

IN THE HIGH COURT OF DELHI AT NEW DELHI

F.No. 676-C/DA-2/IT/DHC/No. 16

Dated: 16/03/2022

SHORT TENDER NOTICE

From,

The Registrar General
Delhi High Court
New Delhi

To,

(on the website of Delhi High Court)

Sub: Short Tender Notice inviting quotations for purchase of one no. of Dell XPS 9310 Ci7-1195G7/16 GB RAM/ 1 TB SSD/13.4 OLED 3.5K (3456x2160) 400 Nits Touch/W11+MSO2021/ Platinum Silver/3 Yr Premium Support Plus, ADP).

This Court intends to purchase one no. of Dell XPS 9310 Ci71195G7/16 GB RAM/ 1TB SSD/13.4 OLED 3.5K (3456x2160) 400 Nits Touch/W11+MSO2021/ Platinum Silver/3 Yr Premium Support Plus, ADP) from the firms/vendors authorized by OEM to participate in the instant tender and who have ready availability of the same.

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

1. The firm(s) / vendor(s) authorized by OEM willing to participate in the instant tender **and has ready availability of the aforesaid laptop**, are requested to submit the quotation alongwith the copy of current authorization letter of the OEM and Earnest Money Deposit (EMD) worth Rs. 10,000/- 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 Firm/ Vendor 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.
4. The sealed envelope containing the quotation must reach to the AOJ (IT & Stationery Branch), Lawyers' Chamber Block-III, Room No. 6, Ground Floor, Delhi High Court on or before **24.03.2022 till 5:30P.M.** clearly mentioning the rates inclusive of GST/Tax rate, technical specifications, warranty/support period of the product.
5. The envelope should be addressed in the name of "**The Registrar General, Delhi High Court, New Delhi**" with the subject & due date as referred to above which should be clearly superscribed in capital letters on the envelope.
6. **The validity of rates must not be less than 180 days from the last date of submission of quotations.**
7. **Quotations with less period of validity of rates shall be summarily rejected.**
8. No quotation shall be entertained **after due date**. Envelope(s) without subject being mentioned on it as referred to above shall be **summarily rejected**.
9. 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 completion of the purchase order placed upon the firm fulfilling all codal formalities against receipt.
10. 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 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 this Court.

11. The firm/vendor shall also have to furnish an undertaking (strictly as per Annexure-'A') separately 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 undertaking shall be summarily rejected.

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

Yours truly,

Deepti
16/3/2022
(Deepti Chhabra)

Deputy Registrar (IT/Sty)
for Registrar General

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

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 authorised
Signatory of the firm/company/organisation
Official Stamp/Seal

Date:-

Place:-