

IN THE HIGH COURT OF DELHI AT NEW DELHI

F. No. 451/Comp./SA-2/DHC/No. 12660

Dated: 14.09.21

From :
The Registrar General
Delhi High Court,
New Delhi.

To :

(On the website of this Court)

Sub.: Tender inviting quotations for Heavy Duty Photocopier machine of RICOH/ KYOCERA/ CANON/ HP/ KONICA MINOLTA make of around 55/60 cpm having 5 years onsite warranty with AMC charges from day one on per copy basis.

Sir,

This Court intends to purchase Heavy duty photocopier machines of RICOH/ KYOCERA/ CANON/ HP/ KONICA MINOLTA make of around 55/60 cpm having 5 years onsite warranty with AMC from day one on per copy basis in the following format:

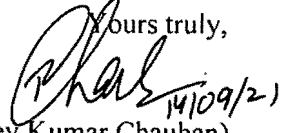
Format of the quotation				
Make/Model & Part No. of Photocopier machine	Unit Rate	Tax Rate (in %)	Unit Rate inclusive of tax/GST	AMC charges from day one on per copy basis with number of free copies (specifically mentioned) & the Time for Engineer attending the individual complaint
RICOH				
KYOCERA				
CANON				
HP				
KONICA MINOLTA				

Terms & Conditions

1. The authorised vendor(s) of aforesaid manufacturers are requested to submit the quotation (s) in sealed envelope clearly mentioning the technical details of the model being offered along with the minimum duty cycle of the photocopier machine being offered in terms of number of years as well as number of copies.
2. The participating vendors are also requested to submit the copy of current authorization letter of the OEM and Earnest Money Deposit (EMD) worth Rs.10,000/- (refundable without interest on written request) by way of Demand Draft or bankers Cheque drawn in favour of "The Registrar General, Delhi High Court" payable at New Delhi.
3. Quotation received without EMD shall be summarily rejected and no request for waiver will be entertained.
4. Vendor(s) offering quotations for multiple makes/models of photocopier machine(s) will have to submit authorization letter(s) from each manufacturer(s) whose product is being offered.
5. Sealed envelopes containing quotation & EMD must reach to AOJ (IT/Sty. Branch), Lawyers Chamber Block-III, Ground Floor, Delhi High Court on or before 05-10-21 till 5:30 P.M. clearly mentioning the features/configurations of the product(s) being offered.

6. The rate(s) offered should be inclusive of all taxes and the warranty period details should be clearly mentioned in the quotation. The vendors are also directed to submit details of the parts specifically not covered under warranty including the plastic/electrical/consumables parts.
7. **The validity of rates should not be less than 180 days from the last date of submission of bids. Quotation with less period of validity of rates shall be rejected.**
8. The envelope should be addressed in the name of "The Registrar General, Delhi High Court, New Delhi" and subject "**Quotation for Heavy Duty Photocopier machine of RICOH/ KYOCERA/ CANON/ HP/ KONICA MINOLTA make of around 55/60 cpm**" and due date should be superscribed on the envelope.
9. No quotations shall be entertained after due date. Envelope(s) without subject as referred to above shall be **summarily 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 on the firm fulfilling all codal formalities against receipt.
11. 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 from participation in future tenders of this Court.
12. If multiple quotations are submitted by a firm/vendor for the same photocopier machine, all such quotations shall be liable to be rejected at the first instance.
13. The firm/vendor shall also have to give an undertaking (as per Annexure- 'A') 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(s) received without undertaking shall be summarily rejected.**
14. 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.**
15. **The participating firms must note that this Court has to perform high volume of work within stipulated time and any disruption in the smooth functioning of this Court owing to malfunction or non-functioning of the machine has to be attended on urgent basis. Keeping the same in mind, participating firms must ensure quick post-sales services like deployment of engineer upon complaint or supply of toners/consumables within 2-3 hours from the time of complaint.**

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

Yours truly,

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

CC :- for information and necessary action:-

1. Joint Director, IT Cell, 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 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: