

IN THE HIGH COURT OF DELHI AT NEW DELHI

F.No.751/DA-3/IT/DHC/No. 8375-

Dated: 27-4-2023

From,

The Registrar General  
Delhi High Court  
New Delhi

To,

1. On the website of Delhi High Court
2. Indian Trade Journal, Kolkata

**SUB: NOTICE INVITING TENDER (NIT) FOR PURCHASE OF ONE THOUSAND (1000) NOS. OF HP/DELL/LENOVO DESKTOPS WITH FIVE (5) YEARS ONSITE WARRANTY EACH FOR THE USE OF THIS COURT ALONG WITH THE SERVICES OF FOUR (4) WELL QUALIFIED EXPERIENCED RESIDENT ENGINEERS THROUGHOUT THE ONSITE COMPREHENSIVE WARRANTY PERIOD OF 5 YEARS.**

Sir/Madam,

This Court intends to purchase the goods captioned above **in two equal installments.** Interested firms/vendors **authorized by respective OEM(s)** are, therefore, requested to submit their respective quotation(s) for supply of the goods captioned above along with the copy of current authorization letter issued by OEM in their favour and Earnest Money Deposit (EMD) of 5% of total proposed cost (including taxes) by way of Demand Drafts or Bankers Cheques drawn in favour of **"The Registrar General, Delhi High Court"** payable at New Delhi in a sealed/closed envelope to the A.O.(J), IT Branch, Lawyers Chamber Block-III, Room No. 6, Ground Floor, High Court of Delhi, New Delhi.

**THE LAST DATE FOR SUBMISSION OF TENDERS IS 18-05-2023, TILL 17:30 HRS.**

**[PLEASE READ THE TERMS AND CONDITIONS OF TENDER DOCUMENT CAREFULLY]**

**The Terms & Conditions of this tender are as under:-**

**(A) SUBMISSION OF TENDER**

1. The sealed/closed envelope containing the offer of quotation shall be superscribed as under:

|  |
|--|
| <p style="text-align: center;"><b>THE REGISTRAR GENERAL<br/>HIGH COURT OF DELHI, NEW DELHI<br/>(IT BRANCH)</b></p> <p><b>TENDER NO. F.No.751/DA-3/IT/DHC/No. _____<br/>DATED _____</b></p> <p><b>SUB: QUOTATION FOR PURCHASE OF 1000 NOS.<br/>OF HP/DELL/LENOVO DESKTOPS.<br/>DUE DATE _____</b></p> |
|--|

2. The sealed/closed envelope must contain the following:
  - a) Annexure 'A' i.e. Price Bid & EMD details duly filled in/signed/stamped
  - b) EMD of 5% of total proposed cost (including taxes) by way of Demand Draft or Banker's Cheque drawn in favour of "The Registrar General, Delhi High Court" payable at New Delhi (returnable without interest and no request for waiver of EMD will be entertained)
  - c) Annexure 'B' i.e. Technical Specification Compliance duly filled in/signed/stamped
  - d) Annexure 'C' i.e. undertaking duly filled in/signed/stamped

[NOTE: ALL THE DOCUMENTS PLACED IN THE SEALED/CLOSED ENVELOPE SHALL BE DULY PAGINATED.]

**(B) OPENING OF SEALED QUOTATIONS AND AWARD OF PURCHASE ORDER**

1. An independent Officer nominated by the competent authority shall open the sealed quotations received from all the participating firm/vendors to process the matter further.
2. The purchase order shall be awarded to the eligible firm/vendor fulfilling all requirement of the tender and offering the lowest rates.

**(C) SUPPLY OF GOODS IN THE IT STORE OF THIS COURT**

1. The selected firm/vendor shall be bound to supply the required item within 30 days / the delivery period (as mentioned in quotation submitted by selected firm/vendor)

from the date of issuance of Purchase Order, failing which the Purchase Order shall be deemed to be cancelled without entertaining any communication in this regard unless sufficient cause is communicated (supported by documentary proof) for such delay.

2. The selected firm/vendor will also be required to submit valid authorization letter or copy of valid authorization letter issued by OEM duly attested under the seal of the firm while submitting Invoice/Bill mentioning warranty/support period.
3. The selected firm/vendor will have to execute proper Service Agreement and submit 3% of the Invoice amount as Performance Bank Guarantee with Delhi High Court valid for five years & three months from the date of acceptance of Service Agreement.
4. In case the Purchase Order awarded to L-1 firm is 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.

**(D) REASONS FOR REJECTION OF BIDS**

1. Bids received without duly filled Annexures i.e. Annexure-'A', Annexure-'B' & Annexure-'C'.
2. Bids received without EMDs (**no request for waiver of EMDs will be entertained**)
3. Validity of rates for a period of **less than 180 days** from the last date of submission of Bids.
4. Bids received after due date.
5. Submission of more than one bid.
6. Bids related to some other item not related to instant tender.
7. Any interlineations, erasure or correction in the specification/offered rate, which renders the whole tender process doubtful or ambiguous.
8. Bids in the format other than the prescribed one.
9. Non submission of required documents or submitting incomplete documents.
10. Non-mentioning of subject and due date on the envelope as referred to above.
11. Any ambiguity in submission of bid.
12. Bids received unsigned.

**(E) REFUND OF EARNEST MONEY DEPOSIT (EMD)**

1. The DD/Pay order towards EMD of all the tenderers, except the lowest three, shall be returned without interest to vendors on their written request after finalization of selection process.
2. The DD/Pay Order of L-2 & L-3 will be returned without interest upon written request after issuance of the Purchase order to the successful tenderer.
3. The EMD of successful tenderer will be returned only after supply and successful completion of the purchase order placed upon the firm after fulfilling all codal formalities against receipt.

**(F) THE FIRMS/VENDORS MAY BE BLACKLISTED & EMD SHALL BE FORFEITED FOR THE FOLLOWING REASONS**

1. Withdrawal or attempt to revise the Price bid on any ground before/after opening of the same.
2. Non supply of goods as referred to above.
3. Any other default in fulfilling the contractual obligations by the firm/vendor.

**(G) CLARIFICATION IN THE TENDER**

For any clarification regarding this tender, Mr. Zameem Ahmad Khan, JD (IT) at Tel. No.011-43010101 (Ext. 4852) may be contacted.

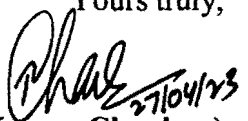
**(H) FINALITY OF DECISION OF THE COMPETENT AUTHORITY**

The decision of the competent authority shall be final & binding on all the participants in the instant tender process.

This Court reserves the right to modify/amend the tender document/Terms and Conditions of the tender at a later stage and also to increase or decrease the quantity depending on the requirement.

This Court also reserves the right to reject any of the bids or quash the whole tender process without assigning any reasons. Any step taken by the competent authority to safeguard the interest of this Court shall be final and binding on all participants.

Yours truly,

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

**CC to:** Joint Director (IT), Delhi High Court

For uploading on the official website of High Court of Delhi.

**SUB:- NOTICE INVITING TENDER (NIT) FOR PURCHASE OF 1000 NOS. OF HP/DELL/LENOVO DESKTOPS FOR THE USE OF THIS COURT**

**Annexure – ‘A’**

**Name of the Firm:** \_\_\_\_\_

**Address of the Firm:** \_\_\_\_\_

**Name of the person (authorised to sign the tender document):** \_\_\_\_\_

**Contact No.:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**PRICE BID**

**Table-I**

| Description of Product | Price offered for one unit (without taxes) in Rs. | Tax Rate (%) | Total Price offered for one unit (incl. of taxes) (in Rs.) | Under - taking furnished (Yes/No) | Validity of Rates (180 days or more) | 5 years onsite comprehensive warranty (Yes/ No) | EMD (Yes/No) | Remarks (if any) |
|------------------------|---|--------------|--|-----------------------------------|--------------------------------------|---|--------------|------------------|
| A                      | B   | C            | D  | E                                 | F                                    | G   | H            | I                |
|                        |   |              |  |                                   |                                      |   |              |                  |

Price as per column ‘D’ (per unit) in words \_\_\_\_\_

**Table-II**

| Cost of 4 Resident Engineers for 5 years (without taxes) | Tax Rate (%) | Cost of 4 Resident Engineers for 5 years (incl. of taxes) | Remarks (if any) |
|--|--------------|---|------------------|
| A  | B            | C   | D                |
|  |              |   |                  |

Price as per column ‘C’ in words \_\_\_\_\_

**Total Price:** Unit Rate as per Column ‘D’ of Table-I x 1000 units + Cost of 4 Resident Engineers for 5 years (incl. taxes) as per Column ‘C’ of Table-II = Rs. \_\_\_\_\_

**EMD Details**

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

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

Date: \_\_\_\_\_

Place: \_\_\_\_\_

- Interlineation/Corrections/Overwriting not allowed

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**Annexure – ‘B’**

**Technical compliance sheet for Desktop**

| S.No. | Description      | Technical Specification Reqd.   | Compliance (Yes/No)<br>Please mention the make and exact specifications offered for the desktop(s)<br>Please also highlight the higher specification, if any, offered |
|-------|------------------|---|---|
| 1.    | Operating System | Pre-installed Genuine OEM Microsoft Windows 11 Professional (64 bit) or higher with OEM recovery partition.   |   |
| 2.    | Processor        | Intel Corei5 Latest Generation (12th) or higher processor or equivalent AMD Ryzen 5 5600G or higher processor |   |
| 3.    | Memory           | 16 GB DDR4-expandability up to 64GB   |   |
| 4.    | Storage          | 1TB, 7200 RPM, HDD or better  |   |
| 5.    | Audio            | Integrated audio facility   |   |
| 6.    | DVD R/W          | DVD-Writer  |   |
| 7.    | Networking       | Integrated 10/100/1000 GB Ethernet  |   |
| 8.    | Keyboard         | OEM USB Wired Keyboard  |   |
| 9.    | Mouse            | OEM USB Optical Wired Mouse   |   |
| 10.   | Display          | 21" FHD   |   |
| 11.   | Warranty         | 5 years comprehensive on site from OEM  |   |
| 12.   | Ports            | HDMI/DP, Type C, USB 3  |   |
| 13.   | Graphics         | Integrated UHD Graphics.  |   |

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

Date: \_\_\_\_\_

Place: \_\_\_\_\_

