

IN THE HIGH COURT OF DELHI AT NEW DELHI

F.No.768/DA-3/IT/DHC/No. 27303  
Dated: 26-12-2023

From,

The Registrar General  
Delhi High Court  
New Delhi

To,

(on the website of Delhi High Court)

**SUB: NOTICE INVITING TENDER FOR PURCHASE OF TWO (02) NOS. OF 32" TFT MONITORS OF REPUTED MAKE FOR THIS COURT**

Sir/Madam,

This Court intends to purchase two (02) nos. of 32" TFT Monitors of reputed make with five (5) years onsite warranty for the use of this Court as per the technical specification mentioned at Annexure 'B' and invites quotations to be submitted by the firms/vendors authorized by OEM(s) to participate in the instant tender.

**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 two (02) nos. of 32" TFT Monitors of reputed make with five (5) years onsite warranty for the use of this Court along with the copy of current authorization letter issued by OEM in their favour and **Earnest Money Deposit (EMD) for a sum 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 EMD will be entertained.**
3. Selected Firm(s) / Vendor(s) 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 firm at the time of submitting Invoice/Bill for payment mentioning warranty/support period.
4. **Sealed envelope containing the quotation, EMD and authorization letter** as required must reach to the **AOJ (IT Branch), Lawyers' Chamber Block-III, Room No. 6, Ground Floor, Delhi High Court on or before 16-01-2024 till 5:30 P.M.** clearly mentioning the rates inclusive of GST/Tax rate, warranty/support period and the delivery schedule of the product being offered.
5. **No request for extension of last date / due date of the Tender will be entertained.**
6. The envelope(s) should be addressed in the name of "The Registrar General, Delhi High Court, New Delhi" and the subject "**Quotation for TWO (02) NOS. OF 32" TFT MONITORS**" along with 'due date' should be superscribed on the envelope.
7. **The validity of rates must not be less than 180 days from the last date of submission of quotation. Quotations with less period of validity of rates shall be summarily rejected.**

8. No quotation shall be entertained **after due date**. Sealed 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’ & Annexure-‘B’ of this tender. Quotation(s) tendered 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 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.
11. 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.
12. 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.
13. The successful tenderer must adhere to the condition that if a complaint is lodged before lunch, the same must be resolved during the second half of the day i.e. after lunch and if a complaint is lodged after lunch, the same must be resolved by the next working day (i.e. within one day). If the vendor fails to respond within the stipulated period to attend complaint(s), then the vendor will be bound to face the penal actions.
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 & 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 ‘D’.**
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 liable to be cancelled without entertaining any communications in this regard unless sufficient cause is shown (supported by documentary proof) for such lapse. The firm shall be liable to be blacklisted to participate 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, all such quotations submitted will 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-'C'**) that neither the firm nor its Partner/Director/Proprietor has been blacklisted/banned and its Business dealings with the Central/State Government/Public Sector Undertakings/Autonomous Bodies 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.
20. In case the firm/vendor wants any clarification regarding this Tender, Mr. Zameem Ahmad Khan, JD (IT) at Tel. No. 011-43010101 (Ext. 4852) may be contacted.
21. This Court may increase or decrease the quantity of the TFTs, depending upon the requirements.
22. 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.

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

Yours truly,

  
26-12-2023

(Ankit Pande)

Sr. System Analyst  
for Registrar General

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

**SUB: NOTICE INVITING TENDER FOR PURCHASE OF TWO (02) NOS. OF 32" TFT MONITORS OF REPUTED MAKE FOR THIS COURT**

**Annexure - 'A'**

Name of the Firm: \_\_\_\_\_

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

Name of the person (authorised to sign the tender document): \_\_\_\_\_

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

**PRICE BID**

S. No.	Product	Price offered for one unit (without taxes) in Rs.	Tax Rate (%)	Price offered for one unit (incl. taxes) in Rs.	Total Price offered (incl. of taxes) (in Rs.)	Under - taking furnished (Yes/No)	Validity of Rates (180 days or more)	5 years onsite warranty (Yes/No)	EMD (Yes/No)	Delivery schedule	Remarks (if any)
A	B	C	D	E	F	G	H	I	J	K	L
1.	32" TFT Monitor (Qty:2 nos.) Make: Model:										
Total Price as per column 'F' in words _____											

**EMD Details**

EMD instrument by way of DD/Pay Order No. Date:	Bank Name / Branch	EMD Amount (in Rs.)	Amount in words
		10,000/-	Ten Thousand Only

Date: \_\_\_\_\_  
Place: \_\_\_\_\_

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

- Interlineation/Corrections/Overwriting not allowed

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**Annexure – 'B'**

**Technical Compliance Sheet**

<b><u>32" TFT Monitor</u></b>			
		<b>Make:</b>	
		<b>Model:</b>	
S. No	Specification	Description	Compliance (Yes/No) <i>(Please mention the exact specifications offered. Please also highlight the higher specification, if any, offered)</i>
1	Screen Size	32 inches	
2	Resolution	Full HD (1920 x 1080) or higher	
3	Aspect ratio	16:9	
4	Panel Type	IPS/ VA /OLED	
5	Refresh Rate	60Hz/75Hz/144Hz or higher	
6	Response Time	1ms to 5ms or specific response time value	
7	Brightness	250 nits or more	
8	Contrast Ratio	50000:1 or higher	
9	Connectivity	HDMI 2.0, VGA and Headphone Jack 3.5 mm	
10	VESA Mount Compatibility	Yes	
11	Stand & Ergonomics	Tilt, swivel and height adjustment	
12	Built-in-Features	Speakers, USB ports etc.	
13	Warranty	5 years onsite warranty	

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

Date: \_\_\_\_\_  
Place: \_\_\_\_\_

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**Annexure – 'C'**

**UNDERTAKING**

I/We undertake that neither the firm (name of the firm) \_\_\_\_\_  
\_\_\_\_\_ nor its Partner/Director/Proprietor  
{name of all owner(s)} \_\_\_\_\_  
has/have been blacklisted/banned and its Business dealings with the 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 authorised  
Signatory of the firm/company/organization  
Official Stamp/Seal

Date: \_\_\_\_\_

Place: \_\_\_\_\_

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**Annexure – 'D'**

[AFFIDAVIT ON RS.10/- NON JUDICIAL STAMP PAPER DULY NOTORIZED BY NOTARY PUBLIC AFFIXING RS.5/- NOTARIAL STAMP]

I, \_\_\_\_\_, S/o Shri/Smt. \_\_\_\_\_, Resident of \_\_\_\_\_  
\_\_\_\_\_ Partner/Director/Proprietor of M/s. \_\_\_\_\_  
solemnly affirm/ authorised to solemnly affirm on behalf of M/s. \_\_\_\_\_  
and state as under:

1. That M/s. \_\_\_\_\_ is exclusively engaged in supply of Goods in Delhi/NCR Region and not making any inter-state supply.
2. That the turnover of M/s. \_\_\_\_\_ was less than Rs. 40 lakh in the financial year 2022-23.
3. That the turnover of M/s. \_\_\_\_\_ has not crossed the 'threshold exemption limit' of Rs. 40 lakh in the current financial year 2023-24.
4. That I \_\_\_\_\_, on behalf of M/s. \_\_\_\_\_ solemnly undertake that at the point of time the turnover of the firm will cross the threshold exemption limit of Rs.40 lakh, M/s. \_\_\_\_\_ will be registered under GST Act and will comply the provisions mentioned in the GST Act.
5. That M/s. \_\_\_\_\_ claiming exemption to be registered under GST Act, hence not mentioning GST rate percentage in the offer of quotation.
6. That M/s. \_\_\_\_\_, if declared eligible in the tender process will claim only the net price exclusive of GST.

**DEPONENT**

Signed at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_.

**VERIFICATION**

I, \_\_\_\_\_ the above named deponent solely state that the contents of the affidavit above are true to the best of my personal knowledge and nothing material has been concealed or falsely stated.

**DEPONENT**