

**DELHI INTERNATIONAL ARBITRATION CENTRE**  
S-Block, High Court of Delhi, Dr. Zakir Hussain Marg,  
New Delhi

F.No.--2/DIAC Tender/DHC

Dated: 17.07.2023

From,

The Coordinator  
Delhi International Arbitration Centre  
Delhi High Court, New Delhi

To,

1. On the website of DIAC
2. On the website of Delhi High Court
3. Indian Trade Journal, Kolkata

**Sub: Notice Inviting Tender(s) for purchase of UPS, printers, scanners and photocopy machine in following categories/products:**

- A) Seventy Six (76) nos. of 1KVA UPS of reputed make with 5Amp sockets having at least two inbuilt maintenance free batteries of 15-20 minutes back up**
- B) Forty One (41) LaserJet printer "HP LaserJet Pro M305dn Printers" with 5 years on-site comprehensive warranty;**
- C) Three (03) "HP LaserJet Enterprise M507dn heavy duty Printers" with 5 years on-site comprehensive warranty;**
- D) One (01) "HP Office Jet Pro 9020 All-in-One Colour Printer" with five years onsite warranty;**
- E) Two (02) Nos. of High Speed Scanners with both sides scan model 'HP Scan Jet N9120fn2 Scanners' along with Five (05) Years onsite comprehensive warranty; and**
- F) One (01) heavy duty photocopy machine model "Konica Minolta Bizhub 550i (55 CPM) photocopier" with 5 years on-site comprehensive warranty.**

The DIAC intends to purchase the above mentioned items, hence invites separate quotations for each product mentioned above, to be submitted for respective category/product by the firm(s) / vendor(s) authorized by respective OEM(s) to participate in the instant tender in

separate closed / sealed envelopes (mentioning the names of the product exclusively to be offered), to be processed product-wise separately by the DIAC.

*\*Note: The participating authorized firm(s) / vendor(s) must submit duly filled in Financial Bid/Quotation category-wise / product-wise as per Annexure-'A' as well as an undertaking as per Annexure-'B'. Non compliance will lead to rejection of the quotation(s).*


**Terms & conditions of this tender are as under:**

1. The firm (s) / vendor(s) authorized by respective OEM(s) to participate in the instant tender are requested to submit the necessary Financial bid/Quotation separately for respective category/product mentioned above along with the copy of **current authorization letter of the OEM(s) and separate Earnest Money Deposit (EMDs) for respective category/product worth Rs.10,000/- by way of Demand Draft or Banker's Cheque** separately drawn in favour of "The Registrar General, Delhi High Court" payable at New Delhi.
2. Quotations received without separate EMDs for the corresponding category/product shall be summarily rejected and no request for waiver of EMDs for any category/product will be entertained.
3. The firms/vendor must submit only one quotation for each category/product against instant Tender Notice. Quotation(s) related to some other item(s) not related to instant tender placed in the sealed envelope will be liable to be rejected.
4. The firm(s) shall also submit copy of GST Registration Certificate of the firm.
5. Firm(s) / Vendor(s) submitting quotations for more than one category/product will have to submit separate authorization letter or copy of the same for respective category/product.
6. **Separate Sealed envelopes for respective category/product mentioned above containing Financial Bid/Quotation & EMD for respective category/product must reach the office of The Coordinator, Delhi International Arbitration Centre, 2<sup>nd</sup> Floor, 'S' Block, Delhi High Court, Dr. Zakir Hussain Road, New Delhi on or before 10/08/2023 till 5:30P.M** clearly mentioning the rates inclusive of GST/Tax rate, technical specifications, warranty/support period and the delivery schedule of the product being offered.
7. The separate envelopes for respective category/product should be addressed in the name of "The Coordinator, Delhi International Arbitration Centre, 2<sup>nd</sup> Floor, 'S' Block, Delhi High Court, Dr. Zakir Hussain Road, New Delhi" and the CATEGORY/PRODUCT, SUBJECT and DUE DATE for which the quotation is submitted, should be clearly super scribed on each envelope.
8. No quotation shall be entertained **after due date**. Envelope(s) without subject as referred to above shall be summarily rejected.

9. **The Financial Bid/Quotation for respective Category/product must be tendered strictly as per the corresponding format mentioned in Annexure-"A" of this tender. Quotation(s) offered in any other format than prescribed shall be liable to be rejected.**
10. **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.**
11. It may be noted that the final rates should be mentioned as unit price inclusive of GST and taxes applicable should be clearly and separately mentioned.
12. Selected Firms(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 the firm while submitting Invoice/Bill mentioning warranty/support period.
13. The selected firm(s) / vendor(s) will have to execute proper and separate Service Agreement for respective category/product with DIAC valid for five years & three months from the date of acceptance of Service Agreement.
14. The payment will be released after random testing of Goods by independent Officer and completion of formalities of Service Agreement. In case of any problem in the selected printers subsequently on opening, the vendor will get the same replaced.
15. 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.
16. The DD/Pay order towards EMD of all the tenderers, except the lowest three, shall be returned without interest 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.
17. The DD/Pay Order of L-2 & L-3 will be returned without interest 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 or if any other default is found in the quotation, the amount of EMD shall be forfeited and the firm will be blacklisted from participation in future tenders of the DIAC.
18. If multiple quotations are submitted by a firm / vendor in one category/product, all such quotations submitted in respect of said category/product shall be liable to be rejected at the first instance.
19. After opening of the sealed quotation 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.

20. The selected L-1 vendor/firm shall be bound to supply the required item within 21 days from the date of issuance of Purchase Order, failing which the Purchase Order 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.
21. In case the Purchase Order awarded to 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.
22. The firm(s) / vendor(s) shall also have to furnish an undertaking in original (**strictly as per Annexure-“B”**) separately for respective category/product 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 the required undertaking(s) shall be summarily rejected.
23. **In case the firm(s)/vendor(s) wants any clarification in respect of this Tender, Ms. Shaloo Batra, AR or Mr. Ajit Chauhan, Court Officer at Tel. Nos. 011-43010101 (Extn. Nos. 6189, 6190) may be contacted.**

The DIAC reserve 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. The DIAC also reserve the right to place the order fully/partially to different firms/vendors.

 Yours truly,  
(Nikhil Chopra)  
Coordinator (DIAC)  
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: \_\_\_\_\_

**Financial Bid/Quotation**

**(To be submitted separately for respective Category/Product)**

Description of Category/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)	Under - taking furnished (Yes/No.)	Validity of Rates: (180 days or more)	Remarks (if any)
A	B	C	D	E	F	G	I
Name of the product to be offered by the Bidder							

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

Official Stamp/Seal

Date:

Place:

\*Interlineations/Corrections/Overwriting not allowed

**Annexure - 'B'**

**UNDERTAKING**

I/We undertake that 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.

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

Date:-

Place:-