

**IN THE HIGH COURT OF DELHI AT NEW DELHI**

F.No. 646-B/IT/DHC/DA-4/No. 10822  
Dated: 30.06.22

From

The Registrar General  
Delhi High Court  
New Delhi

To

(On the website of this Court)

Sub: Tender inviting Quotations for purchase of 400 nos. of 1KVA UPS of reputed make with 5Amp sockets having at least two inbuilt maintenance free batteries of 15-20 minutes back up with onsite comprehensive warranty

This Court intends to purchase 400 nos. of 1 KVA UPS of reputed make with 5Amp sockets having at least two inbuilt maintenance free batteries of 15-20 minutes back up. The UPS and batteries should have warranty of two years and one year respectively from the OEM.

Interested firms/vendors authorized by OEM (**Based in Delhi/NCR Region only**) are requested to submit their respective quotations alongwith EMD of 5% of total proposed cost for purchase of 400 nos. of 1 KVA UPS in a sealed envelope to the A.O.(J), Information Technology & Stationery Branch, Lawyers' Chamber Block-III, Room No.6, Ground Floor, High Court of Delhi, New Delhi on or before 21/7/2022 till 5:30 P.M. The sealed envelope should be addressed in the name of "The Registrar General, Delhi High Court, New Delhi" mentioning the **due date** and subject "**Quotation for 1KVA UPS alongwith EMD**" which should be super-scribed on the sealed envelope.

**Terms & conditions of this tender are as under:**

- 1) The validity of rates should 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.**
- 2) **Quotations with less period of validity of rates shall be summarily rejected.**
- 3) No quotation shall be entertained **after due date**. Quotations received after due date shall be summarily rejected. Quotations **without the subject as referred to above & due date being mentioned on the envelope** shall be summarily rejected.
- 4) The firms/vendor must submit only one quotation against instant Tender Notice. Quotation(s) related to some other item(s) not related to instant tender placed in the sealed envelope will be liable to be rejected.
- 5) The firm must submit the copy of the **current Authorization letter of the OEM and Earnest Money Deposit (EMD)** of 5% of total proposed cost for purchase of 400 nos. of 1 KVA UPS by way of Demand Draft or Banker's 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.**
- 6) After opening of the sealed quotation(s), 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.
- 7) The DD/Pay Order of L-2 & L-3 will be returned after awarding the work order to the successful tenderer. If the offer of quotation is withdrawn by the tenderer before/ after opening of tender or any other default is found, the **amount of EMD**

**shall be forfeited** and the **firm will be blacklisted** to participate in future tenders of this court.

- 8) **The quotations must be tendered strictly in the format mentioned in Annexure 'A' of this tender. Quotations offered in any other format than prescribed shall be liable to be rejected.**
- 9) The selected L-1 vendor/firm has to supply one UPS of 5Amp socket for testing purposes to this Court within one week of the request. On successful testing of the supplied UPS with the devices being used in this Court, purchase order will be placed on the successful vendor.
- 10) 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.
- 11) 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.
- 12) The acceptance of supplied item in the IT Store of Delhi High Court will be subject to codal formalities viz., inspection by an independent officer nominated for the purpose.
- 13) The firm/vendor shall also have to give an undertaking in original (strictly as per **Annexure- 'B'**) 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 quotations received without undertaking shall be summarily rejected.
- 14) The firms/vendors offering NET rate 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 an affidavit strictly as per **Annexure-'C'** with supporting documents in respect of exemption from registration under GST Act viz. copy of the latest Notification issued by Govt. of India/Govt. of NCT of Delhi duly attested under the seal of the firm, certificate issued by Chartered Accountant for the F.Y. 2021-2022 & 2022-2023 etc.
- 15) If multiple quotations are submitted by a firm/vendor, all such quotations submitted shall be liable to be rejected at the first instance.
- 16) Withdrawal of quotation(s) after their opening may attract blacklisting of the firm/vendor from participation in any future tender process of this Court for a period of six months from the date of blacklisting.

This Court reserves the right to modify/amend the quotation letter/Terms & Conditions at a later stage and to increase or decrease the quantity depending on the requirement. This Court also reserves the right to place the order fully/partially to different firms/vendors.

Yours truly,

*Deepthi*  
29/6/2022

(Deepthi Chhabra)  
Deputy 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	Price offered for one unit (Without taxes) in Rs.	Tax Rate (%)	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	Under - taking furnished (Yes/No.)	Validity of Rates: (180 days or more)	Warranty on UPS and Batteries	Remarks (if any)
A	B	C	D	E	F	G	H
1 KVA UPS of reputed make with at least two inbuilt maintenance free batteries of 15-20 minutes back up having 5Amp Sockets						UPS _____  Battery _____	

Signature of the Authorised Signatory  
of the firm/company/organization

Official Stamp/Seal

Date:

Place:

\*Interlineations/Corrections/Overwriting not allowed

**Annexure - 'B'**

**UNDERTAKING**

I/We undertake that the firm (name of the firm) or its Partner/Director/Proprietor (name of the owner(s)) 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 instant 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:-

**Annexure - 'C'**

**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