

IN THE HIGH COURT OF DELHI AT NEW DELHI

F.No.736/DA-3/IT/DHC/No. 05/IT

Dated: 07.06.2022

From,

The Registrar General
Delhi High Court
New Delhi

To,

(on the website of Delhi High Court)

Sub: Notice Inviting Tender(s) for purchase of HP/Dell/Lenovo Desktops in two categories (i) Two Hundred (200) nos. of VC enabled desktops and (ii) Two Hundred (200) nos. of ordinary desktops for use of this Court along with the services of one well qualified experienced Resident Engineer for EACH category throughout the onsite comprehensive warranty period of 5 years.

This Court intends to purchase HP/Dell/Lenovo desktops in two different categories along with the services of one well qualified experienced Resident Engineer for EACH category, hence invites separate quotations to be submitted by the firm(s) / vendor(s) authorized by respective OEM(s) to participate in the instant tender in two closed / sealed separate envelopes, to be processed separately by this Court.

CATEGORY – A

Two Hundred (200) nos. of VC enabled Desktops with following technical specifications

S.No.	Description	Technical Specification Reqd.
1.	Operating System	Microsoft Windows 11 Professional with Recovery option
2.	Processor	Intel Core i5 Latest Generation (12th or higher)
3.	Memory	16 GB DDR5-expandability up to 128 GB (4 DIM)
4.	Storage	1 TB or more (latest SSD NVME)
5.	Graphics	Intergrated UHD Graphics
6.	DVD R/W	DVD - Writer
7.	Audio	Integrated good quality audio facility
8.	Networking	Ethernet, Wifi, Bluetooth
9.	Ports	HDMI / DP. Type C, USB 3
10.	Keyboard	USB Wired Keyboard,
11.	Mouse	USB Optical Wired Mouse
12.	Display	23" FHD or bigger with inbuilt HD webcam and good quality mic with HDMI / DP ports
13.	Warranty	5 Years comprehensive onsite from OEM

CATEGORY – B

Two Hundred (200) nos. of Ordinary Desktops with following technical specifications

S.No.	Description	Technical Specification Reqd.
1.	Operating	Microsoft Windows 11 Professional with

	System	Recovery option
2.	Processor	Intel Core i5 Latest Generation 12th or higher
3.	Memory	16 GB DDR5-expandable - 4 DIM slots
4.	Storage	1 TB or more HDD
5.	Audio	Integrated audio facility
6.	DVD R/W	DVD - Writer
7.	Networking	Ethernet
8.	Keyboard	USB Wired Keyboard,
9.	Mouse	USB Optical Wired Mouse
10.	Display	21" or bigger
11.	Warranty	5 Years comprehensive onsite from OEM

**Note: The participating authorized firm(s) / vendor(s) must submit duly filled in technical specification compliance sheet as per Annexure-‘A’ along with the quotation to be submitted as per Annexure-‘B’. Non compliance will lead to rejection of the quotation(s).*

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

1. The firm (s) / vendor(s) authorized by respective OEM(s) to participate in the instant tender are requested to submit the necessary technical / financial bids separately for each category along with the copy of current authorization letter of the OEM(s) and separate Earnest Money Deposit (EMDs) of 5% of total proposed cost for each category by way of Demand Drafts or Bankers Cheques separately drawn in favour of “The Registrar General, Delhi High Court” payable at New Delhi.
2. Quotations received without EMDs for the corresponding category **shall be summarily rejected** and no request for waiver of EMDs for any category will be entertained.
3. Selected Firms(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 the firm while submitting Invoice/Bill mentioning warranty/support period.
4. The firm(s) shall also submit copy of GST Registration Certificate of the firm.
5. Firms(s) / Vendor(s) submitting quotations for more than one category will have to submit authorization letter or copy of the same for each category.
6. Two separate big Sealed envelopes containing Technical / Financial Bid & EMD for respective category must reach to the AOJ (IT & Stationery Branch), Lawyers’ Chamber Block-III, Room No. 6, Ground Floor, Delhi High Court on or before **27-06-2022** till **5:30P.M.** clearly mentioning the rates inclusive of GST/Tax rate, technical specifications, warranty/support period and the delivery schedule of the product being offered.
7. The separate envelopes should be addressed in the name of “**The Registrar General, Delhi High Court, New Delhi**” and the CATEGORY, SUBJECT & DUE DATE for which the quotation is submitted should be clearly superscribed on each envelope.
8. **The validity of rates must not be less than 180 days from the last date of submission of quotations. Quotations with less period of validity of rates shall be summarily rejected.**
9. 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.
10. The selected firm(s) / vendor(s) will have to execute proper & separate Service Agreement for separate category and will also have to submit 3% of the Invoice amount

as Performance Bank Guarantee for each category with Delhi High Court valid for five years & three months from the date of acceptance of Service Agreement.

11. No quotation shall be entertained **after due date**. Envelope(s) **without subject** as referred to above shall be **summarily rejected**.
12. **The quotations for each Category must be tendered strictly in the format mentioned in Annexure-‘A’ & Annexure ‘B’ of this tender. Quotation(s) offered in any other format than prescribed shall be liable to be rejected.**
13. 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 Tender Process & EMD of successful tenderer will be returned only after supply and successful completion of the purchase order placed upon the firm fulfilling all codal formalities against receipt.
14. 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. If the offer of quotation is withdrawn by the tenderer before/after opening of tender or if any other default is found in the quotation, the amount of EMD shall be forfeited and the firm will be blacklisted from participation in future tenders of this Court.
15. If multiple quotations are submitted by a firm / vendor in one category, all such quotations submitted in respect of said category shall be liable to be rejected at the first instance.
16. 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.
17. The firm(s) / vendor(s) shall also have to furnish an undertaking in original (**strictly as per Annexure-‘C’**) separately for each category 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 the required undertaking(s) shall be summarily rejected.
18. In case the firm(s)/vendor(s) wants any clarification in respect of this Tender, Mr. Zameem Ahmad Khan, JD (IT) at Tel. No. 011-43010101 (Ext. 4563) may be contacted.

This Court reserves the right to modify/amend the quotation letter/terms & conditions at a later stage. This Court also reserves the right to place the Order to different firms/vendors.

Yours truly,

(Rajeev Kumar Chauhan)
Joint Registrar (IT/Sty.)

For Registrar General

Category - A

Annexure-‘A’

Technical compliance sheet for VC enabled Desktop

S.No.	Description	Technical Specification Reqd.	Compliance (Yes/No) Please mention the make and exact specifications offered for the desktop(s) Please also highlight the higher specification, if any, offered
1.	Operating System	Microsoft Windows 11 Professional with Recovery option	
2.	Processor	Intel Core i5 Latest Generation (12th or higher)	
3.	Memory	16 GB DDR5-expandability up to 128 GB (4 DIM)	
4.	Storage	1 TB or more (latest SSD NVME)	
5.	Graphics	Intergrated UHD Graphics	
6.	DVD R/W	DVD - Writer	
7.	Audio	Integrated good quality audio facility	
8.	Networking	Ethernet, Wifi, Bluetooth	
9.	Ports	HDMI / DP. Type C, USB 3	
10.	Keyboard	USB Wired Keyboard,	
11.	Mouse	USB Optical Wired Mouse	
12.	Display	23” FHD or bigger with inbuilt HD webcam and good quality mic with HDMI / DP ports	
13.	Warranty	5 Years comprehensive onsite from OEM	

EMD Details

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

Category - A

Annexure - 'B'

Price Bid for VC Enabled Desktop

VC enabled Desktop (Make & Model)	Unit Price (without taxes)	Tax Rate (%)	Total Price (incl. of tax)	Onsite comprehensive Warranty (in years)	Remarks, if any

Cost of Resident Engineer for 5 years (without taxes)	Tax Rate (%)	Cost of Resident Engineer for 5 years (incl. of taxes)	Remarks, if any

Annexure- 'C'

UNDERTAKING

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

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

Date:-

Place:-

Category - B

Annexure- 'A'

Technical compliance sheet for Ordinary Desktop

S.No.	Description	Technical Specification Req'd.	Compliance (Yes/No) Please mention the make and exact specifications offered for the desktop(s). Please also highlight the higher specification, if any, offered
1.	Operating System	Microsoft Windows 11 Professional with Recovery option	
2.	Processor	Intel Core i5 Latest Generation 12th or higher	
3.	Memory	16 GB DDR5-expandable - 4 DIM slots	
4.	Storage	1 TB or more HDD	
5.	Audio	Integrated audio facility	
6.	DVD R/W	DVD - Writer	
7.	Networking	Ethernet	
8.	Keyboard	USB Wired Keyboard,	
9.	Mouse	USB Optical Wired Mouse	
10.	Display	21" or bigger	
11.	Warranty	5 Years comprehensive onsite from OEM	

EMD Details

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

Category - B

Annexure - 'B'

Price Bid for Ordinary Desktop

Ordinary Desktop (Make & Model)	Unit Price (without taxes)	Tax Rate (%)	Total Price (incl. of tax)	Onsite comprehensive Warranty (in years)	Remarks, if any

Cost of Resident Engineer for 5 years (without taxes)	Tax Rate (%)	Cost of Resident Engineer for 5 years (incl. of taxes)	Remarks, if any

Annexure- 'C'

UNDERTAKING

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

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

Date:-

Place:-