

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

F.No.676-C/DA-2/IT/DHC/No. 28911  
Dated: 21-12-2022

From,

The Registrar General  
Delhi High Court  
New Delhi

To,

(On the website of this Court)

**Sub: Tender inviting quotation(s) for purchase of Magic Mouse with 01 year onsite comprehensive warranty to be used with MacBook**

This Court intends to purchase Magic Mouse with 01 year onsite comprehensive warranty to be used with MacBook by Hon'ble Judges of this Court from the firms/vendors authorized by OEM to participate in the instant tender.

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

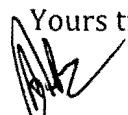
1. Interested firm(s)/vendor(s) **authorized by OEM** are requested to submit the necessary quotation(s) for Magic Mouse with 01 year onsite comprehensive warranty to be used with MacBook by Hon'ble Judges of this Court along with the copy of current authorization letter issued by OEM in their favour 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 A.O.(J) (IT Branch), Room No. 6, Ground Floor, Lawyers' Chamber Block-III, Delhi High Court, New Delhi-110003 on or before 06/01/2023 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. The big envelope(s) should be addressed in the name of **"The Registrar General, Delhi High Court, New Delhi"** and the subject **"Quotation for Magic Mouse to be used with MacBook"** along with 'due date' should be superscribed on the envelope.
6. **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.**
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. Quotation(s) 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 &

P.T.O.

- 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 return 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 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.
  12. The selected eligible L-1 firm shall be bound to **supply the required item within two 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.
  13. 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.
  14. If multiple quotations are submitted by a firm / vendor, all such quotations submitted will be liable to be rejected at the first instance.
  15. 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.
  16. The firm/vendor shall also have to give an undertaking (**as per Annexure-'B'**) that neither the firm nor 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 undertaking should be strictly in conformity with Annexure-'B'. 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,

  
(AJAI KUMAR RANA)  
Assistant Registrar (IT)  
for Registrar General

**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) in Rs.	Under - taking furnished (Yes/No)	Validity of Rates (180 days or more)	One year onsite comprehensive warranty (Yes/ No)	EMD of Rs. 10,000/- furnished (Yes/ No)	Remarks (if any)
A	B	C	D	E	F	G	H	I
Magic Mouse to be used with MacBook								

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

\_\_\_\_\_

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 neither the firm (name of the firm) nor its Partner/Director/Proprietor (name of all owners) has/have 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:-