

IN THE HIGH COURT OF DELHI AT NEW DELHI

F. No. 652-A/Comp./SA-2/DHC/No. 11386

Dated: 18/08/2021

From :

The Registrar General
Delhi High Court,
New Delhi.

To :

Sub.: Quotation for laptop of HP/Dell/ASUS/Lenovo/Acer make for Officers of this Court.
Sir,

This Court intends to purchase laptop of HP/Dell/ASUS/Lenovo/Acer make with following minimum specifications having four years onsite comprehensive warranty for the use of Officers of this Court:-

Sl. No.	Description	Minimum Technical specifications
1.	Processor	Intel Core i7 processor (minimum 10 th generation)
2.	Screen size / resolution	13.3" or more/ HD
3.	Hard Disk	512 Solid State Drive
4.	RAM	16 GB LPDDR4
5.	Operating System	Windows 10 Pro
6.	Warranty	Four year comprehensive onsite warranty
7.	Misc.	In-built HD camera, speakers, Wi-Fi, Bluetooth.

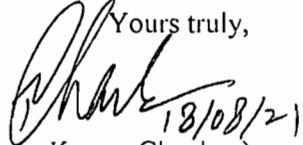
Format of the quotation				
Make/Model & Part No. of Laptop with specifications	Unit Rate of laptop	Tax Rate (in %)	Unit Rate inclusive of tax/GST	Whether meet the minimum Technical specification mentioned above (Yes/No) and if the specifications are higher please mention the difference
HP-				
Dell-				
Asus-				
Lenovo-				
Acer-				

Terms & Conditions

1. The authorised vendor(s) are requested to submit the 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. Vendor(s) offering quotation for multiple make/model of laptop(s) will have to submit authorization letter(s) from different manufacturer(s).
4. Sealed envelope containing quotation & EMD must reach to AOJ (IT/Sty. Branch), Lawyers Chamber Block-III, Ground Floor, Delhi High Court on or before 06-09-2021 till 5:30 P.M. clearly mentioning the features/configurations of the product(s) being offered.

5. The rate(s) offered for laptop(s) should be inclusive of all taxes and the warranty period/carepack details should be clearly mentioned in the quotation.
6. **The validity of rates should not be less than 180 days. Quotation with less period of validity of rates shall be rejected.**
7. The envelope should be addressed in the name of "The Registrar General, Delhi High Court, New Delhi" and subject "**Quotation for laptop of HP/Dell/ASUS/Lenovo/Acer for the Officers of this Court**" and due date should be superscribed on the envelope.
8. No quotations shall be entertained after due date. Envelope(s) without subject as referred above shall be summarily rejected.
9. 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 firm fulfilling all codal formalities against receipt.
10. 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.
11. If multiple quotations submitted by a firm/vendor, all such quotations submitted shall be liable to be rejected at the first instance.
12. 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 received without undertaking shall be summarily rejected.**
13. After opening of the sealed quotation if any correction is found in the offered rate which render the whole Tender process doubtful or ambiguous, **the said quotation shall be summarily rejected.**
14. The selected vendor (s) shall be bound to supply the required item(s) at the earliest after issuance of purchase order.

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: