

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

F.No.635/Comp./DHC/No.5381

Dated: 07.03.2014

**Empanelment of Suppliers of Electronics/Computer Items**

This Court intends to prepare a Panel of Registered Suppliers for the purchase of Goods (electronic/computer) upto Rs. 25 Lakhs under Rules 142 & 151 GFR for supply of Electronic & Computer items. Orders for supply of the items will be placed with the empanelled vendors after inviting quotations. The validity of the Panel will be initially for one year from the date of formation, renewable every year. The supplier will have to deposit DD/Pay Order of **Rs. 50,000/-** in the name of the Registrar General, Delhi High Court. Delhi High Court will send the requirements of electoral Computer Items upto Rs. 25 Lakhs to the Registered Suppliers through speed post at the address registered.

Those interested to be empanelled can apply on the prescribed form which is available at Delhi High Court's website [www.delhihighcourt.nic.in](http://www.delhihighcourt.nic.in)

Delhi High Court, however, reserves the right to purchase the goods directly from the Authorized Dealers of the goods being purchased, if the rates offered by them are lower than the rates of Registered Suppliers.

The vendors are requested to submit offer letter clearly mentioning the items being offered by them in a sealed envelope to the undersigned on or before **25.03.2014**

The envelope should be addressed in the name of "Registrar General, Delhi High Court, New Delhi" and the subject of this letter be superscribed on the envelope.

The quotation received after due date shall not be considered.

Yours Truly,

Sd/-  
(Girish Sharma)  
Registrar (Comp.)  
for Registrar General

**Delhi High Court  
New Delhi**

Tel: 011-43010101

**Application for empanelment of suppliers of Electronics & Computer Items**

1.	Name of the Organization	
2.	Type of Organization, whether proprietorship, partnership, public/private limited company, etc.	
3.	Name of the Proprietor/Partners/Directors in the Organization	
4.	Registration (firm, company etc.) / Registration Authority, Date, Number etc.	
5.	Tin Number	
6.	PAN No.	
7.	In Operation since (years)/Annual Turn-over for the last three financial years	
8.	Name and address of the bankers, telephone, E-mail and Fax No.	
9.	Type of Account and Account Number/Banker's Name	
10.	Registered Office Address and telephone / fax no.	
11.	Information regarding viz names and address of entities/corporate/business houses/Government Departments/PSUs etc. to whom supply of electronics/computer items are being made.	
12.	Information regarding any civil suit contracted	

Please attach copies of last three years Income Tax returns/audited Accounts statements (Profit & Loss and Balance Sheet)

Place:

Date:

Signature of Applicant

## **Terms & Conditions of Empanelment**

1. The Supplier should have an annual minimum turnover of Rs. 10 lakh from sale of electronics/computer items for the last three years.
2. Applicants should be those who are already having supply arrangements of electronics/computer items with large corporate/ entities/ PSUs/Government Departments.
3. The supplier should not have been debarred / black-listed by any Government / Semi-Government / Public Sector Organization.
4. Applicants must have their office/establishment at Delhi/NCR.
5. Applicants along with the covering letter and supporting documents shall be submitted in a sealed cover.
6. Applications containing false or inadequate information are liable for rejection.
7. The Court reserves the right to reject any or all applications without assigning any reason thereof.
8. Decision of the Court with regard to empanelment of the vendors will be final and binding.
9. Information furnished in the application will be kept confidential.
10. Duly filed in Form seeking empanelment should reach Registrar General, Delhi High Court, Shershah Road, New Delhi – 110003, latest by **25.03.2014**.

## **Categories of Goods/Services**

### **1. Computer Hardware and Peripherals**

Desktop/Laptop/Palm Top/Note Pad/Tablet computers, Work Stations, Thin Client, PDA, Servers, Laser/Dot Matrix/Inkjet/Line Printers, UPS (Online/Offline), Scanner(flat bed, roller, A0 to A4), Storage Device (SAN/NAS/Tape library) External Hard Discs, Software, Antivirus, Barcode reader & printer with software, Peripherals & Accessories.

### **2. Computer Consumables**

Toner & Ink Cartridge & Colour Cartridge for printers, CD, DVD, Pendrive, UPS battery

### **3. Networking equipment**

Router, LAN Switches, WiFi access Point, Converter, switch with SFP adaptability, I/O Box, enclosure box, Patch Cord, power adapter, t, etc.

### **4. Electronic items**

CTV, LCD/LED/Plasma TV, HD/UHD, LED displays, LED lights and fixture, HD day & night IP Camera with/without IR & PIR facility and accessories LCD/LED/DLP Projector, 3-D Projector, Mobile/Pocket Projector, Screen for projection, smart board, electronic display board UPS(Online/Offline), stabilizer, CVT, FAX machine, Photocopier, etc.