

IN THE HIGH COURT OF DELHI AT NEW DELHI

F.No. **695**/Comp./DHC/No. 01 (IT)

Dated: 17-07-2020

From,

The Registrar General
Delhi High Court
New Delhi

To,

(On the website of High Court)

Sub: Quotation for purchase of Dragon Legal Version 15 Software or its upgraded version, Dragon compatible Bluetooth device for Dragon Legal Version 15 software of its upgraded version & Philips SMP 3700 Speech Mike or its upgraded version with its stand for Hon'ble Judges of this Court.

This Court intends to purchase below mentioned Software or its upgraded version with two years or higher online and onsite comprehensive support for the same and warranty of two years or higher on Dragon compatible Bluetooth device & Philips SMP 3700 Speech Mike or its upgraded version with its stand for the use of Hon'ble Judges of this Court:-

1. **Dragon Legal Version 15 Software or its upgraded version(s).**
2. **Compatible Bluetooth device for Dragon Legal Version 15 Software or its upgraded version(s).**
3. **Philips SMP 3700 Speech Mike or its upgraded version with its stand.**

The authorized vendors are requested to submit the necessary quotation(s) alongwith the copy of current authorization letter of the OEM and Earnest Money Deposit (EMD) worth Rs. 10,000/- by way of Demand Draft or bankers Cheque drawn in favour of "The Registrar General, Delhi High Court" payable at New Delhi. Selected Vendor will be required to submit authorization letters or copy of Auhorization letter of OEM each time while submitting Invoice/Bill from manufacturer(s). Quotation without EMD shall be summarily rejected and no request for waiver will be entertained.

Sealed envelope containing quotation & EMD must reach to the AOJ (IT & Stationery Branch), Lawyers' Chamber Block-III, Room No. 6, Ground Floor, Delhi High Court on or before 07-08-2020 till 5:00 P.M. clearly mentioning the Version/Model Number/features/configuration of the products being offered. **The validity of rates should not be less than 180 days from the last date of submission of quotation and taxes applicable should be clearly mentioned. Quotations with less period of validity of rates shall be summarily rejected.**

The envelope should be addressed in the name of "The Registrar General, Delhi High Court, New Delhi" and the subject "**Quotation for purchase of Dragon Legal Version 15 Software and other accessories**" should be superscribed on the envelope. No quotations shall be entertained **after due date**. Envelope(s) **without subject** shall be summarily rejected.

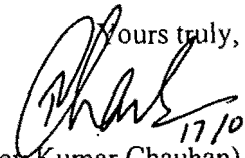
The final price for each item mentioned above inclusive of taxes and tax rate on each item be shown separately.

The DD/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 after supply and successful installation of the order placed to the firm/after fulfilling all codal formalities against receipt.

The DD/Pay Order of L-2 & L-3 will be returned 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 any other default, the amount of EMD shall be forfeited and the firm will be blacklisted to participate in future tenders of this Court.

This Court reserves the right to modify/amend the quotation letter/terms & conditions at a later stage. This Court reserves the right to place the Order fully/partially to different firms/vendors.

Yours truly,



(Rajeev Kumar Chauhan)
Joint Registrar (IT/Sty.)
for Registrar General

CC:- for information and necessary action:

1. Senior System Analyst, IT Cell, Delhi High Court- for uploading on the website of this Court.