

IN THE HIGH COURT OF DELHI AT NEW DELHI

F.No.557/Comp./DHC/No. 8292

Dated: 05/06/2021

From,
The Registrar General
Delhi High Court
New Delhi

To, (On the website of High Court)


Sub: Tender calling quotation for purchase of genuine Toner Cartridge No.TN2280 for Brother make 2840 Laser Plain Paper Fax Machines.

This Court intends to purchase ten nos. of **genuine Toner Cartridges No.TN2280** for Brother make 2840 Laser Plain paper Fax Machines, installed in this Court.

The terms & conditions of this tender are as under:

1. The authorized vendors/firms of the OEM are requested to submit the necessary quotation(s) clearly mentioning the guarantee/warranty period of the product being offered alongwith the copy of current authorization letter issued by the OEM in favour of the participating authorised vendor/firm.
2. The firm/vendor submitting the authorization letter of the OEM stating to be authorized by the OEM, shall be verified by the OEM itself before processing the Tender. If at any stage, the authorization letter submitted is found to be fake or forged, the defaulting firm/vendor will be blacklisted to participate in future in the Tender processes of this Court.
3. Sealed envelope containing the quotation must reach to the AOJ (IT & Stationery Branch), Lawyers' Chamber Block-III, Room No. 6, Ground Floor, Delhi High Court on or before 25.06.2021 till 5:30 P.M.
4. The validity of rates should not be less than 180 days from the last date of submission of quotation and tax rate applicable should be clearly mentioned.
5. Quotations with less period of validity of rates shall be summarily rejected.
6. The envelope should be addressed in the name of "The Registrar General, Delhi High Court, New Delhi"
7. The subject "**Original Toner Cartridge No.TN2280 for Brother make 2840 Laser Plain Paper Fax Machines.**" and due date should be superscribed on the envelope.
8. No quotations shall be entertained after due date. Envelope(s) without subject shall be summarily rejected.
9. Selected Vendor will be required to submit valid authorization letter in original or copy of valid Authorization letter issued by OEM duly attested under the seal of selected vendor at the time of submitting Invoice/Bill for payment.
10. The firm/vendor shall also have to give an **undertaking (as per Annexure- 'A')** 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 quotations received without undertaking shall be summarily rejected.

This Court reserves the right to modify/amend the quotation letter/terms & conditions at a later stage.

Yours truly,

(Deepti Chhabra)
Deputy Registrar (IT/Sty./Dig.)
for Registrar General

CC to:- Joint Director (IT), DHC.- for uploading on the official website of Delhi High Court.

UNDERTAKING

I/We undertake that the firm (name of 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.

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

Official Stamp/Seal

Date:

Place: