

TENDER NOTICE
GOVERNMENT OF MAHARASHTRA
COURT OF SMALL CAUSES AT MUMBAI

Dhobi Talao, L.T. Marg, Mumbai 400 002.

Website :- <https://sccmumbai.dcourts.gov.in>

Tel. No. 022-22088700/22088749

Email- scc-mumbai@bhc.gov.in

Sealed quotations are invited for the **“Purchase of 3 (Three) Windows 11 Pro Operating System License Key for Head Office and Bandra Branch”** from reputed Agency / Service provider / Vendor.

In view of above, the Quotation in the sealed envelope are invited from reputed Agency / Service provider / Vendor addressed to **“The Registrar, Court of Small Causes, Dhobi Talao, Mumbai – 400 002”** for service of **“Purchase of 3 (Three) Windows 11 Pro Operating System License Key for Head Office and Bandra Branch”** At the top of the envelop the words **“Quotation for Purchase of 3 (Three) Windows 11 Pro Operating System License Key at Small Causes Court Mumbai”** shall be written. The vendor should mention their *detailed address, Telephone Nos. Mobile Nos. and e-mail ID, Fax, etc,* on the quotation for communication purpose. Moreover they should furnish copies of PAN Number, GST Registration Number, details of services provided to Government Offices and other relevant information. Said quotation shall reach this office on or before **5:00 P.M. on Wednesday the 22th day of July, 2024** The quotations received after due date and time will not be entertained.

The Quotations received will be opened by the Hon'ble Committee of this Court in presence of the Agency/Service Provider/Vendor or their representatives.

The Hon'ble Chief Judge of this Court is the Final Authority in this regard.

COURT OF SMALL CAUSES

MUMBAI : 15th July, 2024


(R. K. Kulkarni)
Additional Registrar

TERMS AND CONDITIONS

- The interested vendor should submit their price list in the prescribed format attached herewith as Annexure-I.
- The rate mentioned by the Vendors in quotations will be shown separately **(Inclusive of GST)**.
- The Vendors are required to give a demand draft / pay order for the tender fee of Rs.1700/- (non-refundable) and a security deposit amount of Rs.8500/- refundable (without appropriate interest) in the name of **“The Registrar, Court of Small Causes, Mumbai 400 002.”**
- The firms / Organizations registered under Ministry of Micro, Small and Medium Enterprises **(MSME)** are excluded from Tender fee and Security deposit.
- The Tenderer should clearly mention the **Name of Organization/ Company, Address, Phone no and Email Id** clearly on quotation.
- The date and time for opening of the tender will be informed by notice and email. While opening of tender, tenderer is free to attend himself or depute an authorized decision taking authority as his representative.
- The tender will be opened at the given date and time informed in the notice. Tender will be opened irrespective of attendance of single tenderer also.
- No payment shall made in advance nor any loan from any bank or financial institution shall be recommended on the basis of award of work.
- The Tenderer should provide License keys are compatible to the existing computer of this court i.e. DELL OptiPlex AIO 7410 65W, RAM Memory 8 GB, Processor 13th Gen Intel Core i5-13500 x 20 and HDD Space 500 GB.
- The successful tenderer should successfully install the License key in existing computer of this court in front of technical person of this court.
- The validity of Windows 11 Pro license key should be lifetime and vendor will require to show online validity to this office after successful install of those keys.
- The Validity period should be mentioned in the original bill.
- The material should be delivered within 7 days of receiving of work order. If there is any default in making delivery of the items mentioned in work order within the prescribed time, the Security Deposit of will be deducted/lapsed.
- Payment will be made after successful installation of keys. Payment will be made after passing of bill by Pay and Accounts Office.
- Court of Small Causes, Mumbai shall be liberty to withhold payments in full subject to delay in time.
- The Hon'ble Chief Judge Court of Small Causes will reserve all the decision making rights.
- Court of Small Causes, Mumbai reserves the right to accept or reject any quotations as also to alter any or all of the terms and conditions without assigning any reason.
- Validity of the rates quoted in the tender should be valid for 60 days.

COURT OF SMALL CAUSES }
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Additional Registrar

***Quotations for Purchase of 3 Nos of Windows 11 Pro License Key at
Small Causes Court Mumbai for Head Office and Bandra Branch.***

Annexure – I

Sr. No.	Item	Qty.	Price per Item (Including G.S.T.)	Total Price (Including G.S.T.)
1	Windows 11 Pro License Key (Lifetime Validity)	3		

Authorized Signatory
(Seal and Stamp)