

DELHI INTERNATIONAL ARBITRATION CENTRE
S-Block, High Court of Delhi, Dr. Zakir Hussain Marg,
New Delhi

F.No.-1/DIAC Tender/DHC

Dated: 17.07.2023

From,

The Coordinator
Delhi International Arbitration Centre
Delhi High Court, New Delhi

To,

1. On the website of DIAC
2. On the website of Delhi High Court
3. Indian Trade Journal, Kolkata

Sub: Notice Inviting Tender(s) for purchase of HP/Dell/Lenovo Desktops in two categories:-

(i) Category A: Fifteen (15) nos. of VC enabled desktops along with onsite comprehensive warranty period of 5 years.; and

(ii) Category B: Sixty One (61) nos. of ordinary desktops along with onsite comprehensive warranty period of 5 years.

The DIAC intends to purchase HP/Dell/Lenovo desktops in two above mentioned categories, 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 the DIAC.

[CATEGORY - A]

Fifteen (15) nos. of VC enabled Desktops with following minimum 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	Integrated 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]

Sixty One (61) nos. of Ordinary Desktops with following minimum 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-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 compliance sheet/Technical Bid category-wise as per Annexure-'A' and Annexure 'A-1' along with the Financial Bid/Quotation to be submitted category-wise as per Annexure-'B' and Annexure 'B-1' as well as an undertaking as per Annexure-'C' . 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 Bid and Financial bid 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.

Websites of Delhi High Court and Delhi International Arbitration Centre

2. Quotations received without separate EMDs for the corresponding category shall be **summarily rejected** and no request for waiver of EMDs for any category will be entertained.
3. The firms/vendor must submit only one quotation against each category of desktops in the 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.
4. The firm(s) shall also submit copy of GST Registration Certificate of the firm.
5. Firm(s) / Vendor(s) submitting quotations for more than one category will have to submit separate authorization letter or copy of the same for each category.
6. **Two separate Sealed envelopes, one containing Technical Bid and the other containing Financial Bid and EMD for respective category must reach the office of The Coordinator, Delhi International Arbitration Centre, 2nd Floor, 'S' Block, Delhi High Court, Dr. Zakir Hussain Road, New Delhi on or before 10.08.2023 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 for each category should be addressed in the name of "The Coordinator, Delhi International Arbitration Centre, 2nd Floor, 'S' Block, Delhi High Court, Dr. Zakir Hussain Road, New Delhi" and the CATEGORY, SUBJECT & DUE DATE for which the quotation is submitted, should be clearly super scribed on each envelope.
8. No quotation shall be entertained **after due date**. Envelope(s) without subject as referred to above shall be **summarily rejected**.
9. The **Technical Bid and Financial Bid for each Category must be tendered strictly as per the corresponding format mentioned in Annexure-"A" & "A-1" and Annexure "B" & "B-1" of this tender. Quotation(s) offered in any other format than prescribed shall be liable to be rejected.**
10. **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.**
11. 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.
12. 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.
13. The selected firm(s) / vendor(s) will have to execute proper and separate Service Agreement for separate category of desktops with DIAC valid for five years & three months from the date of acceptance of Service Agreement.

14. The payment will be released after random testing of Goods by independent Officer and completion of formalities of Service Agreement. In case of any problem in the selected goods subsequently on opening, the vendor will get the same replaced.
15. The selected vendor is also required to submit the details of SPOC (Single Point of Contact) for after sale support and will also ensure that the complaints notified to designated SPOC person are attended and resolved expeditiously.
16. 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.
17. 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 the DIAC/Court.
18. 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.
19. 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.
20. 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.
21. 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.
22. 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.

23. In case the firm(s)/vendor(s) wants any clarification in respect of this Tender, Ms. Shaloo Batra, AR or Mr. Ajit Chauhan, Court Officer at Tel. Nos. 011-43010101 (Extn. Nos. 6189, 6190) may be contacted.

The DIAC reserve the right to modify/amend the quotation letter/terms & conditions at a later stage. The DIAC also reserve the right to place the Order to different firms/vendors.

Yours truly,



(Nikhil Chopra)

Coordinator (DIAC)
For Registrar General

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

ANNEXURE - "A"

Technical compliance sheet/Technical Bid for 15 VC enabled Desktops

[Category - A]

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-expandability up to 128 GB (4 DIM)	
4.	Storage	1 TB or more (latest SSD NVME)	
5.	Graphics	Integrated 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	

ANNEXURE - "A-1"

Technical compliance sheet/Technical Bid for 61 Ordinary Desktops

[Category - B]

S.No.	Description	Technical Specification Reqcd.	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	

ANNEXURE- "B"

Financial Bid/Quotation for VC Enabled Desktops
[Category - A]

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

EMD Details

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

Annexure - "B-1"

Financial Bid/Quotation for Ordinary Desktops
[Category - B]

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

EMD Details

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

ANNEXURE - "C" {to be given for both the categories}

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 authorized
Signatory of the firm/company/organization
Official Stamp/Seal

Date:-

Place:-