

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

F.No.666/DA-2/IT/DHC/No. 16015  
Dated: 11-11-2021

From,  
The Registrar General  
Delhi High Court  
New Delhi

To,

(On the website of High Court)

**Sub: Tender calling quotations for purchase of 'HP LaserJet Enterprise M507dn (Heavy Duty) Printer with 5 years on-site warranty.'**

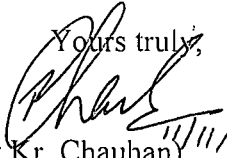
This Court intends to purchase 'HP LaserJet Enterprise M507dn (Heavy Duty) Printer' with 5 years on-site warranty for the use of this Court.

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

1. The authorized vendors are requested to submit the necessary quotation(s) 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 on any ground will be entertained.**
3. 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 02-12-2021 till 5:30 P.M. The envelope should be addressed in the name of "**The Registrar General, Delhi High Court, New Delhi.**" The subject "**Quotation for HP LaserJet Enterprise M507dn (Heavy Duty) Printer**" and due date should be superscribed on the envelope.
4. No quotation shall be entertained after due date. Envelope(s) without mentioning the subject shall be summarily rejected.
5. The validity of rates should not be less than 180 days from the last date of submission of quotations and tax rate applicable should be clearly mentioned.
6. Quotations with less period of validity of rates shall be summarily rejected.
7. The quotation 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.
8. 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 first order placed on the successful firm fulfilling all codal formalities against receipt. 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.
9. If the offer of quotation is withdrawn by the tenderer(s) before/after opening of tender or any other default, the amount of EMD shall be forfeited and the firm will be blacklisted from participation in future tenders of this Court.
10. Selected Vendor will be required to submit valid authorization letter in original or copy of valid Authorization letter issued by OEM duly attested under the seal of selected vendor each time while submitting Invoice/Bill for payment.

11. The selected vendor is also required to give the details of SPOC (Single Point of Contact) for after-sale support.
12. It may be noted that the final rates should be mentioned as unit price inclusive of GST and taxes applicable should also be clearly and separately mentioned.
13. The selected eligible L-1/ firm will be required to supply the required items as expeditiously as possible or within the days as mentioned in the Purchase Order, failing which the purchase order issued shall be deemed to be cancelled without entertaining any communication in this regard unless sufficient cause is shown (supported by documentary proof) for such lapse.
14. In case the Purchase Order awarded to successful vendor 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.
15. If multiple quotations are submitted by a firm/vendor, all such quotations shall be liable to be rejected at the first instance.
16. The firm/vendor shall also have to give an undertaking (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.
17. 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.

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

Yours truly,  
  
(Rajeev Kr. Chauhan)  
Joint Registrar (IT/Sty.)  
For Registrar General

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

## Price Bid

Description of Product	Price offered (Without taxes) in Rs.	HSN Code	Tax Rate (%)	Tax Amount for one unit (in Rs.)	Total Price offered for one unit (incl. of taxes)	Undertaking furnished (Yes/No.)	Remarks (if any)
HP Laserjet M507dn (Heavy Duty) Printer with five years warranty							

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

Official Stamp/Seal

Date:

Place:

## Annexure - 'B'

## 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 also 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/organization

Official Stamp/Seal

Date:

Place: