

IN THE HIGH COURT OF DELHI AT NEW DELHI

F.No.715/SA-5/Comp./DHC/No. **10704**

Dated: **07/08/2021**

From,

The Registrar General
Delhi High Court
New Delhi

To,

(on the website of Delhi High Court)

Sub: Tender Notice Inviting Quotations for purchase of Two Hundred (200) nos. of HP/Dell/Lenovo Desktops

Sir/Madam,

This Court intends to purchase two hundred (200) nos. of HP/Dell/Lenovo Desktops along with services of one well qualified experienced Resident Engineer (able to resolve issues independently) for 5 years On-site comprehensive warranty period, with the following minimum required technical specifications:-

S.No.	Description	Technical Specification Reqd.
1.	Operating System	Windows 10 Professional or Higher
2.	Processor	CPU Intel Core i5 (Latest Generation), 3.2 Ghz, 12 MB Cache, 6 Cores or higher
3.	Memory (RAM)	16 GB DDR4-2933, 4 Dim slot
4.	Chipset	Intel Q470, enterprise class chipset with security features
5.	Hard drive	1 TB HDD
6.	Monitor	Minimum 23-inch Full HD conferencing TFT with 720P Integrated HD webcam and Integrated speakers
7.	Keyboard	Wired Keyboard
8.	Mouse	Wired Mouse
9.	DVD R/W	DVD-Writer
10.	Wireless Card	Realtek 802.11a/b/g/n/ac (1x1) and Bluetooth 4.2 Combo or Higher
11.	Warranty	5 yrs. onsite from OEM

***Note:** The vendor must submit duly filled technical compliance sheet (**Annexure-A**) along with the quotation. Non-compliance of this condition, will summarily lead to rejection of the quotation.

The terms & conditions of this tender are as under:-

1. The authorised vendor(s) of above OEMs are requested to submit the necessary quotation(s) along with the copy of current authorization letter of the OEM (whose product is being offered) and Earnest Money Deposit (EMD) of 5% of total proposed cost of two hundred (200) nos. of Desktops by way of Demand Draft or Bankers Cheque drawn in favour of "The Registrar General, Delhi High Court" payable at New Delhi.
2. Quotations received without EMD shall be summarily rejected and no request for waiver will be entertained.
3. Selected Vendor will be required to submit valid authorization letter or copy of valid Authorization letter issued by OEM while submitting Invoice/Bill mentioning warranty/support period.
4. Sealed envelope(s) 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 **27-08-2021** till **5:30 P.M.** clearly mentioning the rates inclusive of GST/Tax rate, technical specifications, warranty/support period and the delivery schedule of the product being offered.

5. The envelope(s) should be addressed in the name of “**The Registrar General, Delhi High Court, New Delhi**” and the subject “**Quotation for two hundred (200) nos. of Desktops**” should be superscribed on the envelope.
6. **The validity of rates should not be less than 180 days from the last date of submission of quotations and tax rate applicable should be clearly & separately mentioned.**
7. **Quotations with less period of validity of rates shall be summarily rejected.**
8. No quotations shall be entertained **after due date**. Envelope(s) received **without having the subject mentioned on them** shall be summarily rejected.
9. **The quotations must be tendered strictly in the format mentioned in Annexure ‘B’ of this tender. Cost of the Resident Engineer should be separately mentioned. Quotations offered in any other format than prescribed shall be liable to be rejected.**
10. It may be noted that the final rates should be mentioned as unit price inclusive of GST and taxes applicable should also be clearly and separately mentioned.
11. The selected vendor(s) will have to execute proper Service Agreement and also submit 3% of the Invoice amount as Performance Bank Guarantee with Delhi High Court valid for five years from the date of acceptance of Service Agreement.
12. The selected vendor(s) shall be bound to supply the required item(s) at the earliest after issuance of purchase order.
13. 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 bidder will be returned only after supply and successful installation of the first order placed to the firm fulfilling all codal formalities against receipt.
14. 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 bidder before/after opening of tender or any other default, the amount of EMD shall be forfeited and the firm will be blacklisted from participation in future tenders of this Court.
15. If multiple quotations are submitted by a firm / vendor for the same company desktops, all its quotations shall be liable to be rejected at the first instance.
16. After opening of the sealed quotation(s) 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.
17. The firm/vendor shall also have to furnish an undertaking (**strictly 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 instant Tender Notice are acceptable to them. The quotations received without undertaking shall be summarily rejected.
18. The quantity of desktops may increase or decrease as per the requirement of this Court.
19. In case the vendor wants any clarification regarding this Tender, he can call Mr. Zameem Ahmad Khan, JD (IT) at Tel. No. 011-43010101 (Ext. 4563).

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

Yours truly,

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

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

Technical compliance sheet for Desktop

S.No.	Description	Technical Specification Reqd.	Compliance (Yes/No) Please mention the make and exact specifications offered for the offered desktop(s). Please also highlight the higher specification, if any, offered
1.	Operating System	Windows 10 Professional or Higher	
2.	Processor	CPU Intel Core i5 (Latest Generation), 3.2 Ghz, 12 MB Cache, 6 Cores or higher	
3.	Memory (RAM)	16 GB DDR4-2933, 4 Dim slot	
4.	Chipset	Intel Q470, enterprise class chipset with security features	
5.	Hard drive	1 TB HDD	
6.	Monitor	Minimum 23-inch Full HD conferencing TFT with 720P Integrated HD webcam and Integrated speakers	
7.	Keyboard	Wired Keyboard	
8.	Mouse	Wired Mouse	
9.	DVD R/W	DVD-Writer	
10.	Wireless Card	Realtek 802.11a/b/g/n/ac (1x1) and Bluetooth 4.2 Combo or Higher	
11.	Warranty	5 yrs. onsite from OEM	

Price Bid

Sl. No.	Desktop (Make & Model)	Unit Price (without taxes)	Tax Rate (%)	Total Price (incl. of tax)	Onsite comprehensive Warranty (in years)	Remarks, if any

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 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:-