

IN COURT OF DELHI AT NEW DELHI

F.No.379/Comp./DHC 9644

Dated: 10/7/2020.

From

The Registrar General
Delhi High Court
New Delhi

To,

(On the website of Delhi High Court)

Sub: Quotation for purchase of HP LaserJet Pro MFP M128FW printer or its upgraded model with five years onsite warranty

This Court intends to purchase HP LaserJet Pro MFP M128FW printer or its upgraded model, with five years onsite warranty from the manufacturer for Hon'ble Judges/Registry of this Court.

The authorized vendor(s) are requested to submit the quotation for the aforesaid printers clearly mentioning the technical specifications of the product being offered by them as also the warranty/carepack details, in a sealed envelope to the AOJ (IT/Sty), Ground Floor, LCB-III, Delhi High Court, on or before **30.07.2020**. The validity of the rates should not be less than six months. Quotations with less period of validity of rates shall be rejected. The envelope should be addressed in the name of "The Registrar General, Delhi High Court, New Delhi," and the subject of this letter be superscribed on the envelope. Envelope without subject shall be rejected. The quotation received after due date shall be summarily rejected.

The quotations must be accompanied by Demand draft/Pay order for a sum of Rs.10,000/- in favour of "**The Registrar General, Delhi High Court, New Delhi-110503**" payable at New Delhi towards earnest money deposit (refundable without interest on written request). Quotation submitted without EMD shall be summarily rejected.

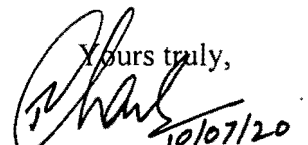
The DD/Pay order towards EMD of all the tenderers, except the lowest three, shall be returned to vendors on their written request after finalization of Tender Process & EMD of successful tenderer will be returned after supply and successful installation of the order placed to the firm/after fulfilling all codal formalities against receipt.

The DD/Pay Order of L-2 & L-3 will be returned 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 If the offer of quotation is withdrawn by the tenderer before/after opening of tender or any other default, the amount of EMD shall be forfeited and the firm will be blacklisted to participate in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.

The selected vendor will have to submit current authorization letter/care pack from the OEM (Original Equipment Manufacturer) for the printer(s) supplied.

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

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.

Yours truly,


(Rajeev Kr. Chauhan)
Joint Registrar (IT/Sty./Dig.)
for Registrar General

CC to:- Joint Director, Delhi high Court.- for uploading on the official website of the Delhi High Court