

IN THE HIGH COURT OF DELHI AT NEW DELHI

No. 3293 /Sty./DHC
Dated 17.02.21

From:

The Registrar General,
Delhi High Court,
New Delhi.

To,

(On the website of this Court)

Sub:- TENDER CALLING QUOTATIONS FOR PURCHASE OF 40 NOS. CITIZEN MAKE ELECTRONIC CALCULATORS MODEL NO. CT-500 JS (12 DIGIT).

This Court intends to purchase 40 nos. "Citizen make CT-500JS Electronic Calculators (12 Digit)" for the use of this Court.

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

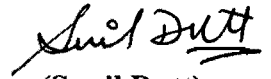
1. Interested firms/vendors are requested to submit the necessary quotations in a sealed envelope which must reach to the AOJ (IT & Stationery Branch), Lawyers' Chamber Block-III, Room No. 6, Ground Floor, Delhi High Court on or before 06.03.2021 till 5:00P.M. clearly mentioning the warranty period of the product being offered. Quotations for item other than specified above will be summarily rejected.
2. 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.
3. The envelope should be addressed in the name of "**The Registrar General, Delhi High Court, New Delhi**" and the subject "**Quotation for Citizen make Electronic Calculators Model No. CT-500 JS (12 Digit)**" should be superscribed on the envelope. Tenderers are also directed to specify the name of the firm and contact details on the Envelope.
4. No quotations shall be entertained **after due date**. Envelope(s) **without subject** shall be summarily rejected. Quotations received after due date shall also be liable to be rejected.
5. 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.
6. The vendor must submit only one quotation against instant Tender Notice. If more than one quotation against above item is submitted or quotations for different item(s) not related to instant tender submitted by the vendor in a single sealed envelope, all such quotations found in that single envelope shall be liable to be rejected at the first instance.
7. The firms/vendors are required to quote unit rates both in figures and words.
8. The firm/vendor offering NET rate claiming that they are mandatorily not required to be registered under GST Act shall in support, along with the quotation, submit supporting documents viz. CA's Certificate, Copy of Notification issued by Govt. of India/Govt. of NCT of Delhi duly attested under the seal of the firm to this effect.
9. The selected L-1 vendor/firm shall be bound to supply the required item within 21 days 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 shown (supported by documentary proof) for such delay.
10. 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.
11. The firm/vendor shall also have to give an undertaking (strictly as per Annexure- 'A') that the firm/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 quotations received without undertaking shall be summarily rejected.

12. 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.

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

Yours Truly,



(Sunil Dutt)

Assistant Registrar (IT/Sty.)
for Registrar General

CC to:- Sr. System Analyst, IT Cell, DHC for uploading on the official website of this Court.