

HIGH COURT OF ORISSA: CUTTACK

Notice No. XXXIII-11/2021- 13089 dtd. 08.11.2021

Inviting tenders for supply of i-Pad Pro, digital pen and ancillary devices


High Court of Orissa, Cuttack hereby invites bids addressed to the Registrar (Judicial) in two bid system viz. technical bid and financial bid from experienced and authorized vendors for supply, installation, testing and maintenance of eight (8) numbers of i-Pad Pro having specification of 11 inch screen size, 512 GB storage, **3 year onsite warranty** along with keyboard, multiport adapter, carry bag and seven (7) numbers of digital pen compatible with i-Pad Pro under the following terms and conditions:-

1. The tender document can be downloaded from the website of the High Court of Orissa “<http://www.orissahighcourt.nic.in/tender-notice/>” within stipulated time. The tender must be submitted through offline mode (by hand or through registered post).
2. **FEE:** Bids have to be submitted along with fee of Rs. 2000/- (non-refundable) in the shape of DD drawn on any Bank as named at **Annexure-1** in favour of The Registrar (Judicial), Orissa High Court, Cuttack.
3. **No price bid shall be submitted by any bidder in the first stage i.e. technical bidding. Only those bidders who are found qualified in the technical bidding round should submit their price bid after being duly notified in this regard by the Court. Any bidder found to have submitted price bid in the first stage i.e. technical bidding stage shall be disqualified from the tender process.**
4. The participating bidders must meet the eligibility criteria as per **Annexure-2**.
5. The i-Pad Pro devices along with prescribed accessories should be delivered at the High Court of Orissa **within 15 days from the date of purchase order**. No request for extension shall be allowed. The participating bidders shall remain prepared to deliver, install and test such devices within time specified above.
6. The successful bidder must provide all necessary warranty services for the supplied i-Pad Pro devices and ancillary items along with digital pen during the warranty period.
7. The bidders by submitting the bid shall be deemed to undertake to provide onsite servicing / repairing at the High Court of Orissa as and when required within the warranty period.

8. The replacement of any part of i-Pad Pro device whenever required within the warranty period must be carried out with new, standard and genuine parts.
9. In case where the supplied devices become unserviceable and non-repairable during the warranty period, the successful bidder must replace the same with new one of same specification.
10. Every participating bidder must submit declarations as per **Annexure-3, 4, 5 & 6**.
11. This tender is not transferable and under no circumstance the successful Bidder shall be allowed to subcontract with any other person/ party.
12. The Court can terminate the work/purchase order if the firm fails to carry out any of its obligations/ duties in terms of the contract.
13. Payment will be made after successful supply, installation and testing of the delivered devices and submission of valid PBG.
14. The successful bidder shall have to furnish an unconditional and irrevocable performance Bank Guarantee (PBG) in the name of "The Registrar (Judicial), Orissa High Court, Cuttack" drawn on any Bank as named at **Annexure-1**, as **Performance Security** for an amount equivalent to 3% of total price as quoted in the bid. This PBG is required to be submitted within 7 days of issue of purchase order valid for the period of warranty plus 1 month as stipulated in the Finance Department Circular No. 8952/F, dtd. 18.03.2021.
15. In case of Abnormally Low Bids (ALBs), Additional Performance Security shall be applicable to the successful bidder as per the terms and conditions stipulated in the Finance Department Circular No. 4559/F, dtd. 05.04.2021.
16. At the end of the contract the Bank Guarantee will be returned to the bidder.
17. The Bank Guarantee shall be discharged / returned by the Court upon being satisfied that there has been due performance of the obligations of the bidder under the contract. However, no interest shall be payable on the Bank Guarantee.
18. In the event the successful bidder is unable to provide due services during the warranty period or if the successful bidder violates the terms of this tender or the terms of the Purchase Order, the Court may encash the Bank Guarantee.
19. The Court shall also be entitled to additionally make recoveries from the successful bidder to meet any loss or damage arising out of the lapses or omissions of the successful bidder.
20. Financial Bid should be submitted in the format provided in **Annexure-7** indicating the cost of all

required devices. **No financial bid shall be submitted by any bidder in the first stage i.e. technical bidding. Only those bidders who are found qualified in the technical bidding round should submit their price bid after being duly notified in this regard by the Court. Any bidder found to have submitted price bid in the first stage i.e. technical bidding stage shall be disqualified from the tender process.**

21. All intimations, corrigendum and notifications with regard to this tender shall be published in the Court's Website. Hence, bidders should regularly visit the website to check latest intimations, corrigendum and notifications regarding this tender.
22. Technical bids alongwith tender fee and all relevant documents as per this tender should be submitted in sealed envelope only by hand or registered post addressed to the Registrar (Judicial), High Court of Orissa, Cuttack within the stipulated time period. Bids received after the stipulated time and date (as mentioned in clause- 23 below) shall not be considered.
23. **Important Dates/ Time-**
 - a. Bidding Start date: **09.11.2021**
 - b. Last Date of submission of Bids along with the stipulated fees:- **30.11.2021 till 05.00 PM**
 - c. Date, and time for opening of technical bid:- **01.12.2021 at 11.30 AM**
 - d. Venue of opening of technical bid:- **Computer Section, High Court of Orissa**
24. Every bidder may depute authorized personnel with valid authorization and ID proof to remain present at the time of opening of technical bids.
25. Every bidder must submit its Annual Turn-over in the format at **Annexure-8**.
26. The bids of ineligible bidders shall not be considered.
27. The Court may call for any document at any stage from any bidder for ensuring effective, fair and competitive bidding.
28. High Court of Orissa reserves the right to amend or withdraw any of the terms and conditions mentioned as above or to reject any or all tenders without giving any notice or assigning any reason thereof.


8/11/2021
Registrar (Judicial)

ANNEXURE-1

List of Public Sector Banks

1. State Bank of India
2. Indian Overseas Bank
3. UCO Bank
4. Bank of Baroda
5. Union Bank of India
6. Bank of India
7. Indian Bank
8. United Bank of India
9. Canara Bank
10. Allahabad Bank
11. Andhra Bank
12. IDBI Bank
13. Punjab National Bank
14. Syndicate Bank
15. Central Bank of India

List of Private Sector Banks

1. HDFC Bank
2. Axis Bank
3. ICICI Bank

List of Regional Rural Banks

1. Utkal Grameen Bank
2. Odisha Gramya Bank

List of Co-operative Banks

1. Odisha State Co-operative Bank

ANNEXURE-2

ELIGIBILITY CRITERIA

Registered Name of the Firm / Company:		
Address of the Registered Office of the Firm / Company:		
Telephone	Phone: Fax:	E-Mail:
Address of the Service Centres:		
Telephone	Phone: Fax:	E-Mail:
1	Contact Details of the Person in the Service Centre authorized to make communication with Orissa High Court	
2		
(a)	Name	
(b)	Designation	
(c)	Phone/Mobile No.	
(d)	Fax No.	
(e)	E-Mail ID	
Please fill up each field mentioned below with required information alongwith the page nos. of the respective supporting documents.		
3	OEM authorization provided (Yes/No):-	
4	Company / Firm Details	
(a)	Type of Company (PSU / Pub. Ltd./Pvt. Ltd./OEM/ Authorized Business Partner)	
(b)	Company / Firm Registration No. & Date of Registration	
(c)	Year of establishment as in Registration Certificate	
(d)	GST registration	
(e)	Copy of GST Registration (Enclose Copy)	Page no.
5(a)	Whether Repair Centre is Company Owned / Franchise	
(b)	Type of Supply /Installation contract previously attended to	
(c)	Any type of repair / service work that cannot be attended to in this Repair Centre	
(d)	If so, where will these repairs be undertaken	
6	Please state Annual Turnover per year for last three years in Annexure-8 , (Enclose Copy)	Page no.
7	Declarations of the bidder as per Annexure-3,4,5,&6 , (Enclose Copies)	Page nos.
8	Details of Demand Draft towards Tender Cost (Issuing Bank Name and Place, DD No. and date of DD)	Page no.

ANNEXURE-3

Acceptance of Terms & Conditions Contained in the Tender Documents

(To be submitted on the Letter head of the responding organization)

Date:-

To

The Registrar (Judicial),
High Court of Orissa,
Cuttack

Sir,

I have carefully gone through the Terms & Conditions contained in the Notice _____ No-dtd. _____ regarding inviting tenders for supply of i-Pad Pro devices along with its prescribed accessories.

I declare that all the provisions of this Tender Document are acceptable to us. I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration.

Signature and Seal of the Bidder

Date:-

Place:-

ANNEXURE-4

Self Declaration

(To be submitted on the Letterhead of the responding organization)

Date : _____

Ref/Tender : _____

To

The Registrar (Judicial),
High Court of Orissa,
Cuttack

Sir,

In response to the Tender Notice No. _____, Ms. /Mr. _____,
as a _____, I/We hereby declare that our organization is having
blemished past record and was not declared ineligible for corrupt & fraudulent practices either
indefinitely or for a particular period of time.

Signature and Seal of the Bidder

Date:-

Place:-

ANNEXURE-5

Representative Authorization Letter

(To be submitted on the Letterhead of the responding organisation)

Date : _____

Ref/Tender : _____

To

The Registrar (Judicial),
High Court of Orissa,
Cuttack

Sir,

Ms. /Mr. _____, (the organization name) is hereby authorized to sign relevant documents on behalf of in dealing with Tender reference No. _____.

She/he is also authorized to attend meetings & submit technical and commercial information as may be required by you on the course of processing above said tender document.

Representative Signature

Signature attested

ANNEXURE-6

Declaration-Cum-Undertaking regarding Blacklisting/ Non-Blacklisting

(Non-blacklisted in organisation Letter Head)

To

The Registrar (Judicial),
High Court of Orissa,
Cuttack

Sir

In response to the Courts Notice No. dated regarding 'inviting tenders for supply of i-Pad Pro devices along with its prescribed accessories', as an owner/ partner/ Director of (organization name)

I/ We hereby declare that presently our organization/ firm is not under declaration of ineligible for corrupt & fraudulent practices, blacklisted either indefinitely or for a particular period of time, or had work withdrawn, by any State/ Central government/ PSU.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Name of the Bidder:-

Authorized Signatory:-

Signature:-

Seal:-

Date:-

ANNEXURE-7

Format for the Financial Bid

1. Price in the Financial Bid should be quoted in the following Format.
2. Prices should be quoted in Indian Rupees (INR) and indicated both in figures and words.

Figures in words will prevail.

Sl. No.	Item Description	Quantity	Unit Price along with 3 years onsite warranty (without any tax) in Rs.	Amount of Tax as applicable in Rs.	Unit Price (All inclusive along with 3 years onsite warranty) in Rs.	Total Price (All inclusive) along with 3 years onsite warranty in Rs.
A	B	C	D	E	F (=D+E)	G (=FxC)
1	iPad Pro along with Smart Key Board and Multiport Adapter	8				
2	Digital Pen	7				
Total		Grand Total in Rs.				

ANNEXURE-8

ANNUAL TURN-OVER FORMAT

Sl. No.	Year	Turn over per year in Rs.
1.	2018-19	
2.	2019-20	
3.	2020-21	

I, Sri < > on behalf of the company/Firm M/s < >, having designation < >, do hereby undertake that the information furnished by me in this format is accurate and true to the best of my Knowledge.

Name:

Designation:

Address:

Email:

Signature

Company seal

ANNEXURE-9

Compliance Check List

(To be submitted on the Letterhead of the responding organization)

Tender No:

Please check whether following have been enclosed:-

SI. No	Enclosure description	Enclosed (Y/N)	Annexure/Attachment / Page No./ Envelop No. of the enclosure
1	Bank List (Annexure-1)		
2	Bidder Info/ Eligibility Criteria (Annexure-2)		
3	Acceptance of Terms & Conditions Contained In the Tender Documents (Annexure- 3)		
4	Self Declaration (Annexure-4)		
5	Representative Authorization Letter (Annexure- 5)		
6	Declaration-Cum-Undertaking regarding Blacklisting/ Non-Blacklisting (Annexure-6)		
7	Format for the Financial Bid (Annexure-7)		
8	Annual Turn-over Format (Annexure-8)		

Signature and Seal of the Bidder:-

Place:-

Date: