

IN THE HIGH COURT OF DELHI AT NEW DELHI

F.No.689-B/DA-1/IT/DHC/No. 10229

Dated: 14.06.2022

From,
The Registrar General
Delhi High Court
New Delhi

To, (On the website of High Court)

Sub: Notice Inviting Tenders for the purchase of Microsoft Surface Pro 8, Intel Core i7 processor (11th Generation), 16GB RAM, 256GB SSD, latest Windows Operating System, Surface Pro Signature Keyboard and Compatible Pen with three years warranty.

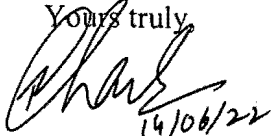
This Court intends to purchase Microsoft Surface Pro 8, Intel Core i7 processor (11th Generation), 16GB RAM, 256GB SSD, latest Windows Operating System, Surface Pro Signature Keyboard and Compatible Pen with three years warranty for the use of Hon'ble the Chief Justice and Hon'ble Judges of this Court.

The terms & conditions of this tender are as under

1. Interested firms/vendor(s) authorized by OEM are requested to submit the necessary quotation(s) for Microsoft Surface Pro 8, Intel Core i7 processor (11th Generation), 16GB RAM, 256GB SSD, latest Windows Operating System, Surface Pro Signature Keyboard and Compatible Pen with three years warranty along with a copy of current authorization letter of the OEM and Earnest Money Deposit (EMD) of 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. **Quotations received without EMD shall be summarily rejected and no request for waiver of submission of EMD will be entertained.**
3. Selected firm/vendor will also be required to submit valid authorization letter or copy of valid Authorization letter issued by OEM in their favour duly attested under the seal of selected firm/vendor each time while submitting Invoice/Bill for the payment, towards the supply of aforesaid Microsoft Surface Pro.
4. Sealed envelope containing the quotation, EMD and authorization letter must reach to the A.O.J. (I.T & Stationery Branch), Lawyers' Chamber Block-III, Room No. 6, Ground Floor, Delhi High Court on or before 04-07-22 till **5:30 P.M.** clearly mentioning the rates inclusive of GST /Tax rate, technical specifications of the product, warranty/support period and the delivery schedule of the product being offered.
5. The envelope(s) should be addressed in the name of "**The Registrar General, Delhi High Court, New Delhi**" and the subject "**Quotation for Microsoft Surface Pro 8, Surface Pro Signature keyboard and Compatible Pen**" should be superscribed on the envelope.
6. **The validity of rates should not be less than 180 days from the last date of submission of quotations** and tax rate/amount applicable should be clearly & separately mentioned.
7. The successful firm shall be awarded the tender at the quoted/approved rates. In case the firm who has been awarded the tender refuses to supply the required goods at the quoted rates during the said period of 180 days, the firm shall be liable to be blacklisted for participating in future tenders of this Court.
8. **Quotations with less period of validity of rates shall be summarily rejected.**
9. No quotations shall be entertained **after due date**. Sealed envelope(s) **without subject and due date having been mentioned on them shall be summarily rejected.**

10. **The quotations must be tendered strictly in the format mentioned in Annexure 'A' of this tender notice. Quotations offered in any other format than prescribed shall be liable to be rejected.**
11. 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 against receipt only after supply and successful installation of the first order placed on the successful firm after fulfilling all codal formalities. The DD/Pay Order of L-2 & L-3 will be returned upon written request after issuance of the Purchase order to the successful tenderer and receipt of supply.
12. If the offer of quotation is withdrawn by the bidder before/after opening of tender or any other default is found, the amount of EMD shall be forfeited and the firm will be blacklisted for participation in future tenders of this Court.
13. The selected vendor is also required to give the details of SPOC (Single Point of Contact) for after sale support related to supplied item(s).
14. 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 & amount and are, further required to submit supporting documents in support of exemption from registration under GST Act viz. CA's Certificate for the F.Y.2021-22 of 2022-23, the latest 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. The vendor exempted from Registration under GST Act shall also submit Affidavit on Rs.10/- non-judicial stamp paper affixed with Rs.5/- Notarial Stamp duly notarized by Notary Public as per **Annexure 'B'**.
15. The selected eligible L-1 firm shall be bound to supply the required item within **Twenty (21) 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 lapse. **The firm shall be liable to be blacklisted for participating in future tenders of this Court, if failed to supply any cogent reason.**
16. In case the Purchase Order awarded to the eligible L-1 firm is cancelled due to non-supply of goods within the stipulated period, the Purchase Order will be awarded to the next eligible L-2 vendor/firm.
17. If multiple quotations are submitted by a firm/vendor in response to the instant Tender, all such quotations submitted shall be liable to be rejected at the first instance.
18. After opening of the sealed quotation(s) 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.
19. The firm/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 instant Tender Notice are acceptable to them. The quotation received without undertaking shall be summarily rejected.

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

Yours truly,

14/06/22
(Rajeev Kr. Chauhan)
Joint Registrar (IT/Sty.)
For Registrar General

CC to:- Joint Director (IT), DHC.- for uploading on the official website of Delhi High Court.

Name of the firm:- _____

Address of the Firm: _____

Contact No.: _____

Email Address: _____

Price Bid

Description of Product (A)	Price offered for one unit (Without taxes) In Rs. (B)	Tax Rate (%) (C)	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 (D)	Undertaking (As per Annexure - 'C') furnished (Yes/No.) (E)	Validity of Rates: (180 days or more) (F)	Warranty Period offered (G)	Remarks (if any) (H)
Microsoft Surface Pro 8, Intel Core i7 processor (11th Generation), 16GB RAM, 256GB SSD, latest Windows Operating System, Surface Pro Signature keyboard and compatible pen (required with three years warranty).							
Surface Pro Signature keyboard (required with three years warranty).							
Compatible pen of above Surface Pro (required with three years warranty).							

Price as per column 'E' (per unit) in words: _____

Details of EMD

EMD instrument by way of DD/Pay Order/ Banker's Cheque	Bank Name / Branch	EMD Amount	Amount in words
No. _____			
Date: _____			

Details of SPOC (Single Point of Contact) for after sale support

Name	Designation	Mobile Number	Email ID

Signature of the authorised Signatory
of the firm/company/organization

Official Stamp/Seal

Date:

Place:

- Interlineation/Corrections/Overwriting not allowed

[ON Rs.10/- NON-JUDICIAL STAMP PAPER DULY NOTARIZED 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 also undertake that in case the supply is not found to be in conformity with the purchase order or any other distortion, the whole supply will be taken back at the cost of the firm with replacement of goods within 3 days.

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

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

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

Date:-

Place:-