

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

F.No.379/SA-3/Comp./DHC 2592  
Dated: 02.02.19

From

The Registrar General  
Delhi High Court  
New Delhi

To,

(On the website of Delhi High Court)

**Sub: Quotation for HP OfficeJet 8720 AIO Colour Printers or its upgraded model for the use of Hon'ble Judge/Registry of the Court with five years onsite warranty from the manufacturer**

Sir,

This Court intends to purchase HP Officejet 8720 AIO Colour Printer or its upgraded model, with five years onsite warranty from the manufacturer for Hon'ble Judges/Registry of this Court.

The authorized vendor(s) are requested to submit the quotation for the aforesaid printers clearly mentioning the technical specifications of the product offered by them as also the warranty/carepack details, in a sealed envelope to the AOJ (IT/Sty), Ground Floor, LCB-III, Delhi High Court, on or before 22-02-2019. The validity of the rates should not be less than six months. Quotations with less period of validity of rates shall be rejected. The envelope should be addressed in the name of "The Registrar General, Delhi High Court, New Delhi," and the subject of this letter be superscribed on the envelope. Envelope without subject shall be rejected.

The quotations must be accompanied by Demand draft/Pay order for a sum of Rs.10,000/- in favour of "The Registrar General, Delhi High Court, New Delhi-110503" payable at New Delhi towards earnest money deposit (refundable without interest on written request). Quotation submitted without EMD shall be summarily rejected

The DD/Pay order towards EMD of all the tenderers, except the lowest three, shall be returned against receipt. If the offer of quotation withdrawn by the tenderer after opening of tender or any other default, the amount of EMD will be forfeited.

**The selected vendor will have to submit current authorization letter/care pack from the OEM (Original Equipment Manufacturer) for the printer(s) supplied.** The quotation received after due date shall be summarily rejected.

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

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.

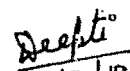
Yours truly,



(Rajeev Chauhan)

Deputy Registrar (IT/Sty./Dig.)  
for Registrar General

CC to:- Sr. System Analyst, Delhi high Court.- for uploading on the official website of the Delhi High Court



(Deepti Chhabra)

Assistant Registrar (IT/Sty.)