

IN THE HIGH COURT OF DELHI AT NEW DELHI

F.No.689/SA-1/Comp./DHC/No. 12648

Dated: 25-09-2020

From,

The Registrar General
Delhi High Court
New Delhi

To,

(On the website of High Court)

Sub: Quotation for Microsoft Surface Pro i7/8GB/128 GB & 256 GB Tablets for Hon'ble Judges of this Court.

This Court intends to purchase below mentioned tablets with three years onsite comprehensive warranty for the use of Hon'ble Judges of this Court:-

Microsoft Surface Pro i7/8GB/128 GB & 256 GB Tablets with magnetic cover and pen, having three years onsite warranty/carepack.

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. Quotation without EMD shall be summarily rejected and no request for waiver will be entertained.
3. Selected Vendor will be required to submit valid authorization letter in original or copy of valid Auhorization letter issued by OEM duly attested under the seal of selected vendor each time while submitting Invoice/Bill for payment.
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 **16-10-2020 till 5:00 P.M.** clearly mentioning the Version/Model Number/features/configuration of the products being offered.
5. **The validity of rates should not be less than 180 days from the last date of submission of quotation and tax rate applicable should be clearly 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 Microsoft Surface Pro**" should be superscribed on the envelope.
8. No quotations shall be entertained **after due date**. Envelope(s) **without subject** shall be summarily rejected.
9. **The quotation must be tendered strictly in the format mentioned in Annexure-'A' of this tender. Quotation offered in other format shall be liable to be rejected.**
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 first order placed to the successful firm fulfilling all codal formalities against receipt.
11. The DD/Pay Order of L-2 & L-3 will be returned upon written request and after issuance of the Purchase order to the successful tenderer. 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 to participate in future tenders of this Court.

Signature Not Verified

Digitally Signed By: RAJEEV
KUMAR CHAUHAN
Signing Date: 25/09/2020
14:21:30

This Court reserves the right to modify/amend the quotation letter/terms & conditions at a later stage. This Court reserves the right to place the Order fully/partially to different firms/vendors.

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.

Quotation for Microsoft Surface Pro i7/8GB/128 GB & 256 GB Tablet

Annexure-A

S.no.	Technical Specification/ Information Sought	Offer of the firm
1.	Processor & generation	
2.	System Memory RAM (8GB)	
3.	Internal Storage (128 GB/ 256 GB)*	
4.	Display quality	
5.	Graphics	
6.	Onsite Warranty/Carepack (three years)	
7.	Battery Life	
8.	Camera Configuration (Rear and Front)	
9.	Windows OS version	
10.	Wifi (yes/no) (if yes, please specify)	
11.	Bluetooth (yes/no) (if yes, please specify)	
12.	Unit Price of above mentioned tablet	
13.	Tax rate on the above unit price of tablet	
14.	Price of tablet inclusive of taxes	
15.	Unit Price of compatible Magnetic Cover	
16.	Tax rate on the Price of compatible Magnetic Cover	
17.	Price of compatible Magnetic Cover inclusive of taxes	
18.	Warranty on compatible Magnetic Cover	
19.	Unit Price of compatible Pen	
20.	Tax rate on the Price of compatible Pen	
21.	Price of compatible Pen inclusive of taxes	
22.	Warranty on compatible Pen	
23.	Total Unit Price for Tablet, Magnetic Cover, Pen & three years Onsite warranty/Carepack, inclusive of all taxes	
24.	Any other important specifications of the device	
25.	Remarks, if any	

***In case of multiple quotations for different model(s), the vendor will have to submit the separate annexures for each model.**