

IN THE HIGH COURT OF DELHI : AT NEW DELHI

F.No. 659(IV)/DA-2/IT/DHC/No. 5286

Dated: 01-04-2022

From,

The Registrar General
Delhi High Court
New Delhi.

To,

(On the website of High Court)

Sub: Tender calling quotaton(s) for purchase of Logitech combo touch (Backlit keyboard case with trackpad) case, compatible with Apple iPad Pro 12.9" (5th generation) with maximum warranty.

This Court intends to purchase Logitech combo touch (Backlit keyboard case with trackpad) case, compatible with Apple iPad Pro 12.9" (5th generation) with maximum warranty for the use of Hon'ble Judges of this Court.

The terms & conditions of this tender are as under:

1. The firm(s)/vendor(s) (Based in Delhi/NCR Region) authorized by OEM are requested to submit the necessary sealed quotation(s) for the purchase of Logitech combo touch (Backlit keyboard case with trackpad) case, compatible with Apple iPad Pro 12.9" (5th generation) with maximum warranty.
2. Sealed envelope containing the quotation 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 21/4/2022 till 5:30 P.M.
3. The envelope should be addressed in the name of "The Registrar General, Delhi High Court, New Delhi."
4. The subject "**Quotation for purchase of Logitech combo touch (Backlit keyboard case with trackpad) case, compatible with Apple iPad Pro 12.9" (5th generation)**" and due date should be superscribed on the envelope.
5. The validity of rates should not be less than 180 days from the last date of submission of quotation.
6. Quotations with less period of validity of rates shall be summarily rejected.
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 firms/vendors offering NET rate, (rate without tax component) claiming that tghy 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'**.
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 ten (10) 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 delay.
11. In case the Purchase Order awarded to the eligible L-1 firm is cancelled due to non-supply of goods within stipulated period, the Purchase Order will be awarded to the next eligible L-2 vendor/firm.
12. The acceptance of supplied item in the Stationery Store of Delhi High Court will be subject to coçal formalities viz, inspection by an independent officer nominated for the purpose.
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. The firm or vendor shall also have to give an undertaking (as per **Annexure 'C'**) 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 instance Tender Notice are acceptable to them. The quotations received without undertaking shall be summarily rejected.
15. 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.
16. Withdrawal of quotation(s) after their opening may attract blacklisting of the firms/vendor from participation in any future tender process of this Court for a period of six months from the date of blacklisting.

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
11/4/2022

(Deepti Chhabra)

Deputy Registrar(IT/Sty.)

For Registrar General

Name of the firm: _____ Address of the Firm: _____

Contract No.: _____ E-mail Address: _____

Price Bid

Description of Product (A)	Price offered for one unit (Without taxes in Rs.) (B)	Tax Rate (%) (C)	Tax Amount for one unit (in Rs.) (D)	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. (E)*	Undertaking furnished (Yes/No) (F)	Validity of Rates: (180 days or more) (G)	Warranty (H)	Remarks (if any) (I)
Logitech combo touch (Backlit keyboard case with trackpad) case, compatible with Apple iPad Pro 12.9" (5 th generation)								

*Please mention figures in words(Column 'E') _____

Signature of the authorized Signatory
Of the firm/company/organization

Official Stamp/Seal

Date:

Place:

- Corrections/overwriting not allowed in this Annexure.

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

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. 2020-2021.
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 2021-22.
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

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.

I/We also undertake that in case the supply is found to be not 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 the firm/vendor is claiming exemption from GST & is offering net rates)*

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

Date:-

Place:-