

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

F.No.689-B /DA-1/IT/DHC/No.

8386

Dated: 20.05.2022

From,

The Registrar General  
Delhi High Court  
New Delhi.

To,

(On the website of High Court)

**Sub: Tender inviting quotaton(s) for purchase of Microsoft Surface Pro 8, Intel Core i7 processor (11th Generation), 16 GB RAM, 256 GB SSD, latest Windows Operating System, Surface Pro Signature keyboard and compatible pen with three years warranty.**

This Court intends to purchase Microsoft Surface Pro 8, Intel Core i7 processor (11th Generation), 16 GB RAM, 256 GB SSD, latest Windows Operating System, Surface Pro Signature keyboard and compatible pen with three years warranty for the use of Hon'ble the Chief Justice and Hon'ble Judges of this Court.


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

1. The firm(s)/vendor(s) (Based in Delhi/NCR Region only) authorized by OEM are requested to submit the necessary sealed quotation(s) offering the rates for Microsoft Surface Pro 8, Intel Core i7 processor (11th Generation), 16 GB RAM, 256 GB SSD, latest Windows Operating System, Surface Pro Signature keyboard and compatible pen with three years warranty with copy of current valid authorization letter issued by the OEM in their favour.
2. Sealed envelopes containing the quotations referred to above must reach to the AOJ (IT & Stationery Branch), Lawyers' Chamber Block-III, Room No. 6, Ground Floor, Delhi High Court on or before 10/06/2022 till 5:30 P.M.
3. The envelope should be addressed in the name of "The Registrar General, Delhi High Court, New Delhi."
4. The subject "**Quotation for purchase of Microsoft Surface Pro 8 (11<sup>th</sup> Gen.) with accessories**" and due date of Tender should be superscribed on the envelope.
5. The validity of rates should not be less than 180 days from the last date of submission of quotation.
6. Quotations with less period of validity of rates shall be summarily rejected.
7. The quotations 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 firms/vendors offering NET rate, (rate without tax component) claiming that they are mandatorily not required to be registered under the GST Act shall submit NET rates only in their quotation and need not mention tax rate/ tax amount and are further required to submit supporting documents in support of exemption from registration

- under GST Act viz. CA's Certificate, Copy of Notification issued by Govt of India/Govt of NCT of Delhi duly attested under the seal of the firm to this effect with the quotation and certificate issued by Chartered Accountant for the F.Y. 2021-2022 & 2022-2023 etc.
9. The vendors exempted from Registration under GST Act shall also submit Affidavit on a non-judicial stamp paper of Rs.10/- affixed with Rs. 5/- Notarial Stamp duly notarized by Notary Public as per **Annexure 'B'**.
  10. No quotations shall be entertained after due date. Envelope(s) without subject having been mentioned on them shall be summarily rejected.
  11. The selected eligible L-1 firm vendor shall be bound to supply the required item within ten (10) days from the date of issuance of 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 delay.
  12. In case the Purchase Order awarded to the eligible L-1 firm is cancelled due to non-supply of goods within stipulated period, the Purchase Order will be awarded to the next eligible L-2 vendor/firm.
  13. If multiple quotations are submitted for the instant Tender by a firm/vendor, all such quotations submitted shall be liable to be rejected at the first instance.
  14. The firm or vendor shall also have to give an undertaking (as per **Annexure 'C'**) 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 instance Tender Notice are acceptable to them. The quotations received without undertaking shall be summarily rejected.
  15. After opening of the sealed quotations, 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.
  16. Withdrawal of quotation(s) after their opening may attract blacklisting of the firms/vendor for participation in any future tender process of this Court for a period of six months from the date of blacklisting.

This Court reserves the right to modify/ amend the instant Tender, its terms & conditions at a later stage.

Yours truly,

  
(Sunil Dutt)

Assistant Registrar (IT/Sty.)  
For Registrar General  
Delhi High Court

**Annexure - 'A'**

**Price Bid**

Name of the firm:- \_\_\_\_\_ Address of the Firm: \_\_\_\_\_

\_\_\_\_\_ Contract No.: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Description of Product (A)	Price offered for one unit (Without taxes in Rs.) (B)	Tax Rate (%) (C)	Tax Amount for one unit (in Rs.) (D)	Total Price offered for one unit (incl. of taxes) OR NET Price offered for one unit by the vendor exempted from registration under the GST Act. (E)*	Undertaking furnished (Yes/No) (F)	Validity of Rates: (180 days or more) (G)	Warranty (H)	Remarks (if any) (I)
Microsoft Surface Pro 8, Intel Core i7 processor (11th Generation), 16 GB RAM, 256 GB SSD, latest Windows Operating System with three years warranty.								
Surface Pro Signature keyboard with three years warranty.								
Compatible pen of above Surface Pro with three years warranty.								

\*Please mention figures in words (Column 'E') \_\_\_\_\_

Signature of the authorized  
Signatory Of the firm/company/organization

Date:  
Place:

Official Stamp/Seal

#Corrections/overwriting not allowed in this Annexure.

[ON RS. 10/- NON-JUDICIAL STAMP PAPER DULY NOTRAIZED BY NOTARY PUBLIC AFFIXING RS. 5/- NOTARIAL STAMP TO BE PRODUCED ONLY BY THE FIRMS/VENDORS CLAIMING EXEMPTION FROM REGISTRATION UNDER GST ACT ]

Annexure - 'B'

**AFFIDAVIT**

I \_\_\_\_\_, S/D/W/of Sh./Smt. \_\_\_\_\_  
Resident of \_\_\_\_\_ in the capacity of \_\_\_\_\_  
of M/s \_\_\_\_\_ having its Registered office/office at  
\_\_\_\_\_ do hereby solemnly affirm and declare as under:-

1. That the Turnover of M/s \_\_\_\_\_ was less than 40 Lakh in financial year i.e. 2021-2022.
2. That the firm \_\_\_\_\_ is exclusively engaged in supply of Goods in Delhi/NCR Region and not making any inter-state supplies.
3. That the turnover of M/s \_\_\_\_\_ has not crossed the 'threshold exemption limit' of Rs. 40 lakh, in the current financial year 2022-23.
4. That I undertake that at the point of time the turnover of the firm crosses the threshold exemption limit of Rs. 40 lakh, the firm will be registered under GST Act and shall comply with the provisions mentioned in the GST Act.
5. That the firm is claiming exemption to be registered under GST Act. Hence not mentioning GST rate percentage in the financial bid.
6. That M/s. \_\_\_\_\_ will claim only the NET price exclusive of GST, if declared eligible in the tender process.

DEPONENT

**VERIFICATION**

Verified at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 2022 that the contents of the above affidavit are true and correct to the best of my knowledge and that nothing material has been concealed there from.

DEPONENT

UNDERTAKING

I/We undertake that 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.

\*I/We further undertake that I/we have confirmed and correctly applied the HSN Code of the required items and its corresponding applicable GST rate as on date with sole responsibility.

*\*(Strike out in case the firm/vendor is claiming exemption from GST & is offering net rates)*

Signature of the authorised

Signatory of the firm/company/organization  
Official Stamp/Seal

Date:-

Place:-