

IN THE HIGH COURT OF DELHI AT NEW DELHI

F.No.103(P/F)/SA-5/IT/DHC/No. 16/IT

Dated: 23/10/2020

From,

The Registrar General  
Delhi High Court  
New Delhi

To,

(on the website of Delhi High Court)

**Sub: Quotation for purchase of HP ScanJet N9120 Scanner or its upgraded model with five years on-site warranty/care-pack from the manufacturer.**


Sir/Madam,

This Court intends to purchase HP ScanJet N9120 Scanner or its upgraded model with five years on-site warranty/care-pack from the manufacturer.

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

1. The authorized vendors are requested to submit the necessary quotation(s) alongwith the copy of current authorization letter of the OEM and Earnest Money Deposit (EMD) worth Rs. 10,000/- by way of Demand Draft or bankers Cheque drawn in favour of "The Registrar General, Delhi High Court" payable at New Delhi
2. Quotation without EMD shall be summarily rejected and no request for waiver will be entertained.
3. Selected Vendor will also be required to submit valid authorization letter or copy of valid Authorization letter issued by OEM while submitting Invoice/Bill mentioning warranty of the product.
4. 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 12-11-2020 till 5:00P.M. clearly mentioning the Model Number / features / configuration of the product being offered.
5. **The validity of rates should not be less than 180 days from the last date of submission of quotation and tax rate applicable should be clearly mentioned.**
6. **Quotations with less period of validity of rates shall be summarily rejected.**
7. The envelope should be addressed in the name of "The Registrar General, Delhi High Court, New Delhi" and the subject "**Quotation for HP ScanJet N9120 Scanner or its upgraded model**" should be superscribed on the envelope.
8. No quotations shall be entertained **after due date**. Envelope(s) **without subject** shall be summarily rejected.
9. 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 to the firm fulfilling all codal formalities against receipt.
10. The DD/Pay Order of L-2 & L-3 will be returned 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.

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/Sty.)  
for Registrar General