

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

F. No.161-A/ IT/DHC/DA-09/No. 7471

Dated: 04.04.24

From:

The Registrar General  
Delhi High Court,  
New Delhi.

To,

(On the website of this Court)

**Sub: Notice inviting Tender for purchase of Digital Voice Recorder (DVR) of reputed make compatible with Dragon Naturally Speaking Software with minimum One Year onsite comprehensive warranty for the use of Hon'ble Judges.**

This Court intends to purchase **Digital Voice Recorder (DVR) of reputed make compatible with Dragon Naturally Speaking Software** with minimum One Year onsite comprehensive warranty for the use of Hon'ble Judges. The Compliance Sheet containing minimum technical specifications of the required Digital Voice Recorder (DVR) are enclosed herewith at **Annexure-'A'**.

*\*Note: The participating authorized firm / vendor must submit duly filled in technical specification compliance sheet as per Annexure-'A' along with the Financial/Price bid to be submitted as per Annexure-'B'. Non compliance will lead to rejection of the quotation.*

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

1. Interested firm(s) / vendor(s) (**Based in Delhi/NCR Region only**) authorized by OEM intending to participate in the instant tender are requested to submit the necessary Technical/Financial bids along with a copy of current authorization letter issued by OEM in their favour and **Earnest Money Deposit (EMD) of Rs.5,000/-** for Digital Voice Recorder (DVR) of reputed make compatible with Dragon Naturally Speaking Software by way of Demand Draft/Bankers Cheque/Pay Order drawn in the 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 EMD will be entertained.**
3. Selected Firms(s)/Vendor(s) will also be required to submit valid authorization letter in original or copy of valid authorization letter issued by OEM duly attested under the seal of the firm while submitting Invoice/Bill mentioning warranty/support period.
4. One big Sealed/closed envelope containing two sealed/closed envelopes of Technical/Financial Bid & EMD must reach to the **A.O.(J) (IT Branch), Lawyers' Chamber Block-III, Room No. 6, Ground Floor, Delhi High Court, New Delhi-110003** on or before 24/04/2024 till **5:30 P.M.** clearly mentioning the rates inclusive of GST/Tax rate, technical specifications, warranty/support period, validity of rates and the delivery schedule of the product being offered.
5. The Big Envelope should be addressed in the name of **"The Registrar General, Delhi High Court, New Delhi"** and the **Subject & due date** for which the quotation is submitted must be clearly super scribed in capital letters on the envelope.
6. **The validity of rates must not be less than 180 days from the last date of submission of quotations. Quotations with less period of validity of rates shall be summarily rejected.**
7. No quotation shall be entertained **after due date**. Envelope(s) received **without subject** being mentioned on them as referred to above shall be **summarily rejected**.
8. Vendor(s) offering quotations for multiple make/model of Digital Voice Recorder will have to submit separate authorization letter(s) from the respective manufacturer(s).
9. 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 L-2 vendor/firm. The firm shall be liable to be blacklisted to participate in future tenders of this

court and the amount of EMD shall be forfeited, if failed to give any cogent reason supported by documentary proof for non-supply of goods within the stipulated period.

10. **The quotation must be tendered strictly in the format mentioned in Annexure-'A' & Annexure-'B' of this tender. Quotation(s) offered in any other format than prescribed shall be liable to be rejected.**
11. The Demand Draft/Bankers Cheque/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 completion of the purchase order placed upon the firm fulfilling all codal formalities against receipt.
12. The Demand Draft/Bankers Cheque/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 tenderer before/after opening of tender the amount of EMD shall be forfeited and the firm will be blacklisted from participation in any future tenders of this Court for a period of twelve months from the date of blacklisting.
13. The selected vendor is also required to submit the details of SPOC (single point of contact) for after sale support and will also ensure that the complaints notified to designated SPOC person are attended and resolved expeditiously/immediately.
14. The successful vendor shall abide by the condition that if a complaint is lodged before lunch, the same shall be resolved maximum during the second half of the day i.e. after lunch and if a complaint is lodged after lunch the same shall be resolved on next working day maximum (within one day).
15. The selected L-1 firm or any other firm(s) as desired by the authorities shall be required to give the demonstration of the Digital Voice Recorder (DVR) offered by them to check whether it meets the requirements of this Court.
16. If multiple quotations are submitted by a firm/vendor, all such quotations submitted by it shall be liable to be rejected at the first instance.
17. After opening of the sealed quotation if any cutting/overwriting/correction is found in the offered rate which renders the whole Tender process doubtful or ambiguous, the said quotation shall be summarily rejected.
18. The firm/vendor shall also have to furnish a duly filled in/signed/stamped undertaking (as per Annexure- 'B') that neither the firm or its Partner/Director/Proprietor has/have been blacklisted/banned and its Business dealings with the Central/State Government/Public Sector Undertakings/Autonomous Bodies has/have 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.
19. No employee of this Court or his/her dependent family members be involved in the instant tender process in contravention of the requirement/provisions contained in Central Civil Services (Conduct) Rules, 1964.
20. In case the firm/vendor wants any clarification regarding this Tender, Mr. Zameem Ahmad Khan, Joint Director (IT) at Tel. No. 011-43010101 (Ext.4852) may be contacted.

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

Yours truly,



(Ajai Kumar Rana)  
Assistant Registrar (IT)  
for Registrar General

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

**Compliance Sheet**  
**(Minimum Technical Specification for Digital Voice Recorder)**

Sl. No.	Technical Specifications	Descriptions	Compliance (Yes/No)	Give Details/Remarks, if any
1.	Recording Format	WAV, MP3		
2.	Storage Capacity (inbuilt)	8 GB or Higher		
3.	Standing screen display size	2 inches or Higher		
4.	Battery Backup	36 Hours or Higher		
5.	Rechargeable Battery	Yes, Lithium Ion		
6.	Microphone	Built-in with noise cancellation		
7.	Recording Quality	Variable settings for audio fidelity		
8.	Connectivity	USB, Bluetooth/Wi-Fi		
9.	Playback Features	Basic (play, pause, rewind, fast-forward)		
10.	Display	LCD		
11.	Size and Weight	Compact and lightweight		
12.	Durability	Shock and moisture resistance		
13.	Additional Features	Voice activation, time stamping		
14.	User Interface	Intuitive controls and menu navigation		
15.	Compatibility	1. Operating system compatibility (Windows, macOS, Linux) 2. Compatible with Dragon Naturally Speaking Software		
16.	Accessories (Optional)	MicroSD card		

**Annexure - 'B'**

Name of the firm: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address of the Firm: \_\_\_\_\_

\_\_\_\_\_ Contact No.: \_\_\_\_\_

**Price Bid**

Description of Product	A	Make : _____ Model: _____
Price offered for one unit (without taxes) in Rs.	B	
Tax Rate (%)	C	
Total Price offered for one unit (incl. of tax) In Rs.	D	
Undertaking furnished (Yes/No)	E	
Validity of Rates (180 days or more)	F	
Minimum One year onsite warranty (Please specify no. of years for which warranty offered)	G	
Product Delivery Time	H	
Remarks, (if any)	I	

(Interlineations/corrections/overwriting not allowed)

Price as per column 'D' (per unit) in words: \_\_\_\_\_

Details of EMD attached \_\_\_\_\_

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

Official Stamp/Seal

Date:  
Place:

UNDERTAKING

I/We undertake that neither the firm ( \_\_\_\_\_ )  
nor its Partner/Director/Proprietor ( \_\_\_\_\_ )  
has/have been blacklisted / banned and its Business dealings with any Central / State  
Government / Public Sector Undertaking / Autonomous Bodies has/have 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 authorized  
Signatory of the firm/company/organization  
Official Stamp/Seal

Date:-

Place:-