

IN THE HIGH COURT OF DELHI AT NEW DELHI

No. 11311/STY./DHC

Dated: 08.07.22

From,
The Registrar General
Delhi High Court
New Delhi

To

(On the website of High Court)

Sub: Fresh Tender for purchase of one no. of Canon EF 16-35mm f/4L IS USM Lens and one no. of Canon EF 24-105mm f/4L IS II USM Lens.

This Court recalls its previous Tender No. 3992-98/Sty./DHC dated 01.03.2021 and invites fresh quotations for purchase of one no. of Canon EF 16-35mm f/4L IS USM Lens and one no. of Canon EF 24-105mm f/4L IS II USM Lens.

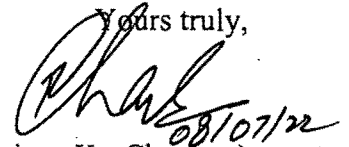
The terms & conditions of this fresh tender are as under:-

1. The lenses must be compatible with CANON 6D Mark II DSLR Camera.
2. The authorized vendors are requested to submit the necessary quotation(s) alongwith Earnest Money Deposit (EMD) of 5% of total proposed cost for aforesaid two lenses by way of Demand Draft or Bankers Cheque drawn in favour of "The Registrar General, Delhi High Court" payable at New Delhi. **Quotation without EMD shall be summarily rejected and no request for waiver will be entertained.**
3. Sealed envelope containing quotation & EMD must reach to the AOJ (IT & Stationery Branch), Lawyers' Chamber Block-III, Room No. 6, Ground Floor, Delhi High Court on or before 29-07-22 till 5:30 P.M. clearly mentioning the technical specifications and warranty period of the product being offered. **Quotations for products other than specified above will be summarily rejected.**
4. 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.**
5. The envelope should be addressed in the name of "The Registrar General, Delhi High Court, New Delhi" and the subject "**Quotation for two nos. of Canon Lenses**" should be superscribed on the envelope. Tenderers are also directed to specify the name of the firm and contact details on the Envelope.
6. No quotations shall be entertained **after due date**. Envelope(s) **without subject** shall be summarily rejected.
7. It may be noted that the final rates should be mentioned as unit price inclusive of GST and taxes applicable should be clearly and separately mentioned. The quotations must be tendered strictly in the format mentioned in Annexure 'A' of this tender notice. **Quotations offered in any other format than prescribed shall be liable to be rejected.**

8. 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 order placed to the firm fulfilling all codal formalities against receipt.
9. 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. If the offer of quotation is withdrawn by the tenderer before/after opening of tender or any other default, the amount of EMD shall be forfeited and the firm will be blacklisted to participate in future tenders of this Court.
10. If multiple quotations submitted by a firm/vendor, all such quotations submitted shall liable to be rejected at the first instance.
11. After opening of the sealed quotation 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.
12. The successful firm shall be awarded the tender at the quoted/approved rates. In case the firm which has been awarded the tender refuses to supply the required goods at the quoted rates during the said period of 180 days, the firm shall be liable to be blacklisted for participating in future tenders of this Court.
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 to 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 'B'**.
14. The selected eligible L-1 firm shall be bound to supply the required item within **Twenty (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 for participating in future tenders of this Court, if failed to supply any cogent reason.**
15. In case the Purchase Order awarded to the eligible 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.
16. The firm/vendor shall also have to give an undertaking (as per **Annexure- 'C'**) that the firm or its Partner/Director/Proprietor has not been blacklisted/banned and its Business dealings with the Central/State Government/Public Sector Undertakings/Autonomous Bodies have not 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.
17. This Court reserves the right to accept the rate(s) of one or more vendor(s) for different lens(es) and give Purchase Orders separately for different lenses.

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

Yours truly,



(Rajeev Kr. Chauhan)
Joint Registrar (IT/Sty.)
For Registrar General

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

Annexure – 'A'

Name of the firm:- _____

Address of the Firm: _____

Contact No.: _____ Email Address: _____

Price Bid

Description of Product (A)	Price offered for one unit (Without taxes) In Rs. (B)	Tax Rate (%) (C)	Total Price offered for one unit (incl.of taxes) OR NET Price offered for one unit by the vendor exempted from registration under the GST Act (D)	Undertaking (As per Annexure - 'C') furnished (Yes/No.) (E)	Validity of Rates: (180 days or more) (F)	Warranty Period offered (G)	Remarks (if any) (H)
<u>Canon EF 16-35mm f/4L IS USM Lens</u>							
<u>Canon EF 24-105mm f/4L IS II USM Lens</u>							

Price as per column 'E' (per unit) in words: _____

Details of EMD

EMD instrument by way of DD/Pay Order/ Banker's Cheque	Bank Name / Branch	EMD Amount	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

[ON Rs.10/- NON-JUDICIAL STAMP PAPER DULY NOTARIZED BY NOTARY PUBLIC
AFFIXING Rs. 5/- NOTARIAL STAMP TO BE PRODUCED ONLY BY THE FIRMS/VENDORS
CLAIMING EXEMPTION FROM REGISTRATION UNDER GST ACT]

Annexure – 'B'

AFFIDAVIT

I _____, S/D/W/ of Sh./Smt. _____
Resident of _____ in the capacity
of _____ of M/s. _____
having its Registered office/office at _____ do
hereby solemnly affirm and declare as under:-

- 1) That the Turnover of M/s. _____ was less than 40 Lakh in financial year i.e. 2021-2022.
- 2) That the firm _____ is exclusively engaged in supply of Goods in Delhi/NCR Region and not making any inter-state supplies.
- 3) That the turnover of M/s. _____ has not crossed the 'threshold exemption limit' of Rs.40 lakh, in the current financial year 2022-23.
- 4) That I undertake that at the point of time the turnover of the firm crosses the threshold exemption limit of Rs.40 lakh, the firm will be registered under GST Act and shall comply with the provisions mentioned in the GST Act.
- 5) That the firm is claiming exemption to be registered under GST Act, hence not mentioning GST rate percentage in the financial bid.
- 6) That M/s. _____ will claim only the NET price exclusive of GST, if declared eligible in the tender process.

DEPONENT

VERIFICATION

Verified at _____ on this _____ day of _____, 2022 that the contents of the above affidavit are true and correct to the best of my knowledge and that nothing material has been concealed there from.

DEPONENT

UNDERTAKING

I/We undertake that the firm _____ or its Partner/Director/Proprietor has not been blacklisted/banned and its Business dealings with the Central/State Government/Public Sector Undertaking/Autonomous Bodies have not been banned/terminated on account of poor performance/conduct.

I/We also undertake that all the terms and conditions of the iInstant 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.

*(*Strike out in case of the firm/vendor is claiming exemption from GST & offering net rates)*

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

Date:-

Place:-