

IN THE HIGH COURT OF DELHI AT NEW DELHI

F. No.676-C/DA-02/IT/DHC/No. 1342

Dated: 18/01/2023

From:

The Registrar General
Delhi High Court,
New Delhi.

To

(On the website of this Court)

Sub: Notice inviting Tender for purchase of Microsoft Surface Studio Laptop

This Court intends to purchase **Microsoft Surface Studio Laptops**, quotations should be submitted by the firm(s)/vendor(s) authorized by OEM(s) to participate in the instant tender with the following configurations:-

Configurations

Microsoft Surface Studio Laptop having **i5 or i7 (latest generation processor)**, 32 GB RAM, 1 TB SSD Hard Disk and other general specifications for the use of Hon'ble Judges of this Court.

**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. The firm(s) / vendor(s) authorized by OEM intending to participate in the instant tender are requested to submit the necessary Technical/Financial bids along with the copy of current authorization letter of the OEM and **Earnest Money Deposit (EMD) worth ₹10,000/-** 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 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 8/2/2023 till **5:30 P.M.** clearly mentioning the rates inclusive of GST/Tax rate, technical specifications, warranty/support period 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 superscribed 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. The selected eligible L-1 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 issued shall be liable to be cancelled without entertaining any communication 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 and the amount of EMD shall be forfeited, if failed to supply any cogent reason.
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.
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 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 this Court.
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 the complaints notified to designated SPOC person are attended and resolved expeditiously.
14. 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.
15. 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.
16. The firm/vendor shall also have to furnish an undertaking (**strictly 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 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.
17. 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,


18/11/2023

(Deepti Chhabra)
Deputy Registrar (IT)
for Registrar General

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

Annexure-'A'

Technical Specification
(Microsoft Surface Studio Laptop)

Sl. No.	Description of Product	Compliance (Yes/No)	Remarks, if any
1.	Microsoft Surface Studio Laptop having i5 (latest generation processor), 32 GB RAM, 1 TB SSD Hard Disk and other general specifications.		

Sl. No.	Description of Product	Compliance (Yes/No)	Remarks, if any
1.	Microsoft Surface Studio Laptop having i7 (latest generation processor), 32 GB RAM, 1 TB SSD Hard Disk and other general specifications.		

Annexure - 'B'

Price Bid

Description of Product	Unit Price (without taxes) In Rs.	Tax Rate (%)	Total Price (incl. of tax) In Rs.	Undertaking furnished (Yes/No)	3 years onsite comprehensive warranty (Yes/No)	Remarks, (if any)
Microsoft Surface Studio Laptop having i5 (latest generation processor), 32 GB RAM, 1 TB SSD Hard Disk and other general specifications.						

Description of Product	Unit Price (without taxes) In Rs.	Tax Rate (%)	Total Price (incl. of tax) In Rs.	Undertaking furnished (Yes/No)	3 years onsite comprehensive warranty (Yes/No)	Remarks, (if any)
Microsoft Surface Studio Laptop having i7 (latest generation processor), 32 GB RAM, 1 TB SSD Hard Disk and other general specifications						

EMD of Rs.10,000/- attached (Yes/No) : _____

If yes, details of EMD: _____

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 in its Business dealings with any Central / State
Government / Public Sector Undertaking / Autonomous Bodies or has/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.

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

Date:-

Place:-