

IN THE HIGH COURT OF DELHI AT NEW DELHI

F.No.766/DA-3/IT/DHC/No. 24590

Dated: 30.11.2023

From,

The Registrar General
Delhi High Court
New Delhi

To,

(On the website of Delhi High Court)

SUB: NOTICE INVITING TENDER FOR PURCHASE OF A TOTAL OF ONE HUNDRED (100) NOS. OF 16GB DDR4 RAMS OF REPUTED MAKE (50 NOS. EACH OF TWO DIFFERENT FREQUENCIES) WITH 3 YEARS OR MORE WARRANTY

Sir/Madam,

This Court intends to purchase a total of one hundred (100) nos. of 16GB DDR4 RAMs of reputed make (50 nos. each of two different frequencies) with 3 years or more warranty compatible with Desktops presently being used in this Court as per technical specification mentioned at Annexure 'B' and invites quotations to be submitted by the firms/vendors authorized by OEM(s) to participate in the instant tender.

The terms & conditions of this tender are as under:

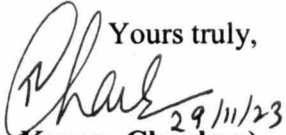
1. Interested firms/vendor(s) **authorized by OEM** are requested to submit the necessary quotation(s) for Purchase of a total of one hundred (100) nos. of 16GB DDR4 RAMs with 3 years or more warranty along with the undertaking that the RAMs proposed to be supplied are compatible with desktops mentioned in Annexure 'A' & Annexure 'B' of this tender & their installation will not breach the warranty of desktops and copy of current authorization letter issued by OEM (whose product is being offered) in their favour and **Earnest Money Deposit (EMD)** of 5% of total proposed cost of one hundred (100) nos. of 16GB DDR4 RAMs by way of Demand Draft or Bankers Cheque drawn in favour of **"The Registrar General, Delhi High Court"** payable at New Delhi.
2. **Quotations received without EMD shall be summarily rejected and no request for waiver of EMD will be entertained.**
3. Selected firm(s) / vendor(s) will also be required to submit valid authorization letter or copy of valid authorization letter issued by OEM duly attested under the seal of selected firm at the time of submitting Invoice/Bill for payment mentioning warranty/support period.
4. **Sealed envelope containing the quotation, EMD and authorization letter** as required must reach to the **AOJ (IT Branch), Lawyers' Chamber Block-III, Room No. 6, Ground Floor, Delhi High Court on or before 20-12-2023 till 5:30 P.M.** clearly mentioning the rates inclusive of GST/Tax rate, warranty/support period and the delivery schedule of the product being offered.
5. **No request for extension of last date / due date of the Tender will be entertained.**
6. The envelope(s) should be addressed in the name of **"The Registrar General, Delhi High Court, New Delhi"** and the subject **"Quotation for purchase of a total of one hundred**

(100) nos. of 16GB DDR4 RAMs” along with ‘due date’ should be superscribed on the envelope.

7. **The validity of rates should not be less than 180 days from the last date of submission of quotation. Quotations with less period of validity of rates shall be summarily rejected.**
8. No quotation shall be entertained **after due date**. Sealed envelope(s) **without subject having been mentioned on them shall be summarily rejected.**
9. **The quotation/price bid/technical compliance sheet must be duly filled in/signed/stamped and tendered strictly in the format mentioned in Annexure-‘A’ & Annexure-‘B’ of this tender. Quotation(s) tendered in any other format than prescribed shall be liable to be rejected.**
10. The DD/Pay order towards EMD of all the tenderers, except the lowest three, shall be returned to vendors on their written request after finalization of Tender Process & EMD of successful tenderer will be returned only after supply and successful installation of the first order placed on the successful firm after fulfilling all codal formalities against receipt. The DD/Pay Order of L-2 & L-3 will be returned upon written request after issuance of the Purchase order to the successful tenderer.
11. If the offer of quotation is withdrawn by the bidder before/after opening of tender or any other default is found, the amount of EMD shall be forfeited and the firm will be blacklisted from participation in future tenders of this Court.
12. The selected vendor is also required to submit the details of **SPOC (Single Point of Contact)** for after sale support and will also ensure that the complaints notified to designated SPOC person are attended and resolved expeditiously.
13. **The firms/vendors offering NET rate (rate without tax component) claiming that they are mandatorily not required to be registered under the GST Act shall submit NET rates only in their quotation and need not mention tax rate & amount and are, further required to submit supporting documents in support of exemption from registration under GST Act viz. CA’s Certificate for the F.Y.2021-22 & 2022-23, the latest Copy of Notification issued by Govt of India/Govt of NCT of Delhi duly attested under the seal of the firm to this effect with the quotation. The vendor exempted from Registration under GST Act shall also submit Affidavit on Rs.10/- non-judicial stamp paper affixed with Rs.5/- Notarial Stamp duly notarized by Notary Public as per Annexure ‘D’.**
14. The selected eligible L-1 firm shall be bound to supply the required item within twenty one (21) days from the date of issuance of Purchase Order, failing which the purchase order issued shall be deemed to be cancelled without entertaining any communication in this regard unless sufficient cause is shown (supported by documentary proof) for such lapse. The firm shall be liable to be blacklisted to participate in future tenders of this Court if failed to supply and cogent reason.
15. In case the Purchase Order awarded to the eligible L-1 firm cancelled due to non-supply of goods within the stipulated period, the Purchase Order will be awarded to the next eligible L-2 vendor/firm.
16. The acceptance of supplied item in the IT Store of Delhi High Court will be subject to codal formalities viz., inspection by an independent officer nominated for the purpose. If the supplied goods are found defective or not found in conformity with the purchase order, the firm is liable to take back the entire supply immediately at its own cost and supply again after removing the defects within three days. The goods, if supplied again after removing defects the same shall again be subjected to codal formalities.

17. If multiple quotations are submitted by a firm/vendor, all such quotations submitted will be liable to be rejected at the first instance.
18. After opening of the sealed quotation(s) if any correction is found in the offered rate, which renders the whole Tender process doubtful or ambiguous, the said quotation shall be summarily rejected. After opening of the sealed envelope(s), if any firm / vendor attempts to revise the base price offered on one ground or other, their offer of quotation will be rejected and the firm will be blacklisted to participate in future tenders of this Court.
19. The firm/vendor shall also have to furnish a duly filled in/ signed/stamped undertaking in **original (strictly as per Annexure- 'C')** that neither the firm nor its Partner/Director/Proprietor has been blacklisted/banned and its Business dealings with the Central/State Government/Public Sector Undertakings/Autonomous Bodies have been banned/terminated on account of poor performance/conduct and also that all the terms and conditions of the instant Tender Notice are acceptable to them. The quotation received without undertaking shall be summarily rejected.
20. In case the firm/vendor wants any clarification regarding this Tender, Mr. Zameem Ahmad Khan, JD (IT) at Tel. No. 011-43010101 (Ext. 4852) may be contacted.
21. This Court may increase or decrease the quantity of the RAMs, depending upon the requirements.
22. No employee of this Court or his/her dependent family members be involved in the instant tender process in contravention of the requirement/provisions contained in Central Civil Services (Conduct) Rules, 1964.

This Court reserves the right to modify/amend the quotation letter/terms & conditions at a later stage.

Yours truly,

(Rajeev Kumar Chauhan)
Joint Registrar (IT)
for Registrar General

CC to:- Joint Director (IT), Delhi High Court for information and for uploading on the official website of the Delhi High Court.

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Annexure – ‘A’

Name of the Firm: _____

Address of the Firm: _____

Name of the person (authorized to sign the tender document): _____

Contact No.: _____ Email Address: _____

PRICE BID

S. No	Product (16GB DDR4 RAM)	Price offered for one unit (without taxes) in Rs.	Tax Rate (%)	Price offered for one unit (incl. taxes) in Rs.	Total Price offered (incl. of taxes) (in Rs.)	Under - taking furnished (Yes/No)	Validity of Rates (180 days or more)	Warranty (in years)	EMD (Yes /No)	Delivery schedule	Remarks (if any)
A	B	C	D	E	F	G	H	I	J	K	L
1.	Data transfer rate: upto 2666MT/s Make: Model: Frequency: (compatible with HP280G4 models of desktops) (Qty:50)										
2.	Data transfer rate: upto 3200MT/s Make: Model: Frequency: (compatible with HP Prodesk 600 G6 SFF & HP 285 Pro G8 models of desktops. (Qty:50)										

Total Price as per column 'F' in words: _____

EMD Details

EMD instrument by way of DD/Pay Order	Bank Name / Branch	EMD Amount (in Rs.)	Amount in words
No. Date:			

Date: _____

Place: _____

Interlineation/Corrections/Overwriting not allowed

Signature of the authorised Signatory
of the firm/company/organization
Official Stamp/Seal

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Annexure – ‘B’

Technical Compliance Sheet

S.No.	Model with Description (16GB DDR4 RAM)	Compliance (Yes/No)	Remarks <i>(Please mention the exact specifications offered. Please also highlight the higher specification, if any, offered)</i>
1.	Data transfer rate: upto 2666 MT/s Make: Model: Frequency: (compatible with HP280G4 models of desktops) (Qty:50)		
2.	Data transfer rate: upto 3200 MT/s Make: Model: Frequency: (compatible with HP Prodesk 600 G6 SFF & HP 285 Pro G8 model of desktops) (Qty:50)		

Signature of the authorized
Signatory of the firm/company/organization
Official Stamp/Seal

Date: _____

Place: _____

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Annexure – 'C'

UNDERTAKING

I/We undertake that neither the firm (name of the firm) _____ nor its Partner/Director/Proprietor {name of all owner(s)} _____ has/have been blacklisted/banned and its Business dealings with the Central / State Government / Public Sector Undertaking / Autonomous Bodies has/have been banned/terminated on account of poor performance/conduct.

I/We also undertake that all the terms and conditions of the instant Tender Notice are acceptable to me/us.

I/we also undertake that in case the supply is not found to be in conformity with the purchase order or any other distortion, the whole supply will be taken back at the cost of the firm with replacement of goods within 3 days.

I/we further undertake that I/we have confirmed and correctly applied the HSN Code of the required item and its corresponding applicable GST rate as on date with sole responsibility.

Signature of the authorised
Signatory of the firm/company/organization
Official Stamp/Seal

Date: _____

Place: _____

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Annexure – 'D'

[AFFIDAVIT ON RS.10/- NON JUDICIAL STAMP PAPER DULY NOTORIZED BY NOTARY PUBLIC AFFIXING RS.5/- NOTARIAL STAMP]

I, _____, S/o Shri/Smt. _____, Resident of _____ Partner/Director/Proprietor of M/s. _____ solemnly affirm/ authorised to solemnly affirm on behalf of M/s. _____ and state as under:

1. That M/s. _____ is exclusively engaged in supply of Goods in Delhi/NCR Region and not making any inter-state supply.
2. That the turnover of M/s. _____ was less than Rs. 40 lakh in the financial year 2022-23.
3. That the turnover of M/s. _____ has not crossed the 'threshold exemption limit' of Rs. 40 lakh in the current financial year 2023-24.
4. That I _____, on behalf of M/s. _____ solemnly undertake that at the point of time the turnover of the firm will cross the threshold exemption limit of Rs.40 lakh, M/s. _____ will be registered under GST Act and will comply the provisions mentioned in the GST Act.
5. That M/s. _____ claiming exemption to be registered under GST Act, hence not mentioning GST rate percentage in the offer of quotation.
6. That M/s. _____, if declared eligible in the tender process will claim only the net price exclusive of GST.

DEPONENT

Signed at _____ on the _____ day of _____.

VERIFICATION

I, _____ the above named deponent solely state that the contents of the affidavit above are true to the best of my personal knowledge and nothing material has been concealed or falsely stated.

DEPONENT