

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

F.No.379(R)/DA-2/IT/DHC/No.

05 (IT)

Dated: 18-11-2022

From,

The Registrar General  
Delhi High Court  
New Delhi

To,

(On the website of High Court)

**Sub: Notice inviting Tender for purchase of 100 (one hundred) nos. of 'HP LaserJet Pro M305dn Printers with 5 years on-site comprehensive warranty**

This Court intends to purchase 100 (one hundred) nos. of 'HP LaserJet Pro M305dn Printers' with 5 years on-site comprehensive warranty for use in this Court.

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

1. Interested firm(s)/vendor(s) authorized by OEM are requested to submit the necessary quotation(s) for 100 (hundred) nos. of 'HP LaserJet Pro M305dn Printer with 5 years on-site comprehensive warranty along with a copy of current authorization letter issued by OEM in their favour and Earnest Money Deposit (EMD) of 3% of total proposed cost for purchase of the the abovesaid printers 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 on any ground 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 duly attested under the seal of selected vendor at the time of submitting Invoice/Bill for payment.
4. Sealed envelope containing the quotation, EMD and authorization letter as required must reach to the AO(J) (IT Branch), Lawyers' Chamber Block-III, Room No. 6, Ground Floor, Delhi High Court on or before 09/12/2022 till 5:30 P.M., clearly mentioning the rates inclusive of GST /Tax rate 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 HP LaserJet Pro M305dn Printer" along with 'due date' 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. Quotations with less period of validity of rates shall be summarily rejected.**
7. No quotations shall be entertained **after due date**. Sealed envelope(s) **without subject having been mentioned on them shall be summarily rejected.**

8. **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.**
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 selection Process & EMD of successful tenderer will be returned only after supply and successful installation of the first order placed on the successful firm after fulfilling all codal formalities against receipt. 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.
10. 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 from participation in future tenders of this Court.
11. The successful tenderer will also be required to submit Performance Bank Guarantee of 3% of the total Invoice amount valid for the warranty period and execute **Service agreement** with the Delhi High Court for attendance of the complaint maximum on the next working day.
12. The payment will be released after random testing of printers by independent officer and completion of formalities of PBG and Service Agreement. In case of any problem in the sealed printers subsequently on opening, the vendor will get the same replaced.
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.
14. The successful tenderer shall further abide by the condition that if a complaint is lodged before lunch, the same shall be resolved during the second half of the day i.e. after lunch and if a complaint is lodged after lunch, the same shall be resolved next working day (within one day). If the vendor fails to respond within the stipulated period to attend complaint(s) as per their policy, then they will be bound to face the penal action.
15. The selected eligible L-1 firm shall be bound to supply the required item within three weeks 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 delay. The firm shall be liable to be blacklisted to participate in future tenders of this Court if failed to furnish 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, 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. After opening of the sealed envelope(s), if any firm/vendor

attempts to revise the base price offered on one ground or other, their offer of quotation will be rejected and the firm will be blacklisted to participate in future tenders of this Court.

19. The firm/vendor shall also have to give an undertaking (as per **Annexure- 'B'**) 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. This Court also reserves the right to increase or decrease the quantity of required printers.

Yours truly,

*Deepti*  
18/11/2022

(Deepti Chhabra)  
Deputy Registrar (IT)  
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 (%)	Total Price offered for one unit (incl.of taxes)	Under - taking furnished (Yes/No.)	Validity of Rates: (180 days or more)	Five years onsite comprehensive warranty (Yes or No.)	Remarks (if any)
A	B	C	D	E	F	G	H
HP LJ Pro M 305dn Printer							

Price as per column 'D' (per unit) in words

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

Official Stamp/Seal

Date:

Place:

- Interlineation/Corrections/Overwriting not allowed

UNDERTAKING

I/We undertake that the firm (name of the firm) or its Partner/Director/Proprietor (name of all owners \_\_\_\_\_) 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:-