

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

F.No.169B/DA-2/IT/DHC/No.

3307

Dated: 03/03/2022

From,

The Registrar General  
Delhi High Court  
New Delhi

To,

(On the website of High Court)

**Sub: Tender calling quotation(s) for purchase of one hundred (100) nos. of 16GB DDR4 RAMs of reputed make with 3 years or more warranty compatible with presently installed two models of desktops i.e. HP 280 GN and HP 280 G4 MT .**

This Court intends to purchase one hundred (100) nos. of 16GB DDR4 RAMs of reputed make with 3 years or more warranty to be installed in HP 280 GN and HP 280 G4 MT Desktops presently being used in 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) along with the undertaking that the RAMs proposed to be supplied are compatible with above mentioned desktops & their installation will not breach the warranty of desktops and copy of current authorization letter of the OEM (whose product is being offered) and Earnest Money Deposit (EMD) of 5% of total proposed cost for purchase of one hundred (100) nos. of 16GB DDR4 RAMs 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 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 while submitting Invoice/Bill mentioning warranty/support period.
4. Sealed envelope containing the quotation, EMD and authorization letter must reach to the AOJ (IT & Stationery Branch), Lawyers' Chamber Block-III, Room No. 6, Ground Floor, Delhi High Court on or before 24/3/2022 till 5:30 P.M. clearly mentioning the rates inclusive of GST /Tax rate, technical specification 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 one hundred (100) nos. of 16GB DDR4 RAMs" 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 applicable should be clearly & separately mentioned.
7. Quotations with less period of validity of rates shall be summarily rejected.
8. No quotations shall be entertained after due date. Envelope(s) without subject having been mentioned on them shall be summarily rejected.
9. 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.
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 after issuance of the Purchase order to the successful tenderer. If the offer of quotation is withdrawn by the bidder 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. The firms/vendors offering NET rate 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 and are further required to submit an affidavit strictly as per **Annexure-'B'** with supporting documents in respect of exemption from registration under GST Act viz. copy of the latest Notification issued by Govt. of India/Govt. of NCT of Delhi duly attested under the seal of the firm, certificate issued by Chartered Accountant for the F.Y. 2020-2021 & 2021-2022, etc.
13. The selected eligible L-1 firm shall be bound to supply the required item within twenty one (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.
14. In case the Purchase Order awarded to the eligible L-1 firm 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.
15. If multiple quotations are submitted by a firm/vendor, all such quotations submitted shall be liable to be rejected at the first instance.
16. 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.
17. 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 and to increase or decrease the quantity depending on the requirement.

Yours truly,

*Deepti*  
3/3/2022

(Deepti Chhabra)  
Deputy Registrar (IT/Sty.)  
for Registrar General

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

**Annexure - 'A'**

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

Contact No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Price Bid**

Description of Product	Price offered for one unit (Without taxes) in Rs.	Tax Rate (%)	Tax Amount for one unit (in Rs.)	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	Under - taking furnished (Yes/No .)	Validity of Rates: (180 days or more)	Warranty	Remarks (if any)
A	B	C	D	E	F	G	H	I
16GB DDR4 RAM (Make/model/Frequency)								

Price as at column (E) in words :- \_\_\_\_\_

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

Official Stamp/Seal

Date:

Place:

\*Interlineations/erasures/Corrections/Overwriting not allowed

**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:-

7. That the Turnover of M/s. \_\_\_\_\_ was less than 40 Lakh in financial year i.e. 2020-2021.
8. That the firm \_\_\_\_\_ is exclusively engaged in supply of Goods in Delhi/NCR Region and not making any inter-state supplies.
9. That the turnover of M/s. \_\_\_\_\_ has not crossed the 'threshold exemption limit' of Rs.40 lakh, in the current financial year 2021-22.
10. That I undertake that at the point of time the turnover of the firm will cross the threshold exemption limit of Rs.40 lakh, the firm will be registered under GST Act and comply the provisions mentioned in the GST Act.
11. That the firm is claiming exemption to be registered under GST Act, hence not mentioning GST rate percentage in the financial bid.
12. 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 (**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.

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.

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

Date:-

Place:-