48. The successful bidder/ tenderer shall ensure that the specific terms and conditions of the

contract will also be treated as confidential information and that no disclosures will be made in any form without the prior written consent of the Supreme Court of India Registry, except (i) As required by applicable disclosure law; (ii) To accountants, Banks, Financing Sources, lawyers, etc., subject to a duty not to disclose to others or (iii) in connection with the enforcement of this contract.

(L) JURISDICTION

49. Since the contract shall be governed by and interpreted under, the laws of the Republic of India and Courts at Delhi shall have exclusive jurisdiction to try, entertain and decide the matters arising out of and in relation to the Contract. All disputes and differences are, however, subject to the jurisdiction of the courts situated in Delhi.

(M) ARBITRATION

50. In the event of any dispute or difference or disagreement between the parties in respect of any matter relating to or arising out of the Agreement/ Contract, the parties shall endeavor to resolve amicably any such disagreement or dispute by direct informal negotiation.

51. If the parties fail to resolve such a dispute or difference or disagreement by mutual consultation within twenty eight (28) days from the commencement of such consultation, either party may require that the dispute be referred for resolution to the Competent Authority.

(N) FORCE MAJEURE

52. In case the successful bidder/ tenderer is unable to fulfil the obligation under the contract owing to Force Majeure situation like war, fire, earthquake, floods, embargoes, act of terrorism etc., which are beyond the control of the parties, the successful bidder/ tenderer shall promptly notify Supreme Court Registry in writing of such condition and cause thereof. Unless otherwise directed by Supreme Court of India Registry in writing, the successful bidder/ tenderer shall continue to perform its obligations under the contract as far as it is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

53. 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/-

(Padma Sundar)

Deputy Registrar (AM)

Encls: Annexures – ‘A’, ‘B’, ‘C’, ‘D’

File No.: AM-P014(11)/1/2023-SC(AM-M)Dated : **22.09.2025**Last date for Submission of Tender: **14th October, 2025 upto 16:00 hrs****GeM BID NOTICE****NOTICE INVITING TENDERS FOR SUPPLY AND INSTALLATION OF FIVE UNITS OF LAPTOPS THROUGH GEM PORTAL**

(To be filled in by the tenderer with reference to this Notice Inviting Tender)

<u>PROFORMA TO BE FILLED BY THE BIDDER/ TENDERER FIRM</u>		
1.	Name of the Bidding Company/ Firm	
2.	Name of the Brand is quoted for (PLEASE MENTION ONLY THE BRAND NAME)	
	Warranty being offered:	
3.	Name of Owner(s)/ Partner(s)/ Director(s)/ Proprietor(s) (as applicable)	
4.	Full Particulars of Office in Delhi/NCR	
	(a) Complete Official Address	
	(b) Telephone/ Mobile No.	
	(c) Fax No.	
	(d) Official Email Address	
5.	Name of the Contact Person with Telephone/Mobile No./E-Mail ID	
6.	Year of Establishment of the Bidding Company/ Firm	

7.	Status of Firm (Company/ Partnership Firm/ Proprietary Firm or a Government Department or a PSU) etc,					
8.	Registration Details: (Signed and Stamped Copy to be uploaded with this form)					
	(1)	PAN No.				
	(2)	GST Registration No.				
9.	Details of Earnest Money Deposit (Issuing Bank & Dated)		DD No. & Date: Issuing Bank Name: Branch Name: Amount: Valid upto:			
10.	Bank details for refund of EMD:		Bank Name: Branch Name: Account No. IFSC :			
11.	Name & address of the Govt. Offices etc. (Any Two) with which the bidder/ tenderer had contract with details of contact person and the telephone/mobile number etc & details of any One Running Contract (preferably with government organisation).					
	Sr. No.	Name and Address of the Organization		Value of Contract (Rs.)	Duration of Contract	
					From	To
					dd/mm/yyyy	dd/mm/yyyy
	(1)					
	(2)					
	Atleast One (01) Running Contract detail					
	(3)					

12.	Details of Statement depicting Annual Turnover During Last 3 (three) Years					
	Sr. No.	Financial Year	Income (in Rs.)			
	(1)	2022-2023				
	(2)	2023-2024				
	(3)	2024-2025				
13.	Whether all the terms & conditions of NIT are acceptable :		Yes / No			

Signature of the authorized/
signatory of the firm/company
organization/official stamp/seal

(On the Letter Head of the bidder)
UNDERTAKING

1 I/ we (Proprietor/ Partner/ Director/ Authorized Signatory) am/ are competent to sign this undertaking and execute this tender document.

2 I/we have carefully read and understood all the terms and conditions of the tender and hereby convey my/ our acceptance of the same.

3 The information/ documents furnished along with the tender are true and authentic to the best of my/ our knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of the tender at any stage besides liabilities towards prosecution under appropriate law.

4 I/we have apprised myself/ourselves fully about the job to be done during the currency of period of agreement and also acknowledge to bear the consequences of non-performance or deficiencies in services on my part.

5 I/We undertake that (Name of the Bidder/ Tenderer Firm) has not been indicted for any criminal, fraudulent or anti-competition activity and not been blacklisted/banned/terminated by any Central/State Government/ Public Sector Units/ Autonomous Bodies on account poor performance.

6 I/We undertake that (Name of the Bidder/ Tenderer Firm) complies with all the Labour Laws relating to Minimum Wages Act, PF/ESI Act/Statutory obligations, etc.

Date :

Place :

Signature of the authorized/
signatory of the firm/company
organization/official stamp/seal

(On the Letter Head of the OEM)

To,

The Registrar,
Supreme Court of India,
New Delhi – 110001

Subject: **AUTHORIZATION LETTER FOR THE SUPPLY AND INSTALLATION OF FIVE UNITS OF LAPTOPS THROUGH GEM PORTAL**

M/s. _____

Reference: _____

GeM Bid No. _____

We M/s. _____ (name of manufacture) hereby authorize to M/s. _____ (name and address of dealer/distributor) for participating in subject bid on GeM. We hereby confirm that the item supplied by the said dealer/distributor will be authentic material manufactured by us and will meet the quality as per tender specifications. We hereby also confirm that we will extend our full support for the timely delivery of the material by the said dealer/distributor and above and warranty for the same.

Signature and stamp of authorized signatory of OEM _____

Name: _____

Email ID: _____

Mobile/Phone No.: _____

Designation (if available)

Annexure-D

Price Fall Clause Certificate

(To be submitted on the bidder's company letter head)

I/We undertake that we have not offered to supply / supplied / are not supplying same or similar products / systems or sub systems/services at a price lower than that offered against the *Tender No.....dtd.....* in respect of any Organization/Ministry/Department of the Govt. of India or its Subsidiaries or other PSU or any other private organization during the currency of the contract and if it is found at any stage that same or similar product/systems or sub systems/services was supplied by the bidder to any Organization/Ministry/Department of the Govt. of India or its Subsidiaries or other PSU or any other private organization at a lower price during the currency of the contract, then that very price will be applicable to the present case and the difference in the cost would be refunded by the bidder to buyer, if the contract has already been concluded.

Date:

Signature of the authorized/
signatory of the firm/company
organization/official stamp/seal