

IN THE HIGH COURT OF DELHI AT NEW DELHI

F.No.336(III)/DA-2/IT/DHC/No. 7730

Dated: 09.05.2022

From,

The Registrar General
Delhi High Court
New Delhi

To,

(On the website of High Court)

Sub: Tender calling quotation(s) for purchase of 12 Volts 7AH SMF UPS Batteries of reputed make with maximum warranty.

This Court intends to purchase one hundred (100) nos. of 12. Volts 7AH SMF UPS Batteries of reputed make with maximum warranty in two equal installments for use of this Court.

The terms & conditions of this tender are as under:

1. The firm(s)/vendor(s) (**Based in Delhi/NCR Region**) authorised by OEM are requested to submit the necessary quotation(s) for the purchase of 12 Volts 7AH SMF UPS Batteries of reputed make with maximum warranty alongwith current authorization letter from OEM. The firm(s)/vendor(s) will also have to annex copies of P.Os issued by Govt./PSU Bodies in their favour for supply of such kind of reputed make batteries.
2. Sealed envelope containing the quotation & documents referred to above must reach to the AOJ (IT & Stationery Branch), Lawyers' Chamber Block-III, Room No. 6, Ground Floor, Delhi High Court on or before 31/05/2022 till 5:30 P.M.
3. The validity of rates should not be less than 180 days from the last date of submission of quotation.
4. Quotations with less period of validity of rates shall be summarily rejected.
5. 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.
6. The firms/vendors offering NET rate (rate without tax component) 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 supporting documents in support of exemption from registration under GST Act viz. CA's Certificate, Copy of Notification issued by Govt of India/Govt of NCT of Delhi duly attested under the seal of the firm to this effect with the quotation. The vendor exempted from Registration under GST Act shall also submit Affidavit of Rs.10/- on non-judicial stamp paper affixed with Rs.5/- Notarial Stamp duly notarized by Notary Public as per **Annexure 'B'**.
7. The envelope should be addressed in the name of "The Registrar General, Delhi High Court, New Delhi"
8. The subject "Quotation for 12 Volts 7AH SMF UPS Batteries." and due date should be superscribed on the envelope.
9. No quotations shall be entertained after due date. Envelope(s) without subject having been mentioned on them shall be summarily rejected.
10. The selected eligible L-1 firm shall be bound to supply the required item within twenty one (21) days from the date of issuance of Purchase Order, failing which the purchase order issued shall be deemed to be cancelled without entertaining any communication in

this regard unless sufficient cause is shown (supported by documentary proof) for such lapse.

11. In case the Purchase Order awarded to the eligible L-1 firm 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.
12. If multiple quotations are submitted by a firm/vendor, all such quotations submitted shall be liable to be rejected at the first instance.
13. The firm/vendor shall also have to give an undertaking (as per Annexure- 'C') that the firm/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 undertaking shall be summarily rejected.
14. 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.

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,


(Sunil Dutt)

Assistant Registrar (IT)
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 (%)	Tax Amount for one unit (in Rs.)	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)	Maximum Warranty	Remarks (if any)
A	B	C	D	E	F	G	H	I
12 Volts 7AH SMF UPS Batteries Make _____ Model: _____								

Price as at column (E) 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 the firm (name of the firm)
or its Partner/Director/Proprietor (name of all owners)
has/have not been blacklisted/banned in its Business dealings with any Central/State
Government/UPublic 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. *(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:-

Annexure – 'B'

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