

IN THE HIGH COURT OF DELHI AT NEW DELHI

F.No. 669-V2/IT/DHC/DA-4/No. 14419
Dated: 25.08.22

From

The Registrar General
Delhi High Court
New Delhi

To

(On the website of this Court)

Sub: Tender inviting Quotations for purchase one(01) no. Cisco Room Kit Plus P60-Codec Plus, P60 Cam with Touch 10" Panel, compatible with the Telepresence System already installed in this Court, for Small TP Room or other purposes

This Court intends to purchase one(01) no. Cisco Room Kit Plus P60-Codec Plus, P60 Cam with Touch 10" Panel, compatible with the Telepresence System already installed in this Court, for Small TP Room or other purposes. Interested firms/vendors (**Based in Delhi/NCR Region only**) are requested to submit their respective quotations for the same in a sealed envelope to the A.O.(J), Information Technology, Lawyers' Chamber Block-III, Room No.6, Ground Floor, High Court of Delhi, New Delhi on or before 15/9/2022 till 5:30 P.M. The sealed envelope should be addressed in the name of "The Registrar General, Delhi High Court, New Delhi" mentioning the **due date** and subject "**Cisco Room Kit Plus P60-Codec Plus, P60 Cam with Touch 10" Panel, compatible with the Telepresence System alongwith EMD**" which should be super-scribed on the sealed envelope.

Terms & conditions of this tender are as under:

1. The validity of rates should 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.**
2. No quotation shall be entertained **after due date**. Quotations received after due date shall be summarily rejected. Quotations **without the subject as referred to above & due date having been mentioned on the envelope** shall be summarily rejected.
3. The firms/vendors must submit only one quotation 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 must submit the copy of the **current Authorization letter of the OEM and Earnest Money Deposit (EMD) worth Rs. 10,000/-** by way of Demand Draft or Banker's Cheque drawn in favour of "The Registrar General, Delhi High Court" payable at New Delhi. **Quotation without EMD shall be summarily rejected and no request for waiver will be entertained.**
5. After opening of the sealed quotation(s), if any correction is found in the offered rates, which renders the whole Tender process doubtful or ambiguous, the said quotation shall be summarily rejected.
6. The DD/Pay Order of L-2 & L-3 will be returned after awarding the work order to the successful tenderer. If the offer of quotation is withdrawn by the tenderer 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.
7. The quotations must be tendered strictly in the format mentioned in **Annexure 'A'** of this tender. **Quotations offered in any other format than prescribed shall be liable to be rejected.**

8. 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.
9. 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.
10. The supplied items will be installed & integrated in the Small TP Room, Delhi High Court and inspected by an independent technical officer nominated for the purpose.
11. The firm/vendor shall also have to give an undertaking in original (strictly as per **Annexure-'B'**) 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 quotations received without undertaking shall be summarily rejected.
12. The firms/vendors offering NET rate 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 an affidavit strictly as per **Annexure-'C'** with supporting documents in respect of exemption from registration under GST Act viz. copy of the latest Notification issued by Govt. of India/Govt. of NCT of Delhi duly attested under the seal of the firm, certificate issued by Chartered Accountant for the F.Y. 2020-2021 & 2021-2022 etc.
13. If multiple quotations are submitted by a firm/vendor, all such quotations submitted shall be liable to be rejected at the first instance.
14. Withdrawal of quotation(s) after their opening may attract blacklisting of the firm/vendor from participation in any future tender of this Court for a period of twelve months from the date of blacklisting.
15. The interested firm(s)/vendor(s) may inspect the above mentioned equipments/items already installed in Telepresence Room, 3rd Floor, Extension, Admn. Block, Delhi High Court on any working day from 25/8/2022 to 14/9/2022 during office hours (i.e. 10:00 AM to 4:30 PM).

This Court reserves 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.

Yours truly,

Deepti
25/8/2022

(Deepti Chhabra)
Deputy Registrar (IT/Dig.)
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: _____

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) OR NET Price offered for one unit by the vendor exempted from registration under the GST Act	Under - taking furnished (Yes/No.)	Validity of Rates: (180 days or more)	Warranty	Remarks (if any)
A	B	C	D	E	F	G	H
Cisco Room Kit Plus P60-Codec Plus, P60 Cam with Touch 10" Panel							

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

Official Stamp/Seal

Date:

Place:

*Interlineations/Corrections/Overwriting not allowed

UNDERTAKING

I/We undertake that the firm (name of the firm) or its Partner/Director/Proprietor (name of the owner(s)) 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.

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:-

[ON Rs.10/- NON-JUDICIAL STAMP PAPER DULY NOTARIZED BY NOTARY PUBLIC AFFIXING Rs. 5/- NOTARIAL STAMP TO BE PRODUCED ONLY BY THE FIRMS/VENDORS CLAIMING EXEMPTION FROM REGISTRATION UNDER GST ACT]

Annexure - 'C'

AFFIDAVIT

I _____, S/D/W/of Sh./Smt. _____
Resident of _____ in the capacity of _____
of M/s. _____
having its Registered office/ office at _____ do hereby
solemnly affirm and declare as under:-

1. That the Turnover of M/s. _____ was less than 40 Lakh in financial year i.e. 2021-2022.
2. That the firm _____ is exclusively engaged in supply of Goods in Delhi/NCR Region and not making any inter-state supplies.
3. That the turnover of M/s. _____ has not crossed the 'threshold exemption limit' of Rs.40 lakh, in the current financial year 2022-23.
4. That I undertake that at the point of time the turnover of the firm crosses the threshold exemption limit of Rs.40 lakh, the firm will be registered under GST Act and shall comply with the provisions mentioned in the GST Act.
5. That the firm is claiming exemption to be registered under GST Act, hence not mentioning GST rate percentage in the financial bid.
6. That M/s. _____ will claim only the NET price exclusive of GST, if declared eligible in the tender process.

DEPONENT

VERIFICATION

Verified at _____ on this _____ day of _____, 2022 that the contents of the above affidavit are true and correct to the best of my knowledge and that nothing material has been concealed there from.

DEPONENT