

IN THE HIGH COURT OF DELHI AT NEW DELHI

F. No.710-PF/DA-01/IT/DHC/No. 6694

Dated: 29/03/2023

From:

The Registrar General
Delhi High Court,
New Delhi.

To:

(On the website of this Court)

Sub: Notice inviting Tender for purchase of seven (07) nos. Barcode Scanner with (03) years comprehensive onsite warranty.

This Court intends to purchase **seven (07) nos. of Barcode Scanner with three (03) years comprehensive onsite warranty.** The quotations should be submitted by the firm(s)/vendor(s) authorized by OEM(s) to participate in the instant tender of Barcode Scanners of the following make:-

S.No.	Model of <u>BarCode Scanner</u>
1)	Honeywell XP 1472G-2D Barcode Scanner
2)	Nadamoo 2D Barcode Scanner (2-in-1 433 Mhz Wireless & USB 2.0 Wired)
3)	Zebra DS2278 Cordless Handheld 1D 2D Barcode Scanner

The terms & conditions of this tender are as under:

- 1) The firm(s) / vendor(s) authorized by OEM intending to participate in the instant tender are requested to submit the necessary bids along with the copy of current authorization letter issued by OEM in their favour and **Earnest Money Deposit (EMD) of 5%** of the total proposed cost for purchase of seven (07) nos. of Barcode Scanners by way of Demand Draft or Bankers Cheque drawn in favour of "**The Registrar General, Delhi High Court**" payable at **New Delhi.****
- 2) Quotations received without EMD shall be summarily rejected and no request for waiver of EMD 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 at the time of submitting Invoice/Bill for payment mentioning warranty/support period.**
- 4) One big Sealed/closed envelope containing two sealed/closed envelopes of Financial Bid & EMD must reach to the A.O.(J) (IT Branch), Lawyers' Chamber Block-III, Room No. 6, Ground Floor, Delhi High Court, New Delhi-110003 on or before 19/04/2023 till 5:30 P.M. clearly mentioning the rates inclusive of GST/Tax rate, technical specifications, warranty/support period and the delivery schedule of the product being offered.**

- 5) No quotation shall be entertained **after due date**. Sealed envelope(s) received **without subject** being mentioned on them shall be **summarily rejected**.
- 6) The Big Envelope should be addressed in the name of "**The Registrar General, Delhi High Court, New Delhi**" and the "**Quotation for Barcode Scanner**" & **due date** should be clearly superscribed in capital letters on the envelope.
- 7) **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.**
- 8) In case the same rates quoted by more than one vendor then Preference will be given to the vendor offering higher warranty period.
- 9) **The quotation must be tendered strictly in the format mentioned in Annexure-'A' of this tender. Quotation(s) offered in any other format than prescribed shall be liable to be rejected.**
- 10) The selected L-1 vendor/firm has to supply one Barcode Scanner for testing purposes to this Court within one week of the request. On successful testing of the supplied Barcode Scanner by the technical team of this Court, purchase order will be placed on the successful vendor.
- 11) The selected eligible L-1 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 issued shall be liable 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 to participate in future tenders of this court and the amount of EMD shall be forfeited, if failed to supply any cogent reason.
- 12) 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 L-2 vendor/firm.
- 13) The firm/vendor shall also have to give an undertaking in original (strictly as per **Annexure-B**) that neither the firm nor its Partner/Director/Proprietor has 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) The Demand Draft/Bankers Cheque/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 completion of the purchase order placed upon the firm fulfilling all codal formalities against receipt.
- 16) The Demand Draft/Bankers Cheque/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 if any other default is found in

the quotation, the amount of EMD shall be forfeited and the firm will be blacklisted for participation in future tenders of this Court.

- 17) The selected vendor is also required to submit the details of SPOC(single point of contact) for after sale support and will also ensure the complaints notified to designated SPOC person are attended and resolved expeditiously.
- 18) If multiple quotations are submitted by a firm/vendor, all such quotations submitted by it shall be liable to be rejected at the first instance.
- 19) After opening of the sealed quotation if any cutting/overwriting/correction is found in the offered rate which renders the whole Tender process doubtful or ambiguous, the said quotation shall be summarily rejected.
- 20) In case the firm/vendor wants any clarification regarding this Tender, Mr. Zameem Ahmad Khan, Joint Director (IT) at Tel. No. 011-43010101 (Ext.4852) may be contacted.

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.

Yours truly,

Deepti
29/3/2023

(Deepti Chhabra)
Deputy Registrar (IT)
for Registrar General

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

Annexure-‘A’

Name of the Firm:- _____ Address of the Firm: _____

Contact No.: _____ Email Address: _____

PRICE BID

Description of Product (A)	Unit Price (without taxes) in Rs. (B)	Tax Rate (%) (C)	Tax Amount for one unit (in Rs.) (D)	Total Price for one unit (incl. of taxes) OR Net price for one unit by the vendor exempted from registration under the GST Act (in Rs.) (E)	Warranty (in Years) (F)	Validity of Rates: (180 days or more) (G)	EMD of 5% of the Total amount (Yes/No) (H)	Undertaking furnished (Yes/No) (I)	Remarks, (if any) (J)
Honeywell XP 1472G- 2D Barcode Scanner									
Nadamoo 2D Barcode Scanner (2- in-1 433 Mhz Wireless & USB 2.0 Wired)									
Zebra DS2278 Cordless Handheld 1D 2D Barcode Scanner									

Price as at Column (E) in words:- _____

UNDERTAKING

I/We undertake that neither the firm (name of the firm _____) nor its Partner/Director/Proprietor (name of all owner(s) _____) has/have 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/organisation
Official Stamp/Seal

Date:-

Place:-

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

Annexure-'C'

AFFIDAVIT

I _____, S/D/W of Sh./Smt. _____
Resident of _____ in the
capacity of _____ 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 M/s. _____ is exclusively engaged in supply of Goods in Delhi/NCR Region and not making any inter-state supplies elsewhere.
3. That the turnover of M/s. _____ has not crossed the threshold exemption limit of ₹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 ₹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 _____, 2023
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