

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

No. 2522 /Sty./DHC  
Dated 05.02.21

From:

The Registrar General,  
Delhi High Court,  
New Delhi.

To

(On the website of this Court)

Sub: **Tender for purchase of one no. of Canon EF 16-35mm f/4L IS USM Lens and one no. of Canon EF 24-105mm f/4L IS II USM Lens.**

This Court invites quotations for purchase of one no. of Canon EF 16-35mm f/4L IS USM Lens and one no. of Canon EF 24-105mm f/4L IS II USM Lens.

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

1. The lenses must be compatible with CANON 6D Mark II DSLR Camera.
2. The authorized vendors are requested to submit the necessary quotation(s) alongwith Earnest Money Deposit (EMD) of 5% of total proposed cost for aforesaid two lenses by way of Demand Draft or Bankers Cheque drawn in favour of "The Registrar General, Delhi High Court" payable at New Delhi.
3. **Quotation without EMD shall be summarily rejected and no request for waiver will be entertained.**
4. Sealed envelope containing quotation & EMD must reach to the AOJ (IT & Stationery Branch), Lawyers' Chamber Block-III, Room No. 6, Ground Floor, Delhi High Court on or before 22.02.2021 till 5:00P.M. clearly mentioning the technical specifications and warranty period of the product being offered. **Quotations for products other than specified above will be summarily rejected.**
5. **The validity of rates should not be less than 180 days from the last date of submission of quotation and tax/GST rate applicable should be clearly & separately mentioned.**
6. **Quotations with less period of validity of rates shall be summarily rejected.**
7. The envelope should be addressed in the name of "The Registrar General, Delhi High Court, New Delhi" and the subject "**Quotation for two nos. of Canon Lenses**" should be superscribed on the envelope. Tenderers are also directed to specify the name of the firm and contact details on the Envelope.
8. No quotations shall be entertained **after due date.** Envelope(s) **without subject** 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 DD/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 installation of the order placed to the firm fulfilling all codal formalities against receipt.

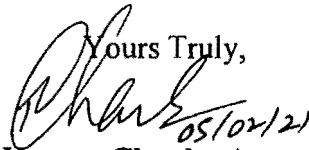
11. The DD/Pay Order of L-2 & L-3 will be returned upon written request after issuance of the Purchase order to the successful tenderer. If the offer of quotation is withdrawn by the tenderer before/after opening of tender or any other default, the amount of EMD shall be forfeited and the firm will be blacklisted to participate in future tenders of this Court.

12. If multiple quotations submitted by a firm/vendor, all such quotations submitted shall liable to be rejected at the first instance.

13. 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.

14. This Court reserves the right to accept the rate(s) of one or more vendor(s) for different lens(es) and give Purchase Orders separately for different lenses.

This Court reserves the right to modify/amend the quotation letter/terms & conditions at a later stage.

Yours Truly,  
  
**(Rajeev Kumar Chauhan)**  
Joint Registrar (IT/Sty.)  
for Registrar General

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